



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

HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)

NORTHERN NEW MEXICO COLLEGE



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 (IF ANY)

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

CLASSES: IF AN OPTION, DO YOU PREFER: Morning Classes Afternoon Classes

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SECTION 2 Additional Contact Information (IN CASE YOU CAN NOT BE REACHED)

CONTACT NAME

RELATION TO STUDENT

____/____/____/ ____/____/____/ - ____/____/____/____/____/
CONTACT CELL PHONE

____/____/____/ ____/____/____/ - ____/____/____/____/____/
CONTACT ALTERNATE PHONE

SECTION 3 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

SECTION 4 Assessment Factors

DEPENDENTS: Yes No
DO YOU HAVE ANY CHILDREN? IF YES, HOW MANY? _____

PARENTS EDUCATIONAL BACKGROUND: Yes No
DO EITHER OF YOUR PARENTS HAVE A 4-YEAR COLLEGE/UNIVERSITY DEGREE?

DISRUPTED EDUCATION PATTERN: Yes No
WITHIN THE PAST 4 YEARS, HAVE YOU RELOCATED FROM YOUR HOME OR PERMANENT RESIDENCE? IF YES, HOW MANY TIMES? _____

DO YOU HAVE ACCESS TO A COMPUTER AND INTERNET AT HOME? Yes No

ARE YOU CURRENTLY EMPLOYED? Yes No

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SECTION 4 Assessment Factors *cont'd*

WHAT IS YOUR ESTIMATED 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 _____

SECTION 7 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) 747-2195 • [facebook.com/NorthernHEPprogram](https://www.facebook.com/NorthernHEPprogram)

The High School Equivalency Program (HEP) at Northern provides academic instruction, resources and support to seasonal or migrant farm workers in attaining a GED™. 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 _____



SECTION 5 Personal Statement

APPLICANT MUST ANSWER QUESTIONS 1 - 5

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

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.

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

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SECTION 6 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) _____

WAS THE WORK PAID FOR BY Cash Check Other _____

Please list farm work below. Work must be SEASONAL or TEMPORARY and be a MINIMUM of 75 days in the past 24 months and can not 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 _____ / _____ / _____



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