

## 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 printed and 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"/> Correct School Year is checked
<b>Section I: Family Data</b>	
<input type="checkbox"/> Written as last name(s), first name(s)	<input type="checkbox"/> Address and phone number are documented
<b>Section II: Child Data</b>	
<input type="checkbox"/> #2 Dash (-) written if there is no Last Name 2	<input type="checkbox"/> #9 Multiple Births (MB) is answered (required)
<input type="checkbox"/> #4 Middle name is written (not initial)	<input type="checkbox"/> #10 Two-digit Birth Verification Code is used
<input type="checkbox"/> #7 & #8 Birthdate and Age match	<input type="checkbox"/> #13 Grade 30 Only 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 <b>one</b> is checked	<input type="checkbox"/> #2b Worker is the child/parent/guardian/spouse
	<input type="checkbox"/> #2b.i is completed if “to join/precede” is checked
<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"/> #4a OR #4b Only <b>one</b> is checked
<input type="checkbox"/> #5 Qualifying work includes an action verb (-ing tense) and a noun (crop, livestock, or seafood)	
<input type="checkbox"/> #5a Only <b>one</b> is checked	<input type="checkbox"/> #5b Only <b>one</b> is checked
<input type="checkbox"/> #6a <b>or</b> #6b is completed if temporary employment is checked in #5	
<input type="checkbox"/> #7 Residency Date (date child arrived) is completed	<input type="checkbox"/> #8 OSY – indicated if profile was completed
<input type="checkbox"/> #9 Recertification is dated and initialed (when applicable)	
<input type="checkbox"/> #14 Comments regarding health conditions, non-eligible children in the household, additional phone numbers and emails are entered (when applicable)	
<b>Section IV: Comments</b>	
<input type="checkbox"/> Comments regarding eligibility are entered (when applicable)	
<input type="checkbox"/> #2b.i “to join/precede”	<input type="checkbox"/> Stopover or drop-off move explanation
<input type="checkbox"/> #4a More than 60 days to engage in QW	<input type="checkbox"/> Short duration move
<input type="checkbox"/> #4b Did not engage in new QW	<input type="checkbox"/> MQW is not listed in Section I or Section II
<input type="checkbox"/> #5* Personal subsistence	<input type="checkbox"/> Unusual employment
<input type="checkbox"/> #6a Worker statement	<input type="checkbox"/> Other
<input type="checkbox"/> #6b Employer statement	
<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	