REFERRED SERVICES

1. WHAT is a Referred Service?

A **Referred Service** is an educational or educationally-related (supportive) service that migrant children would not have received without the efforts of MEP-funded personnel. The child must actually receive the service in order for it to be counted as a referral. An eligible migrant child must be the direct recipient of the referred service. A referred service cannot be MEP-funded and they cannot be a school or district based service that the child is already entitled to receive (e.g., Title I Part A services, Title III services.)

Examples of referred services that a child might receive as a result of MEP efforts include:

- Adult Basic Education (ABE) classes,
- Computer literacy classes,
- Early childhood classes,
- Food and clothing assistance,
- GED or pre-GED classes,
- Health and dental screenings,
- Job training programs,
- Nutrition and health education workshops
- Parenting classes (for eligible youth)

Additional **Resources** offered that are also considered referred services outside the K-12 Program includes:

- Alternative School
- College Assistance Migrant Program (CAMP)
- Early Learning Programs
- High School Equivalency Program (HEP)
- Running Start
- Skills Center Program

2. WHY is it important to report Referred Services?

It is important that the district document these services so that end of year reporting that goes to the Office of Migrant Education (OME) can document that migrant students are being connected and receiving additional educational services through the assistance of migrant staff, in an effort to help students be successful and graduate.

3. WHEN do I report a Referred Service in the MSIS?

ONLY report a referred service when:

A. The student is eligible for the Migrant Program.
B. The person referring the student is a migrant funded staff.
C. The service the student is referred to is an educational service that is funded by a non-Migrant Program or Organization.
D. The student has received the service he/she was referred to for at least one day.

4. WHERE do I report a Referred Service in the MSIS?

1. Select the MASS data entry tab in the Gray Menu
2. Select the Student Category
3. Select Referred Services
4. Select School Year and click submit
5. Select New Referred Service
6. Enter Migrant ID, Date and select a service, type in staff name, enter Submit

Washington State Migrant Education Program
Migrant Student Data and Recruitment Office
810-B East Custer Avenue | Sunnyside, WA 98944 | (509) 837-2712

REFERRED SERVICES FORM

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Only Report a Referred Service When:
- *The student is eligible for the Migrant Program*
- *The person referring the student is a migrant funded staff*
- *The service the student is referred to is an educational service that is funded by a non-Migrant Program or Organization*
- *The student has received the service he/she was referred to for at least one day.*

REFERRAL LOG

Student Name	Migrant ID	Grade	Date of Referral	Name of MEP Funded Staff who made Referral	Referred Service
					❏ Adult Basic Education (ABE) Classes ❏ Alternative School ❏ CAMP ❏ Computer Literacy Classes ❏ Dental Screenings ❏ Early Childhood Classes ❏ Food and Clothing Assistance ❏ GED/preGED Classes ❏ Health Screenings ❏ HEP ❏ Job Training Programs ❏ Nutrition & Health Education Workshops ❏ Parenting Classes ❏ Running Start ❏ Skills Center Program ❏ Other:_____
Student Name	**Migrant ID**	**Grade**	**Date of Referral**	**Name of MEP Funded Staff who made Referral**	**Referred Service**
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