



# COE Reviewer Training

FL ID&R Office  
February 2018



# Disclaimer

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The information in this presentation has been developed from the recent release of the Non-Regulatory Guidance (March 2017) as well as other discussions and materials by the Office of Migrant Education.

This information is recent; as such, the potential implications and procedures for implementation are still being evaluated. New up-to-date documents and forms are being developed and should be available soon.

Please contact the FL ID&R Office regarding specific cases and/or questions.



# Objectives

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- ▶ Understand the basic requirements for Certificate of Eligibility (COE) reviewers in the Florida Migrant Education Program (FMEP)
- ▶ Become familiar with the FL COE Checklist



## Statute

Sections 1115(b) and (c), 1304(c)(2), and 1309 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the Every Student Succeeds Act (ESSA) of 2015



## Code of Federal Regulations

34 C.F.R. 20.81, 200.103, and 200.89(c)

National Certificate of Eligibility (COE) Instructions (OMB Control Number 1810-0662)



## Guidance

Chapter II of the Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children



# The Florida COE

- ▶ Includes components of the National COE.
- ▶ Includes FL specific items.
- ▶ Is the official document in FL to document eligibility into the MEP.
- ▶ Must be completed, reviewed, and approved by trained MEP staff.

FLORIDA DEPARTMENT OF EDUCATION - DIVISION OF PUBLIC SCHOOLS FLORIDA MIGRANT EDUCATION PROGRAM CERTIFICATE OF ELIGIBILITY (COE) FORM										District/Agency SY20 (C) Recertification) SY20 (C) Recertification)		District COE # SY20 (C) Recertification) SY20 (C) Recertification)					
1. Current Parent Question 1 : ( Last Name, First Name)			2. Legal Power Question 1 : ( Last Name, First Name)			3. Current Address (Street, Rural Route, Van Number - Physical Address Only)											
Current Parent Question 2 : ( Last Name, First Name)			Legal Power Question 2 : ( Last Name, First Name)			City			State		Zip						
						4. House Base (City/State/Country)			5. Telephone C/Check if service number								
SECTION II: CHILD DATA																	
Last Name 1	Last Name 2	3. First Name	4. Middle Name	5. Suffix	6. H	7. R	8. Sex	9. Birth Date MM/DD/YY	10. Age	11. SSN	12. Code	13. City	14. Birthplace State	15. Country	16. School	17. CR	
1.								/ /									
2.								/ /									
3.								/ /									
4.								/ /									
5.								/ /									
18. CMRF Family Data Comments (e.g., ages, birth, non-eighteen children in the household, additional phone numbers), email address)																	
SECTION III: QUALIFYING MOVES & WORK										SECTION IV: COMMENTS (Must include Child, Child, Child, Child and Child of the Qualifying Move & Work Section, applicable. Enter Recertification Date if applicable)							
1. The children listed on this form moved due to economic necessity from a residence in _____ School district / _____ City / State / Country to a residence in _____ School district / _____ City / State / Country.																	
2. The children moved (complete both a and b): a. <input type="checkbox"/> to the worker, OR <input type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker. b. The worker, _____ First Name and Last Name of Worker _____ is <input type="checkbox"/> the child or the child's <input type="checkbox"/> parent/guardian <input type="checkbox"/> spouse. 1. (Complete if "to join or precede" is checked in 2a.) The children moved on _____ MM/DD/YYYY. (provide comment) The worker moved on _____ MM/DD/YYYY. (provide comment) 2. The Qualifying Arrival Date was _____ MM/DD/YYYY.																	
3. The worker moved due to economic necessity on _____ MM/DD/YYYY from a residence in _____ School district / _____ City / State / Country to a residence in _____ School district / _____ City / State / Country after the move) OR b. <input type="checkbox"/> actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)																	
4. The qualifying work _____ describe appointment or filing work _____ was (make a selection in both a and b): a. <input type="checkbox"/> seasonal OR <input type="checkbox"/> temporary employment _____ (if applicable, check <input type="checkbox"/> personal substitute (provide comment) b. <input type="checkbox"/> agricultural OR <input type="checkbox"/> fishing work _____																	
5. (Complete if "temporary" is checked in 4b) The work was determined to be temporary employment based on: a. <input type="checkbox"/> worker's statement (provide comment), OR b. <input type="checkbox"/> employer's statement (provide comment), OR c. Other documentation for _____ Employee: _____																	
7. Residence Data (omit arrival into) MM/DD/YYYY 8. OSY Info ONLY Last grade attended _____ OSY Sec. If no _____ OSY Sec. If no _____ When (year) _____ Where (country) _____																	
ESE 047 Rev. Date 07/1/17										DO NOT PROVIDE THE GREEN COPY TO THE PARENT/GUARDIAN/ SPOUSE/WORKER Office of the Commissioner Florida Department of Education							



