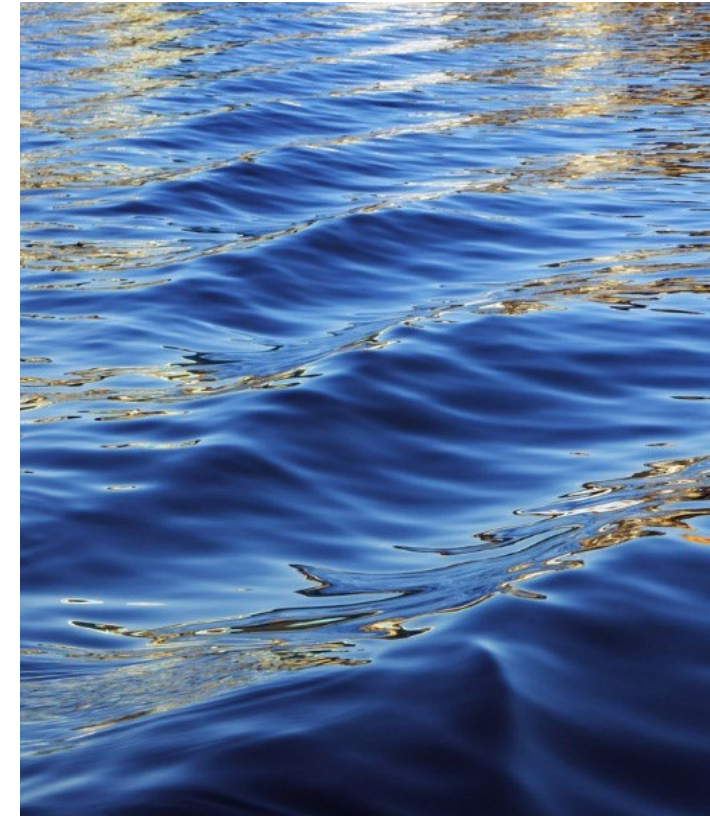


Migrant Education Program New Staff Training

September 2023



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. 200.81, 200.103, and 200.89(c)

National Certificate of Eligibility (COE) Instructions (OMB Control Number 1810-0662)



Guidance

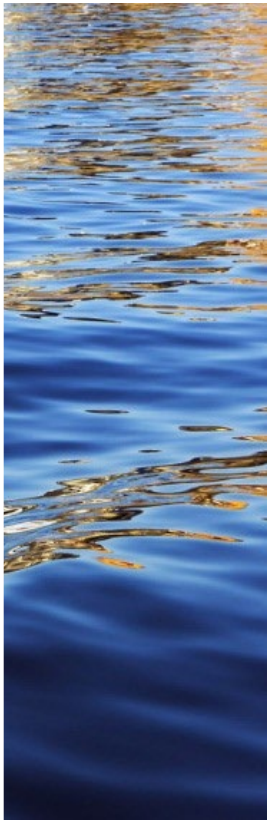
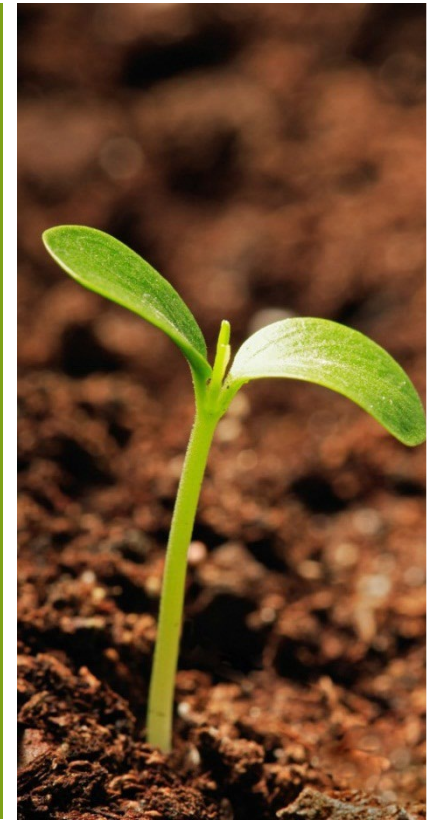
U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, *Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children*, Washington, D.C., 2017.

