

# HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)

NORTHERN NEW MEXICO COLLEGE



## HEP Application Packet

### HEP Services at Northern New Mexico College

- High School Equivalency (HSE) preparation instruction and tutoring
- Instructional materials and books
- HSE testing fee
- Graduation cap & gown
- Career and academic advising
- Cultural and social events
- Financial assistance stipend

### HEP Eligibility Requirements

- Be at least 16 years of age
- Not currently enrolled in high school
- Have not earned a high school diploma or its equivalent
- The student, or his/her immediate family member, must have spent a minimum of 75 days during the past 24 months as a migrant or seasonal farm worker. This includes any agricultural activity for wages related to the production of crops, dairy products, poultry, or livestock, cultivation or harvesting of trees, or fish farms OR have participated in a Title I, Migrant Education Program

### HEP Application Requirements

- Completed Application
- Personal Statement
- Farm Work Verification Form completed by the employer OR a Certificate of Eligibility (COE) from a Migrant Education Program
- Underage Permission/Withdrawal Form from school and school district (if 16 or 17)
- Copy of Government issued ID

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## SECTION 1 HEP Application Information

\_\_\_\_\_  
LAST NAME FIRST NAME M.I.

\_\_\_\_/\_\_\_\_/\_\_\_\_  
TODAY'S DATE

\_\_\_\_/\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_  
SOCIAL SECURITY #

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE OF BIRTH

\_\_\_\_/\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_  
CELL PHONE

\_\_\_\_/\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_  
ALTERNATE PHONE

\_\_\_\_\_  
STUDENT PERSONAL EMAIL ADDRESS

\_\_\_\_\_  
PHYSICAL ADDRESS STREET

\_\_\_\_\_  
CITY & STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
MAILING ADDRESS (if different from physical address)

\_\_\_\_\_  
CITY & STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
EMERGENCY CONTACT NAME

\_\_\_\_/\_\_\_\_/\_\_\_\_-\_\_\_\_/\_\_\_\_/\_\_\_\_  
EMERGENCY CONTACT NUMBER

### ETHNICITY (CHECK ALL THAT APPLY)

- Hispanic/Latino
- Asian
- Black/African American
- White
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- Other: \_\_\_\_\_
- Decline

IS ENGLISH YOUR SECOND LANGUAGE?  Yes  No

IF YES, WHAT IS YOUR NATIVE LANGUAGE? \_\_\_\_\_

### HOW DID YOU FIND OUT ABOUT NNMCM HEP?

- Walk-in
- Informational Fair
- High School Counselor
- Family Member/Friend/Acquaintance: \_\_\_\_\_
- Flyer/Brochure
- Recruiter/Outreach Staff
- Migrant Education Program (HEP)
- Newspaper/Radio
- Referral Agency/Program



**SECTION 2 Personal Statement**

**APPLICANT MUST ANSWER QUESTIONS 1 - 5**

1) Tell us a little bit about yourself (your hobbies, interests, family, etc.).

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2) What type of migrant/seasonal farm work have you or an immediate family member performed?  
*Example: I work for Mr. Martinez. I till the soil, plant, weed, irrigate, and harvest chili, corn, squash, cucumbers and melons. For more examples, see qualifying work on Page 8.*

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3) What would you like to do for your career and what path do you need to get there?

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## SECTION 3 Additional Contact Information (IN CASE YOU CAN NOT BE REACHED)

CONTACT NAME

RELATION TO STUDENT

\_\_\_\_/\_\_\_\_/\_\_\_\_/ \_\_\_\_/\_\_\_\_/\_\_\_\_/- \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/  
CONTACT CELL PHONE

\_\_\_\_/\_\_\_\_/\_\_\_\_/ \_\_\_\_/\_\_\_\_/\_\_\_\_/- \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/  
CONTACT ALTERNATE PHONE

## SECTION 4 Eligibility

I AM ELIGIBLE FOR HEP BECAUSE:  I am a migrant/seasonal farmworker  
 A member of my immediate family is a migrant/seasonal farmworker