# Before You View the COE Checklist Webinar

- ▶ **FL COE Checklist**
  - ▶ Can be found at [flrecruiter.org](http://flrecruiter.org)
  - ▶ “Guidance from the ID&R Office”
  - ▶ Revised 07/01/17

Florida Migrant Education Program Certificate of Eligibility (COE) Checklist		
<b>Basic Review Steps:</b> <input type="checkbox"/> A COE shall be completed after each qualifying move. <input type="checkbox"/> The completed form shall be submitted to the district migrant program coordinator or designee for certification of eligibility within five (5) working days. <input type="checkbox"/> The COE shall be completed legibly in blue ink. <input type="checkbox"/> All sections shall be completed. Where appropriate, "same," "N/A," or a dash (-) is to be used to acknowledge that an inquiry has been made for each item.		
<input type="checkbox"/> District/Agency is entered	<input type="checkbox"/> School Year is entered	<input type="checkbox"/> Recertification is checked (if applicable)
<b>Section I: Family Data</b>		
<input type="checkbox"/> Written as last name, first name <input type="checkbox"/> No cell is left blank <input type="checkbox"/> Address is documented		
<b>Section II: Child Data</b>		
<input type="checkbox"/> #4 Middle name is written (not initial)	<input type="checkbox"/> #7 Race code(s) entered	
<input type="checkbox"/> #9 & #10 Birthdate and Age match	<input type="checkbox"/> #11 Multiple Births (MB) is answered (required)	
<input type="checkbox"/> #12 Correct Birth Verification Code is used	<input type="checkbox"/> #15 Grade 30 is used for out-of-school youth (OSY)	
<b>Section III: Qualifying Moves &amp; Work</b>		
<input type="checkbox"/> #1 Child moved across school district line (from/to)		
<input type="checkbox"/> #2a Only <u>one</u> is checked	<input type="checkbox"/> #2b. Worker is the child/parent/guardian/spouse <input type="checkbox"/> If "to-join" is checked, #2b.i. is completed	
<input type="checkbox"/> #3 The QAD is within last 36 months		
<input type="checkbox"/> #4 Worker moved across school district line (from/to)	<input type="checkbox"/> Only <u>one</u> is checked, #4a OR #4b	
<input type="checkbox"/> #5 Qualifying work includes an action verb (-ing tense) and a noun (crop, livestock, or seafood)		
<input type="checkbox"/> Only <u>one</u> is checked for #5a	<input type="checkbox"/> Only <u>one</u> is checked for #5b	
<input type="checkbox"/> If temporary employment is checked in #5 then #6 is completed; #6a <u>or</u> #6b <u>and</u> #6c is completed		
<input type="checkbox"/> #7 Residency Date (date child arrived) is completed		
<input type="checkbox"/> #8 OSY Information (profile completed, last grade attended, when, where) is completed if applicable		
<b>Section IV: Comments</b>		
<input type="checkbox"/> Comments regarding eligibility are entered (when applicable)		
<input type="checkbox"/> #2b.i. "to-join"	<input type="checkbox"/> Early move explanation	
<input type="checkbox"/> #4a More than 60 days to engage in QW	<input type="checkbox"/> Recertification date (MM/DD/YY)	
<input type="checkbox"/> #4b Did not engage in new QW	<input type="checkbox"/> Brief or short duration moves	
<input type="checkbox"/> #5* Personal subsistence	<input type="checkbox"/> Non-agri/non-fishing employment in household	
<input type="checkbox"/> #6a Worker statement	<input type="checkbox"/> Unusual employment	
<input type="checkbox"/> #6b. Employer statement	<input type="checkbox"/> Other	
<b>Section V: Interviewee Signature</b>		
<input type="checkbox"/> Interviewee signature or mark is obtained	<input type="checkbox"/> Relationship to the child is documented	
<input type="checkbox"/> #1, 2, 3 Permission information is explained; FERPA is explained. Appropriate boxes are checked		
<b>Section VI: Eligibility/Data Certification</b>		
<input type="checkbox"/> Recruiter signature, SEA Reviewer signature, and dates are completed correctly		
FMEP ID&R Office	2017/2018 School Year	Revised 07/1/17