Objectives

- ▶ Discuss the goals and components of an interview
- ▶ Understand the difference between leading and open-ended questions
- ▶ Recognize when additional questions are necessary
- ▶ Review best type of questions that establish MEP eligibility
- ▶ Review the Certificate of Eligibility (COE) Fundamentals



Goals and Components of an Eligibility Interview



Goal of the Interview

- ▶ Explain the Migrant Education Program (MEP)
- ▶ Indicate the benefits of the MEP
- ▶ Identify potential leads
- ▶ Determine eligibility for the MEP
- ▶ Document eligibility for the MEP



The Interview

The MEP interview involves science and art:

- ▶ Recruiters understand the rules and regulations, how to properly complete, how to analyze data, and how to make accurate eligibility determinations.

FLORIDA DEPARTMENT OF EDUCATION - DIVISION OF PUBLIC SCHOOLS
 FLORIDA MIGRANT EDUCATION PROGRAM (MEP) CERTIFICATE OF ELIGIBILITY (COE) FORM School Year 2022-2023 District/Agency: _____ District COE # _____

SECTION I: FAMILY DATA

1. Current Parent/Guardian 1: (Last Name, First Name) _____ 2. Current Address (Street, Rural Route, Lot Number - Physical Address Only) _____
 Current Parent/Guardian 2: (Last Name, First Name) _____ City _____ State _____ Zip _____ 3. Telephone (include area code) Check if mobile number _____

SECTION II: CHILD DATA

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

14. RESIDENCY DATE MM/DD/YY _____ 15. CHILD FAMILY DATA COMMENTS (e.g., ANX ID, must include non-eligible children in the household, additional phone numbers), email address) _____
 DO NOT USE SPACE TO ENTER ELIGIBILITY INFORMATION

SECTION III: QUALIFYING MOVES & WORK

1. The child(ren) listed on this form moved due to economic necessity from a residence in _____ School District _____
 City _____ State _____ to a residence in _____ School District _____ City _____ State _____

2. The child(ren) moved (complete both a. and b.):
 a. as the 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/guardian spouse.
 i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on _____ MM/DD/YY.
 The worker moved on _____ MM/DD/YY. (provide comment) _____
 3. The Qualifying Arrival Date was _____ MM/DD/YY.

4. The worker moved due to economic necessity on _____ MM/DD/YY from a residence in _____ School District _____
 City _____ State _____ to a residence in _____ School District _____ City _____ State _____ and:
 engaged in new qualifying work soon after the move (provide comment if worker engaged more than 90 days after the move); OR
 actively sought new qualifying work, AND has a recent history of moves for qualifying work (provide comment) _____

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

6. (Complete if "temporary" is checked in 5b) 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 _____

7. PP 2023-23 Residency Verification Date _____ MM/DD/YY Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2023-24 Residency Verification Date _____ MM/DD/YY Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2023-25 Residency Verification Date _____ MM/DD/YY Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2023-26 Residency Verification Date _____ MM/DD/YY Interviewer Initials _____ SEA Reviewer Initials _____

SECTION IV: COMMENTS (Must include C2b, C2c, C4b, C4c, C5*, C5a and C5b of the Section III Qualifying Moves & Work Section, if applicable)

SECTION V: INTERVIEWEE SIGNATURE

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.

Signature _____ Relationship to the child(ren) _____ Date _____
 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

SECTION VI: 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. §1912) 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.

Signature of Interviewer _____ Date _____
 Signature of Designated SEA Reviewer _____ Date _____

ESE 047
 Rev. Date 07/01/22
 DO NOT PROVIDE THE GREEN COPY TO THE PARENT/GUARDIAN/SPOUSE/WORKER
 Florida Department of Education

GUIDANCE
 Education of Migratory Children under Title I, Part C of
 the Elementary and Secondary Education Act of 1965



Selected Chapters Revised
 March 2017

U.S. Department of Education
 Office of Elementary and Secondary Education

The Interview

The MEP interview involves science and art:

- ▶ The recruiter's ability to talk to people one-on-one to elicit information that may be very personal.





