

## Florida Migrant Education Program Certificate of Eligibility (COE) Checklist

### Basic Review Steps:

- A COE shall be completed after each qualifying move.
- The completed form shall be submitted to the district migrant program 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.

<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		