HAVE YOU OR YOUR IMMEDIATE FAMILY MEMBER WORKED A MINIMUM OF 75 DAYS IN THE PAST 24 MONTHS AS A MIGRANT OR SEASONAL FARM WORKER WHOSE PRIMARY EMPLOYMENT WAS ON A SEASONAL AND/OR TEMPORARY BASIS?  Yes  No

ARE YOU CURRENTLY ENROLLED IN SCHOOL?  Yes  No

LAST GRADE COMPLETED

NAME OF SCHOOL LAST ATTENDED

HAVE YOU PARTICIPATED IN A TITLE I, MIGRANT EDUCATION PROGRAM (MEP)?  Yes  No

HAVE YOU EARNED A HIGH SCHOOL DIPLOMA OR ITS EQUIVALENT?  Yes  No

DID YOU HAVE AN INDIVIDUALIZED EDUCATION PROGRAM (IEP) IN SCHOOL OR WOULD YOU NEED ADDITIONAL ACCOMMODATIONS MADE?  Yes  No

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## SECTION 5 Assessment Factors

DEPENDENTS:

DO YOU HAVE ANY CHILDREN?

Yes  No

IF YES, HOW MANY? \_\_\_\_\_

PARENTS EDUCATIONAL BACKGROUND:

DO EITHER OF YOUR PARENTS HAVE A 4-YEAR COLLEGE/UNIVERSITY DEGREE?

Yes  No

DISRUPTED EDUCATION PATTERN:

WITHIN THE PAST 4 YEARS, HAVE YOU RELOCATED FROM YOUR HOME OR PERMANENT RESIDENCE?

Yes  No

IF YES, HOW MANY TIMES? \_\_\_\_\_

DO YOU HAVE ACCESS TO A COMPUTER AND INTERNET AT HOME?

Yes  No

ARE YOU CURRENTLY EMPLOYED?

Yes  No

WHAT IS YOUR ESTIMATED YEARLY FAMILY INCOME?

\$0- \$2,500

\$5,001 - \$7,500

\$10,001 - \$15,000

\$2,501 - \$5,000

\$7,501 - \$10,000

\$15,001 - \$20,000

More than \$20,000

NUMBER OF PEOPLE IN HOUSEHOLD (INCLUDING YOURSELF): \_\_\_\_\_

DO YOU RECEIVE ANY ECONOMIC ASSISTANCE? IF SO, PLEASE INDICATE WHAT TYPE BELOW.

TANF  Childcare Assistance  Medicaid  SNAP  WIC

SSI (Supplemental Security Income)  Other \_\_\_\_\_

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## SECTION 6 Signature & Authorization

I understand that in order to be accepted and receive services from this federally-funded program, HEP requires access to my student records. I therefore authorize the Northern New Mexico High School Equivalency Program staff to have access to my records at Northern New Mexico College. This information will be held in the strictest confidence. Records may include:

- Grades, transcripts and enrollment documents
- Financial aid information on dependents
- Government and State agency documents
- Records of tests taken for assessment purposes at NNMC or other institutions

I certify to the best of my knowledge, the information I have provided on this application form are complete and true. Failure to disclose and submit complete and accurate information may result in the denial of acceptance to NNMC's High School Equivalency Program.

\_\_\_\_\_  
PRINT APPLICANT'S NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

NNMC High School Equivalency Program, 921 Paseo de Oñate, Española, NM 87532

Joseph A. Montoya Administration Bldg • Rm AD 114

(505) 747-5405 [hep@nnmc.edu](mailto:hep@nnmc.edu)

*The High School Equivalency Program (HEP) at Northern provides academic instruction, resources and support to seasonal or migrant farm workers in attaining a High School Equivalency (HSE). HEP is funded by a grant from the U.S. Department of Education under the auspices of the Office of Migrant Education.*