Identification & Recruitment Vocabulary under ESSA



- Actively Sought (AS)** – having taken positive actions to look for new qualifying work (QW).
- Agricultural Work (AW)** – the production or initial processing of raw agricultural products, such as crops, poultry, livestock; dairy work; as well as the cultivation or harvesting of trees that is performed for wages or personal subsistence.
- Economic Necessity (EN)** – moving because an individual (I) had a financial need. For example, not being able to afford to stay in the current location, moving for work or because work has ended.
- Eligibility Interview Date (EID)** – the date when the recruiter conducts an eligibility interview with an individual. Recruiters must focus on moves that occurred “within the preceding 36 months of the Eligibility Interview Date (EID).”
- End of Eligibility (EOE)** – the child(ren)’s 36-month eligibility time frame has expired or they no longer meet the definition of migratory child.
- Engage (E)** “Engage in Qualifying Work” – to begin working or performing a new job. Having started the physical labor OR participated in orientation.
- Established Worker Date (EWD)** – the date the individual established him/herself as a Migratory Qualifying Worker (MQW).
- Fishing Work (FW)** – is the catching or initial processing of fish or shellfish; as well as the raising or harvesting of fish or shellfish at fish farms that is performed for wages or personal subsistence.
- Individual (I)** – a parent/guardian/spouse or the child/youth. Someone who has not been determined a Migratory Qualifying Worker (MQW) or a Migratory Child (MC).
- Migratory Agricultural Worker (MAW)** – a person who, in the preceding 36 months, made a Qualifying Move (QM) and, soon after the move, engaged in new temporary or seasonal employment or personal subsistence in Qualifying Work (QW) in agriculture.
- Migratory Child (MC)** – a child who is; (1) younger than 22 years of age; (2) entitled to a free public education under State law; (3) made a Qualifying Move (QM) in the preceding 36 months as a Migratory Qualifying Worker (MQW), or with a Migratory Qualifying Worker (MQW), or to join or proceed a Migratory Qualifying Worker (MQW).



Identification & Recruitment Vocabulary under ESSA



- Migratory Fisher (MF)** – a person who, in the preceding 36 months, made a Qualifying Move (QM) and, soon after the move, engaged in new temporary or seasonal employment or personal subsistence in Qualifying Work (QW) in fishing.
- Migratory Qualifying Worker (MQW)** – a person who is either a Migratory Agricultural Worker (MAW) or Migratory Fisher (MF).
- Move (M)** – changing from one residence to another. Traveling from one residence to another. Not a Visit.
- Qualifying Activity (QA)** – the “ing” form of the verb, and crop. (e.g., picking strawberries).
- Qualifying Arrival Date (QAD)** – the date that both the Migratory Child (MC) and the Migratory Qualifying Worker (MQW) complete the Qualifying Moves (QM). The child must have moved as the Migratory Qualifying Worker (MQW), with or to join a parent/guardian/ spouse who is a Migratory Qualifying Worker (MQW).
- Qualifying Move (QM)** – a move made under the following conditions:
- due to economic necessity, (EN) and
 - from one residency (R) to another, and
 - from one school district to another.
- Both the MQW and the MC must make a QM.*
- Qualifying Work (QW)** – work that is temporary or seasonal employment, or for personal subsistence, in agriculture or fishing.
- Residence (R)** – a place where one lives and not just visits. In certain circumstances, boats, vehicles, tents, trailers, etc., may serve as a residence.
- Residency Date (RD)** – the date when the child moves (establish residency) into the present school district.
- Recent History of Moves (RHM)** – moves (M) that resulted in the engagement of new qualifying work (QW) that occurred within the preceding 36 months of the eligibility interview date (EID).
- Soon After the Move (SAM)** – within 60 days.

Migrant Eligibility Per Federal Regulations

During the interview you are trying to establish the most recent time the Migratory Child made a Qualifying Move ***as, with, or to join/precede*** a Migratory Qualifying Worker (MQW).

