Appendix XI: State-Provided Supplemental ID&R Materials

The National ID&R Manual provides specific information about ID&R for purposes of the MEP; however, there are a number of items that would be helpful to recruiters that were not provided in this manual because they vary from state-to-state. Some of these items are listed below. States may wish to provide some or all of these materials to ensure that recruiters have the information needed to perform their job:

State legislation affecting migratory children:

* truancy laws, including the state’s compulsory age of attendance
* compulsory attendance policies and consequences for parents
* child abuse or neglect reporting requirements (including a list of mandatory reporters   
  and instructions for reporting suspected abuse or neglect)
* minimum immunization requirements to enroll in school

Other state information:

* staff and program directory
* organizational chart and the position description or list of responsibilities for various positions (e.g., recruiter, data entry specialist, administrator, state director)
* state map
* common agricultural and/or fishing work found within the state (chart locations   
  on a state map)
* SEA policies and letters on MEP issues, including eligibility determinations
* specific services provided by the state MEP (e.g., accident and health insurance)
* referral list of local agencies and services (e.g., food, clothing, health, educational, legal)
* state and local action plans
* ethics and safety policies
* training opportunities
* state procedures (e.g., mileage reimbursement rules and forms, recruiter weekly activity logs, time-and-effort logs for staff who are paid by more than one program)