



### 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 NNMC EMAIL ADDRESS (IF ANY)

\_\_\_\_\_  
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 NNMCC 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

CLASSES: DO YOU PREFER (Check all that apply):  Mornings  Afternoons  In Person  Online

ARE YOU COVID-19 VACCINATED? BOTH SHOTS?  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.).

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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 5 Personal Statement *cont'd***

4) What do you foresee as your biggest challenges in earning your High School Equivalency?

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5) Explain the reasons why you did not complete High School. How did that affect you?

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

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

# HIGH SCHOOL EQUIVALENCY PROGRAM (HEP)

NORTHERN NEW MEXICO COLLEGE



## 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 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



### 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