▶ Is there someone who meets the definition of a MQW?

- Qualifying Move in the past 36 months from the eligibility interview date
- Engage in qualifying work, soon after the move or;
- Actively Sought qualifying work soon after the move and has Recent History of Moves

▶ Does the child(ren) meet the definition of a Migratory Child?

- Under 22 years of age
- Entitled to a free and public education in the state
- Qualifying Move in the past 36 months from the eligibility interview date
- Qualifying Move made: ***as, with, or to-join/precede*** a MQW.

Non-Regulatory Guidance, C1 and A1.

The Eligibility Checklist

- ▶ Top half determines if the individual meets the definition of a Migratory Qualifying Worker.
- ▶ Bottom half determines if the child meets the definition of a Migratory Child.

MIGRANT ELIGIBILITY CHECKLIST
<i>ALL boxes must be checked off in order to meet the Migratory Qualifying Worker and Migratory Child definitions (unless instructed to only check one).</i>
Does the “individual” meet the definition of “Migratory Qualifying Worker”?
QUALIFYING MOVE FOR MIGRATORY QUALIFYING WORKER <i>(Does not have to be dependent of child’s move)</i>
<input type="checkbox"/> Due to economic necessity; AND
<input type="checkbox"/> From one residence to another residence; AND
<input type="checkbox"/> From one district to another; AND
<input type="checkbox"/> Took place in the preceding 36 months
QUALIFYING WORK (check one)
<input type="checkbox"/> <u>engaged</u> in new temporary or seasonal employment or personal subsistence in agriculture “soon after” the move (within 60 days); <u>OR</u>
<input type="checkbox"/> <u>did not</u> engage in new temporary or seasonal employment or personal subsistence
<input type="radio"/> actively sought such new employment; AND
<input type="radio"/> the individual has a recent history of moves for temporary or seasonal agriculture employment (at least two moves)
THE NEW QUALIFYING WORK IS:
<input type="checkbox"/> seasonal or temporary; AND
<input type="checkbox"/> agricultural or fishing
Does the “child(ren)” meet the definition of a “Migratory Child”?
AGE
<input type="checkbox"/> The child is under 22 years of age
SCHOOL COMPLETION
<input type="checkbox"/> The child is eligible for a free public education under State law
QUALIFYING MOVE FOR CHILD <i>(Does not have to be dependent of migratory qualifying worker’s move)</i>
<input type="checkbox"/> Due to economic necessity; AND
<input type="checkbox"/> From one residence to another residence; AND
<input type="checkbox"/> From one district to another; AND
<input type="checkbox"/> Took place in the preceding 36 months
THE CHILD MOVED: (check one)
<input type="radio"/> <u>as</u> a Migratory Qualifying Worker
<input type="radio"/> <u>with</u> , a Migratory Qualifying Worker
<input type="radio"/> <u>to join</u> a parent/guardian or spouse who <u>is</u> a Migratory Qualifying Worker

Migrant Eligibility Under ESSA: The COE

SECTION III. QUALIFYING MOVES & WORK:

1. The child(ren) listed on this form moved due to economic necessity from a residence in _____ / _____ / _____ to a residence in _____ / _____ / _____

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

3. The Qualifying Arrival Date was _____.

Migratory Child

4. The worker moved due to economic necessity on _____ from a residence in _____ / _____ / _____ to a residence in _____ / _____ / _____ and:
a. engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR
b. actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

5. The qualifying 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 _____.

Migratory Qualifying Worker

Eligibility Questions



Types of Questions



Leading Questions

VS



Open Ended Questions

Types of Questions

Leading Questions:

- ▶ When a question is leading, the interviewer uses language that suggests a particular answer – most often a simple ‘yes’ or ‘no’ answer.
- ▶ These questions contain the information or suggest the particular answer the examiner is looking to confirm.



Types of Questions

Open-ended Questions:

An open-ended question is designed to encourage a full, meaningful answer using the subject's own knowledge and/or feelings.