## OFFICE USE ONLY Need-Based Eligibility

Family Income \_\_\_\_\_ Household \_\_\_\_\_ Assistance \_\_\_\_\_ Dependents \_\_\_\_\_

Disrupted Education \_\_\_\_\_ Essay \_\_\_\_\_ TOTAL \_\_\_\_\_

# HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)

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**SECTION 7 Farm Work History Form**

**EMPLOYER MUST COMPLETE THIS FORM**

APPLICANT'S NAME \_\_\_\_\_

WHO IS THE FARM WORKER?  Applicant  Mother  Father  Legal Guardian  Spouse  
 Resident who resides in the household with applicant, and financially supports the applicant. Relationship to applicant \_\_\_\_\_

NAME OF FARM WORKER (IF NOT THE APPLICANT) \_\_\_\_\_

Please list farm work below. Work must be SEASONAL or TEMPORARY and be a MINIMUM of 75 days in the past 24 months and cannot be year-round. For examples of work eligibility, see Eligibility Chart attached.

**1. Type of Farm Work:** \_\_\_\_\_

BEGINNING \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ENDING \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TOTAL DAYS WORKED: \_\_\_\_\_  
MONTH YEAR MONTH YEAR

NAME OF EMPLOYER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ADDRESS STREET \_\_\_\_\_ CITY & STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**2. Type of Farm Work:** \_\_\_\_\_

BEGINNING \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ENDING \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TOTAL DAYS WORKED: \_\_\_\_\_  
MONTH YEAR MONTH YEAR

NAME OF EMPLOYER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ADDRESS STREET \_\_\_\_\_ CITY & STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I CERTIFY THE INFORMATION ON THIS FARM WORK HISTORY FORM TO BE TRUE AND CORRECT. I UNDERSTAND THAT THIS INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF GOVERNMENT FUNDS. NORTHERN NEW MEXICO COLLEGE HEP RESERVES THE RIGHT TO CONDUCT VERIFICATION OF ELIGIBILITY.

EMPLOYER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



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**SECTION 8 Migrant/Seasonal Farmwork Form of Payment: *How were you paid?***

I WAS PAID BY  Check  Cash  Personal Subsistence  Other \_\_\_\_\_

MY PAY RATE WAS: \_\_\_\_\_ PER HOUR (IF APPLICABLE)

I WAS PAID:  Weekly  Bi-Weekly  Monthly  Trade  Other \_\_\_\_\_

*I hereby declare that the above information is true and correct. I understand that any willful dishonesty may render refusal of my Northern New Mexico College High School Equivalency program application or immediate disenrollment from the program.*

IF APPLICANT **IS** THE FARMWORKER:

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

IF APPLICANT **IS NOT** THE FARMWORKER:

\_\_\_\_\_  
FARMWORKER SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
RELATION TO APPLICANT

\_\_\_\_\_  
DATE



### HEP Eligibility Criteria

You, or an immediate family member, **must be a migrant or seasonal farmworker** whose primary employment was on a **temporary** and/or **seasonal** basis for a minimum of 75 days in the last 24 months.

**Farm work** is an agricultural activity on a farm, ranch, or similar establishment.

### AGRICULTURAL ACTIVITIES

#### Production of Crops

- Preparing land, planting, seeding, irrigating, fertilizing, pruning, thinning, weeding, transplanting, harvesting and picking

#### Production of Milk

- Milking or operating milking machines, cleaning and maintaining animal housing, and administering vaccinations or medicines

#### Poultry for Meat and Egg Production

- Breeding, hatching, cleaning and maintaining housing, feeding, watering, and raising poultry

#### Livestock Production Animals for Breeding or Slaughter

- Herding, handling, feeding, watering, milking, caring for, branding, tagging, and assisting in raising livestock

#### Cultivation or Harvesting of Trees

- Soil preparation, plowing, fertilizing, planting, transplanting, staking, watering, pruning or trimming, and felling or cutting

#### Harvesting of Fish

- Breeding, stocking, feeding, collecting, and harvesting