# Basic Review Steps

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- ▶ A COE shall be completed after each qualifying move.
- ▶ The COE shall be completed legibly in **blue** ink.
- ▶ All sections shall be completed. Where appropriate, “same,” “N/A,” or a dash (-) is to be used to acknowledge that an inquiry has been made for each item.
- ▶ The completed form shall be submitted to the district MEP coordinator or designee for certification of eligibility within five (5) working days.



## When Reviewing the COE...

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- ▶ Is the district Local Education Agency (LEA) name entered?
- ▶ Is the correct school year entered?
- ▶ If a recertification, is the recertification boxed checked?





## Section I – Family Data

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- ▶ Are names entered as “last name, first name”?
- ▶ Is address clearly documented?
- ▶ Is name of apartment complex and apartment number included if applicable?
- ▶ Is information legible?



## Section II – Child Data

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- ▶ #4 - Middle Name is written (not just the initial)
- ▶ #7 - Race code(s) entered
- ▶ #9 & #10 - Birthdate and Age match
- ▶ #11 - Multiple Births (MB) is answered - Yes or No (required)
- ▶ #12 - Correct Birth Verification Code is used
- ▶ #15 - Grade 30 is used for out-of-school youth (OSY)
- ▶ #16 - Child/Family Data Comments – write only comments that pertain to health conditions, non-eligible children, additional phone numbers, and emails



# Section III – Qualifying Moves & Work

- ▶ #1 - Child moved across school district line (from/to)
- ▶ #2a - Only one is checked
- ▶ #2b - Worker is the child, parent, guardian, or spouse
- ▶ If “to-join” is checked, #2b.i. is completed
- ▶ #3 The QAD is within last 36 months
- ▶ #4 Worker moved across school district line (from/to)
- ▶ Only one is checked, #4a OR #4b



## Section III – Qualifying Moves & Work (Continued)

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- ▶ #5 - Qualifying work includes an action verb (-ing tense) and a noun (crop, livestock, or seafood)
  - ▶ Only one is checked for #5a
  - ▶ Only one is checked for #5b
  - ▶ If temporary employment is checked in #5 then #6 is completed; #6a or #6b; and #6c is completed
- ▶ #7 - Residency Date (date child arrived) is completed
- ▶ #8 - OSY Information (profile completed, last grade attended, when, where) is completed if applicable



## Section IV - Comments

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- ▶ **Comments regarding eligibility are entered (when applicable)**
  - ▶ #2b.i - “to-join”
  - ▶ #4a - More than 60 days to engage in Qualifying Work (QW)
  - ▶ #4b - Did not engage in new QW
  - ▶ #5\* - Personal subsistence
  - ▶ #6a - Worker statement
  - ▶ #6b - Employer statement



## Section IV – Comments

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- ▶ **Comments regarding eligibility are entered (when applicable)**
  - ▶ Early move explanation
  - ▶ Recertification date (MM/DD/YY)
  - ▶ Brief or short duration moves
  - ▶ Non-agri/non-fishing employment in household
  - ▶ Unusual employment
  - ▶ Other



## Section V – Interviewee Signature

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- ▶ Interviewee signature or mark is obtained
  - ▶ If an “x”, recruiter prints name and adds initials
- ▶ Relationship to the child is documented
  - ▶ If OSY, write “Self”
- ▶ #'s 1, 2, 3 - Permission information is explained; FERPA is explained
  - ▶ Appropriate boxes are checked



# Section VI – Eligibility/Data Certification

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- ▶ Recruiter signature, SEA Reviewer signature, and dates are completed correctly
- ▶ Signatures are within eligibility period
- ▶ Do not leave blank





# Questions?

## Contact us at:

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