- ▶ Develop an open conversation
- ▶ Elicit longer answers than “yes” or “no”
- ▶ Solicit additional information from the interviewee
- ▶ Discover more details



Types of Questions

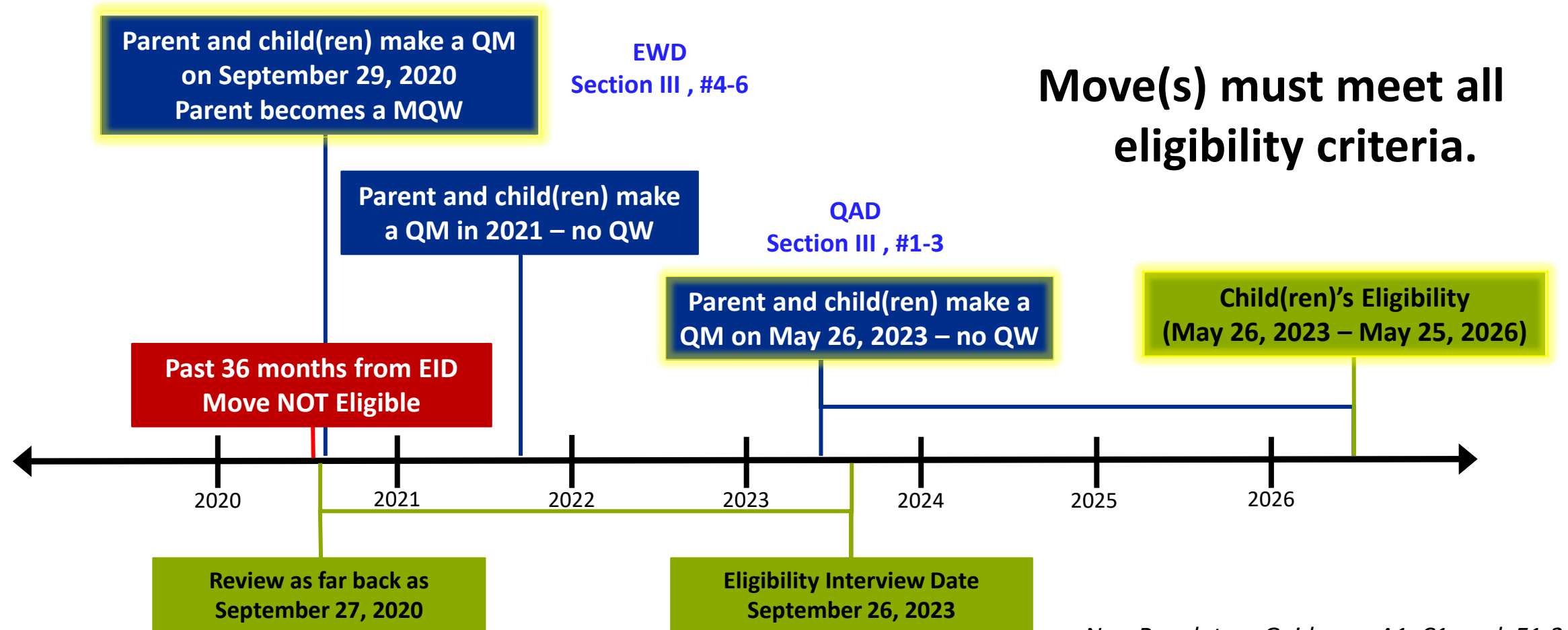
Leading question	Open-ended question
You moved back here once the work ended in Georgia, right?	
You came to this area to work in the tomato harvest, right?	
The whole family moves together then returns together, right?	

Types of Questions

Leading question	Open-ended question
Are/were you looking for work in agriculture?	
The work that you do is seasonal, right?	
Your job doesn't last all year, right?	

Creating a Timeline

To establish a **Qualifying Arrival Date (QAD)** the recruiter must focus on the moves that occurred within the **preceding 36 months** of the eligibility interview.





