

Migrant Due Dates for SY2016-2017



Ongoing Liaison Activities: ID&R, Annual Residency Verifications on COEs, services & referrals, PAC meetings, monthly ID&R Plan updating, monthly Data Checklist review, MSIS data entry of services, verification dates, & immunizations, logging activities in Liaison Record Keeping Log.

Ongoing Director Activities: Support and collaboration with family liaison, PAC meetings, monthly meeting with regional ID&R coordinator, program planning, liaison supervision, budget management.

When	What	Where	By whom
September 12 th	Staffing Report	MSIS	Director
	Re-interview Summary	SFTP	Family Liaison/Director
	Services	MSIS	Family Liaison
	Residency Verification Dates	MSIS	Family Liaison
October 31 st	Recommended date for initial PFS determinations to be done	MSIS Worksheet MSIS Entry-Services tab	Family Liaison/Director
November 30 th	2 Re-interviews	Home visits	With Liaison from another district
	Quarterly Data Checklist	With Regional ID&R Coordinator	Family Liaison/Director Regional ID&R Coordinator
February 28 th	2 Re-interviews	Home visits	With Liaison from another district
	Quarterly Data Checklist	With Regional ID&R Coordinator	Family Liaison/Director Regional ID&R Coordinator
March 15 th	Data pulled for funding for SY 2017-2018	MSIS	State Department of Education
April 28 th	2 Re-interviews	Home visits	With Liaison from another district
	Quarterly Data Checklist	With Regional ID&R Coordinator	Family Liaison/Director Regional ID&R Coordinator
May 31 th	Finalize and submit Re-interview Summary Report	MSIS	Family Liaison/Director
June 30 th	Staffing Report	MSIS	Director
	Consolidated Plan	CFSGA	Director
September 11, 2017	Final check for Services	MSIS	Family Liaison
	Final check for Residency Verification Dates	MSIS	Family Liaison

