

FLORIDA DEPARTMENT OF EDUCATION ~ DIVISION OF PUBLIC SCHOOLS
FLORIDA MIGRANT EDUCATION PROGRAM CERTIFICATE OF ELIGIBILITY (COE) FORM

District/Agency: _____
 SY20____ (Recertification.) | SY20____ (Recertification.) | SY20____ (Recertification.)

SECTION I: CURRENT PARENT/GUARDIAN/SPOUSE and LEGAL PARENT/GUARDIAN DATA

1. Current Male Parent/Guardian/Spouse/OSY: (Last name, First name)	2. Legal Male Parent/Guardian: (Last name, First name)	3. Current Address (Street, Rural Route, Lot Number – Physical Address Only)		
		City	State	Zip
Current Female Parent/Guardian/Spouse/OSY: (Last name, First name)	Legal Female Parent/Guardian: (Last name, First name)	4. Home Base (City/State/Country)		5. Telephone

SECTION II: CHILD DATA

1. Last Name 1	2. Last Name 2	3. First Name	4. Middle Name	5. Suffix	6. H	7. Race	8. Sex	9. Birth Date MM/DD/YY	10. Age	11. MB	12. Code	13. Birthplace			14. School	15. Gr
												City	State	Country		
1.								/ /								
2.								/ /								
3.								/ /								
4.								/ /								
5.								/ /								

16. Child/Family Data Comments (e.g., urgent health conditions, non-eligible children in the household):

SECTION III: QUALIFYING MOVE & WORK **SECTION IV: PARENT/GUARDIAN/SPOUSE/WORKER/SIGNATURE**

1. The child(ren) listed above moved from a residence in _____ School district / _____ City / _____ State / _____ Country to a residence in _____ School district / _____ City / _____ State / _____ Country.

2. The child(ren) moved (complete both a. and b.):
 a. on own as worker, OR with the worker, OR to join or precede the worker.
 b. The worker, _____ First Name and Last Name of Worker, is the child or the child's parent spouse guardian.
 i. (Complete if "to join or precede" is checked in 2a.) The worker moved on _____ MM/DD/YY. The child(ren) moved on _____ MM/DD/YY. (provide comment)

3. The Qualifying Arrival Date was _____ MM/DD/YY.

4. The worker moved due to economic necessity in order to obtain:
 a. qualifying work, and obtained qualifying work, OR
 b. any work, and obtained qualifying work soon after the move, OR
 c. qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work:
 i. The worker has a prior history of moves to obtain qualifying work (provide comment), OR
 ii. There is other credible evidence that the worker actively sought qualifying work soon after the move (provide comment).

5. The qualifying work,* _____ describe agricultural or fishing work, was (make a selection in both a. and b.):
 a. seasonal OR temporary employment
 b. agricultural OR fishing work
 *If applicable, check:
 personal subsistence (provide comment)

6. (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:
 a. worker's statement (provide comment), OR
 b. employer's statement (provide comment), OR
 c. State documentation for _____ Employer.

Check all that apply:

1. I give my permission for my child(ren) to participate in the Title I Migrant Program. Yes No

2. I give my permission for my child(ren) to be given emergency medical referral services. Yes No

3. I have been informed about FERPA. I authorize the district to release, transfer, and/or receive my child(ren)'s educational and health records with other districts, educational agencies and pertinent agencies, including the ID&R Office. Yes No

I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/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 interviewer is true.

4. _____
 Signature Relationship to the child Date

SECTION V: ELIGIBILITY/DATA CERTIFICATION

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(2) and implementing regulations, and thus eligible as 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.