Best Practices

Establishing Eligibility



Establishing a Migratory Qualifying Worker: **Current Move**

- ▶ When did you most recently arrive (return) to this area?
 - ✓ Establishes the **Established Worker Date (EWD)** and/or **Qualifying Arrival Date (QAD)**.
Make sure the move occurs within 36 months of the eligibility interview.
- ▶ Where did you move from? What brings you to this area?
 - ✓ Determines if this move was a qualifying move
(i.e., due to economic necessity, from one residence to another, and across school district lines).
- ▶ Who made this most recent move with you?
 - ✓ Makes sure to capture everyone who made the move, including additional children adults/MQWs that may be missed otherwise.

Establishing a Migratory Qualifying Worker: **Current Move**

- ▶ What type of work are you/your spouse/anyone in the home currently engaged in?
 - ✓ *Determines if the work is qualifying or non-qualifying.*

- ▶ How long after your arrival did you/your spouse/anyone in the home start working?
 - ✓ *Determines if the work was engaged in “soon after the move” –within 60 days.*

Establishing a Migratory Qualifying Worker: **Current Move**

If the work currently being done is **NOT** qualifying work

- ▶ Have you/spouse/anyone in the home looked for/engaged in other work?

If so, what type of work?

✓ *Individual may have engaged in qualifying work prior to the interview or have actively sought qualifying work but did not engage. Make sure that any qualifying work is engaged in “soon after the move.”*

- ▶ Are you/were you/spouse/anyone in the home interested in other work?

✓ *May determine this move to be an “actively sought” move.*

Establishing a Migratory Qualifying Worker: **Current Move**

If the work is being done in a location that is in operation year-round:

- ▶ How long is the employment going to last? How long *did* the employment last?
✓ *This can be determined by the individual himself, or by an employer. Remember: If the length of time of 12 months or less cannot be established, the work is **NOT** considered temporary work.*
- ▶ Have you ever done this type of work before? If so, how long did you remain employed at that job site?
✓ *This can determine whether or not the individual has worked at year-round job sites (more/less than 12 months).*
- ▶ Thinking back on how long you've worked at these types of job sites, how long do you think you'll remain employed here?
✓ *Makes one final attempt at establishing a pattern of temporary or permanent work.*

Establishing a Migratory Qualifying Worker: **Prior Moves**

- ▶ Use the same line of questions and refer to prior moves, locations, and dates.
- ▶ You would continue asking probing questions until you have either found a qualifying move that established a Migratory Qualifying Worker, or the 36-month time frame expired.



Establishing a Migratory Child



Establishing a Migratory Child: **Current Move**

- ▶ How many of the children made this most current move with you?
 - ✓ *Determines if any/all of the children moved **with** or **to join** the Migratory Qualifying Worker.*
- ▶ When did the child(ren) arrive?
 - ✓ *Determines the possible QAD. Make sure it occurred within 36 months of the eligibility interview date.*
- ▶ How old are the children as of today's date?
 - ✓ *Determines if the children are ages of 0-22 and are eligible for the MEP.*
- ▶ Have any of the children graduated from high school or obtained their GED?
 - ✓ *Determines if the children are still eligible for free public education in your state.*

Establishing a Migratory Child: **Current Move**

If any children moved before/after the Migratory Qualifying Worker:

- ▶ When did the child(ren) arrive to this area?
 - ✓ *Determines the child's date of arrival (possible QAD). Make sure the move occurred within 12 months of the worker's move.*
- ▶ Why didn't the child(ren) move with you (the worker)?
 - ✓ *Establishes the reason for the child(ren)'s move to-join or precede the Migratory Qualifying Worker. Remember: Record the reason for the two different move dates, and whether the MQW moved from a different location than the children in the comment section.*

If any children moved from a different place of residence than the worker:

- ▶ Who was responsible for the child(ren) before they came to live with you?
 - ✓ *Determines the child meets the economic necessity component of a qualifying move. Remember: Both the worker and the child must meet the qualifying move component.*

