



# COE Reviewer Training

FL ID&R Office  
August 2017



# 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 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.

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# Objectives

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- ▶ 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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# References

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## 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

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# New Changes – **July 1, 2017**

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- ▶ 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

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## 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

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- ▶ 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.
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# Before You View the COE Checklist Webinar

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- ▶ **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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# Basic Review Steps

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- ▶ A COE shall be completed after each qualifying move.
  - ▶ The completed form shall be submitted to the district MEP coordinator or designee for certification of eligibility within five (5) working days.
  - ▶ 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.
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## 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?
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## Section I – Family Data

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- ▶ 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

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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
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# Section III – Qualifying Moves & Work

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- ▶ #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
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## 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
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## 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
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## Section IV – Comments (Continued)

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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
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## 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
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# 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
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