1. _____
 Signature of Interviewer Date

2. _____
 Signature of Designated SEA Reviewer Date

9. OSY Info ONLY			
Last grade attended:	OSY Sec. II no. _____	OSY Sec. II no. _____	OSY Sec. II no. _____
When (year):			
Where (country):			

**FLORIDA MIGRANT EDUCATION PROGRAM CERTIFICATE OF ELIGIBILITY (COE) FORM
INSTRUCTIONS**

The Florida Migrant Education Program Certificate of Eligibility (COE) Form (ESE 047) is the only acceptable document utilized in Florida for the proper identification and recruitment of migratory children. The form is divided into five major sections: Section I, Current Parent/Guardian/Spouse/Legal Parent Data; Section II, Child Data; Section III, Qualifying Move & Work; Section IV, Parent/Guardian/Spouse/Worker Signature; Section V, Eligibility/Data Certification. The Recruiter/Home School Liaison or other trained interviewer shall complete the form. The completed form shall be submitted within five (5) working days to the District Migrant Program Coordinator or designee for certification of eligibility. The form shall be completed legibly in ink. Do not leave any item blank. Use "same," "N/A," or dashes to acknowledge that an inquiry has been made for each item. Use the reverse side of the white sheet to clarify information on this form, as appropriate. The form shall be completed after each qualifying move. For further guidance, refer to the Manual for Identification and Recruitment.

SECTION I: CURRENT PARENT/GUARDIAN/SPOUSE and LEGAL PARENT/GUARDIAN DATA

- | | |
|--|--|
| <p>1. Names of current parents/OSY (last name first) shall be entered in the space provided. Enter the name of the current male parent/OSY on the first line and the current female parent/OSY on the second line.</p> <p>2. Names of legal parents (last name first) shall be entered. Enter the name of the father on the first line and the mother on the second line. If same as current parent, write "Same" in the space provided.</p> | <p>3. Enter the current physical address of the worker or current/legal parent(s)/guardian/spouse.</p> <p>4. Enter the homebase; include city, state, and country. Families may consider a homebase the location where they return most often, own a home, pay taxes, or have relatives residing.</p> <p>5. Enter the telephone number where the worker or current/legal parent/guardian/spouse may be reached.</p> |
|--|--|

SECTION II: CHILD DATA –In numbers 1 through 15, list only eligible children (birth to 21) whom made the qualifying move

- | | |
|---|--|
| <p>1. Last Name 1. Record the legal last name of each eligible child in the family. If the eligible child has a multiple or hyphenated last name, record the first part of the name.</p> <p>2. Last Name 2. If the child has a multiple or hyphenated last name, record the second part of the name. If the child does not have a multiple or hyphenated name, write a dash (-).</p> <p>3. First Name. Record the legal first name. This is the name given at birth, baptism, during another naming ceremony, or through a legal name change. Do not record nicknames or shortened names.</p> <p>4. Middle Name. Record the legal middle name. Do not record nicknames or shortened names. If the child does not have a middle name record a dash (-).</p> <p>5. Suffix. Where applicable, record the child's generation in the family (Jr., Sr., III, etc.). Otherwise, record a dash (-).</p> <p>6. Hispanic. Record a "Y" for "yes" if the child is considered Hispanic. Record an "N" for "no" if the child is not considered Hispanic.</p> <p>7. Race. Enter the codes for the race of each child:
A – Asian; B – Black; I – American Indian; P – Native Hawaiian/Pacific Islander; V – Vietnamese</p> <p>8. Sex. Indicate the child's sex by entering M for male or F for female.</p> | <p>9. Birth Date. Enter two-digit numbers for the month, day, and year (e.g., 06/07/82).</p> <p>10. Age. Record the current age of each eligible child or youth.</p> <p>11. Multiple Birth. Record. "Y" for "yes" if the child is a twin, triplet, etc. Record a dash (-) for not applicable.</p> <p>12. Verification Code. Record the digits that correspond to the evidence used to confirm each child's birth date:
03 – Baptism or Church Certificate 07 – Parent's Affidavit* 11 – State-issued ID 99 – Other
04 – Birth Certificate 08 – Passport 12 – Driver's License
05 – Entry in Family Bible 09 – Physician's Certificate 13 – Immigration Documents
06 – Hospital Certificate 10 – Verified School Records 82 – Life Insurance Policy</p> <p>*If written evidence is not available, the interviewer may rely on a parent's or youth's verbal statement. In such cases, the interviewer should record "07" – the number that corresponds to "Parent's Affidavit".</p> <p>13. Birthplace. Enter the city, state, and country of the child's birth. If the child was born in a foreign country, enter the name of the city, the state (if available), and country.</p> <p>14. School. Enter the name or code of the school in which the child is enrolled.</p> <p>15. Grade. Enter the grade in which the child is enrolled.</p> <p>16. Child/Family Data Comment. Enter any details about individual child(ren) or any pertinent family information.</p> |
|---|--|

