



COE Reviewer Training

FL ID&R Office
August 2017



Disclaimer

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 very 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.



References



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



Objectives

- ▶ Understand the basic requirements for Certificate of Eligibility (COE) reviewers in the Florida Migrant Education Program (FL MEP)
 - ▶ Become familiar with the FL COE Checklist
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New Changes – **July 1, 2017**

- ▶ New statutory provisions for the MEP under the Every Student Succeeds Act (ESSA) took effect on **July 1, 2017**.
 - ▶ All MEP-specific statutory provisions in Title I, Part C, as amended by the ESSA (2016), including the **new program definitions affecting child eligibility**, took effect on July 1, 2017.
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Recently Released Documents

National Certificate of Eligibility (COE)

- ▶ Final draft of the National COE
 - Released May 2017
- ▶ States to use new COE by July 1, 2017

Guidance from the OME

- ▶ Chapter II of NRG for Title I, Part C (MEP)
 - Released March 2017
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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)																			
SECTION I: FAMILY DATA																															
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 Location - Physical Address Only)				City		State		Zip																			
Current Parent Question 2: (Last Name, First Name)		Legal Power Question 2: (Last Name, First Name)		4. House Base (City/State/Country)				5. Telephone (C) Check if mobile number																							
SECTION II: CHILD DATA																															
Last Name 1		Last Name 2		3. First Name		4. Middle Name		5. Suffix		6. Y. H. Race		8. Sex		9. Birth Date MM/DD/YY		10. Age		11. SSN		12. Code		13. City		14. Birthplace State		15. Country		16. School		17. H. 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 C1b, C1c, C1d, C1e, C1f, C1g and C1h 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"/> I am the worker. OR <input type="checkbox"/> I am the worker's spouse. OR <input type="checkbox"/> I am the child or the child's parent/guardian <input type="checkbox"/> spouse																															
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. The worker moved on _____ MM/DD/YYYY. (provide comment)																															
3. The Qualifying Arrival Date was _____ MM/DD/YYYY.																															
4. 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 a. <input type="checkbox"/> engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days 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)																															
5. The qualifying work _____ describe occupational or fishing 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 subsistence (provide comment)) b. <input type="checkbox"/> agricultural OR <input type="checkbox"/> fishing work _____																															
6. (Complete if "temporary" is checked in 5b) 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: If OSY info ONLY: Last grade attended _____ OSY Sec. If no _____ OSY Sec. If no _____ a. OSY Profile completed? _____ When (year) _____ Where (country) _____ b. <input type="checkbox"/> Yes <input type="checkbox"/> No																															
SECTION V: INTERVIEW SIGNATURE														SECTION VI: ELIGIBILITY DATA CERTIFICATION																	
I understand the purpose of this form is to help the State determine if the children/youth listed on this form are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interview is true.														Signature _____ Relationship to the children _____ Date _____ I give my permission for my children to participate in the Title I Migrant Program. <input type="checkbox"/> Yes <input type="checkbox"/> No I give my permission for my children to be given emergency medical relief services. <input type="checkbox"/> Yes <input type="checkbox"/> No I have been informed about FEPPA, its authorized the district to release, transfer and/or receive <input type="checkbox"/> my children's educational and health records with other districts, educational agencies including HEP/CAMP, and pertinent agencies, including the ID&R Office.																	
I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399(c) and implementing regulations, and thus eligible to such for MEP services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.														Signature of Interviewer _____ Date _____ Signature of Designated SEA Interviewer _____ Date _____																	
ESE 047 Rev. Date 07/1/17														DONOT 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

- ▶ **View the ID&R Office Training Webinars**
 - ▶ *Review of the Changes to the Non Regulatory Guidance*
 - ▶ *Completing the Certificate of Eligibility Sections I, II, IV, V, and VI*
 - ▶ *Completing the Certificate of Eligibility Section III*
 - ▶ **Become familiar with the COE Checklist**
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Before You View the COE Checklist Webinar

- ▶ FL COE Checklist
 - ▶ Can be found at flrecruiter.org
 - ▶ “Guidance from the ID&R Office”
 - ▶ Revised 07/01/17

Florida Migrant Education Program Certificate of Eligibility (COE) Checklist		
Basic Review Steps: <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)
Section I: Family Data		
<input type="checkbox"/> Written as last name, first name <input type="checkbox"/> No cell is left blank <input type="checkbox"/> Address is documented		
Section II: Child Data		
<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)
Section III: Qualifying Moves & Work		
<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		
Section IV: Comments		
<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
Section V: Interviewee Signature		
<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		
Section VI: Eligibility/Data Certification		
<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

- ▶ 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.
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When Reviewing the COE...

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

- ▶ Are last 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?
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Section II – Child Data

- ▶ #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
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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)

- ▶ #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
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Section IV - Comments

- ▶ 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 (Continued)

- ▶ **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

- ▶ 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
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Section VI – Eligibility/Data Certification

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

Please contact the
Florida ID&R Office
if you have any questions
or concerns:

Toll Free: (866) 963-6677
Fl-idr-office@escmail.org
FLRecruiter.org