SECTION III: QUALIFYING MOVE & WORK

1. "From a residence in ____." This location is the last place of residency before the child(ren)/OSY and the parent, spouse, or guardian moved due to economic necessity in order to obtain qualifying work. "To a residence in ____." This location is the place of residency where the child(ren)/OSY and the parent, spouse, or guardian moved due to economic necessity in order to obtain qualifying work.
2. a. Mark the appropriate box to indicate if the child(ren) made a move: on own as a worker; with the worker (a parent, spouse, guardian, or other family member); or to join or precede the worker.
b. Record the first and last name of the worker who sought or obtained the qualifying work. Mark the appropriate box that indicates the child's relationship to the worker.
i. (Complete if "to join or precede" is checked in 2a). Record the date (MM/DD/YY) the worker moved to in order to obtain qualifying work. Also record the date (MM/DD/YY) the child(ren) moved in order for the parent, spouse, or guardian to obtain qualifying work. Also, record the reason for the different moves and/or dates in #8 (comments section).
3. Record the Qualifying Arrival Date (QAD) using the two-digit numbers for the month, day, and year (MM/DD/YY).
4. Mark only one box (either a, b, or c) that represents the circumstances in which the worker moved due to economic necessity in order to obtain temporary or seasonal employment in agricultural or fishing work.
a. Mark (a) if the worker moved and obtained qualifying work.
b. Mark (b) if the worker moved to obtain any work and soon after the move (within 30 days) obtained temporary or seasonal employment in agricultural or fishing work.
c. Mark (c) if the worker moved to obtain temporary or seasonal employment in agricultural or fishing work, but did not obtain that work. If this box is marked, also mark box (i), box (ii), or both (when applicable).
i. Mark this box to indicate that the worker has a prior history of moving to obtain temporary or seasonal employment in agricultural or fishing work. Explain the history in # 8 (comments section).
ii. Mark this box to indicate that there is other credible evidence that the worker actively sought qualifying work but the work was not available for reasons beyond the worker's control. Explain this evidence in # 8 (comments section).
5. Using an action verb and a noun (crop, livestock, or seafood), describe the qualifying work (i.e., "picking tomatoes"). If necessary, provide explanatory comments in #8 (comments section).
a. Mark the appropriate box – select "temporary" or "seasonal." If "temporary," continue and complete # 6. If "seasonal," write "N/A" in item 6c (employer's name) in this section.
b. Mark the appropriate box – select "agricultural" or "fishing work."
6. Mark how the work was determined to be temporary, whether based on (a) the worker's statement, (b) the employer's statement, or (c) state documentation. Provide explanatory comments in # 8 (comments section). Document the name of the employer in 6c whenever employment is temporary.
7. Residency Date (**Child Arrival Date**). Enter the month, day, and year that the child(ren) entered the present school district.
8. Comments. Use this space to provide further clarification of the child(ren)'s eligibility. At a minimum, comments must clearly explain items 2bi, 4c, 5, 6a and 6b of the Qualifying Move & Work Section, if applicable.
9. OSY Info ONLY. Document last grade attended, when (YEAR), and where (COUNTRY) for OSY(s) listed in Section II. If more than one OSY, indicate the corresponding Sec. II no. for each OSY.

SECTION IV: AUTHORIZATION/CERTIFICATION

- 1., 2., 3. Mark "X" in the appropriate box for each statement.
4. Procure a signature or mark of current/legal parent/guardian/spouse or youth and date. Any person unable to sign his or her name should place an X on the line. The interviewer should then print the name of this person on the signature line, write that person's relationship to the child, and include the interviewer's initials.

SECTION V: ELIGIBILITY/DATA CERTIFICATION

1. Person conducting the interview signs and dates the COE on the day the interview is conducted.
2. The local migrant program coordinator is designated in Florida as the SEA Reviewer. As such, procure the signature of the Designated SEA Reviewer and enter the date signed (month, day, and year). The person conducting interview (#1 in this section.) and the person certifying eligibility (#2 in this section) cannot be the same.