Establishing a Migratory Child: **Prior Move**

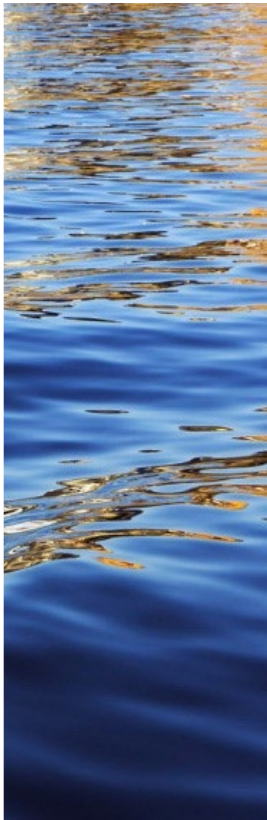
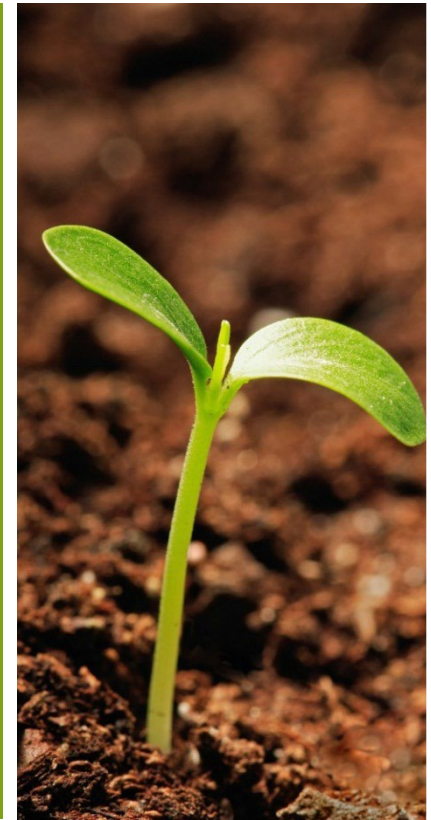
- ▶ Use the same line of questions and refer to prior moves, locations, and dates.
- ▶ You would continue asking probing questions until you have either found a qualifying move that established a Migratory Child, or the 36-month time frame expired.





Clarifying Information

Probing during the interview



Asking Additional Questions

As a recruiter, you will experience times when you feel like you need **additional information** to make a valid eligibility determination.

Reasons for asking additional questions:

- ▶ Interviewee statements are unclear
- ▶ Recruiter is unfamiliar with qualifying work (prior or current location)
- ▶ There are questions regarding economic necessity
- ▶ The worker is unclear if the nature of the job is temporary
- ▶ The recruiter suspects the family has not been truthful

Establishing a more accurate QAD or EWD

To get accurate dates, try referencing important events like birthdates, anniversaries, or holidays:

- ▶ When did you (and your family) arrive in this area?
- ▶ Was it before/after school started?
- ▶ Was it before/after (someone's) birthdate?
- ▶ Was it before/after (holiday/event)?
- ▶ Do you remember celebrating (holiday/event) here?
- ▶ How was the weather? Was it cold? Was it hot?

Remember: A child may be identified as a “migratory child” if that child has made a Qualifying Move as, with, to join or precede someone who is a “Migratory Qualifying Worker”. The QAD and the EWD may be different dates.

Establishing Economic Necessity

The Migratory Qualifying Worker and Migratory Child's move must have occurred because there was some financial need or hardship in order to establish **Economic Necessity**.

- ▶ If work was still available here (or in previous location), would you still have moved?
- ▶ Did you have paid time off from work during your travel to (different location)?
- ▶ Do you take time off from work to travel to (different location)?

Remember: A person who leaves a place where he or she lives to, for example, (1) visit family or friends, (2) attend a wedding or other event, (3) take a vacation, (4) have an educational or recreational experience, or (5) take care of a legal matter, would not have "changed residence due to economic necessity" because the person did not go to the new place because of financial need.

Establishing Seasonal Employment

Seasonal **employment** occurs only during a certain period of the year because of the cycles of nature.

- ▶ Is this work/location available during only certain periods of the year?
- ▶ Does this type of work have a beginning and end date?
- ▶ How long are you hired to work at this farm/location?
- ▶ When does your employment end?

Remember: The phrase “cycles of nature” is used to describe the basis for why certain types of employment in agriculture or fishing work only occur during certain, limited periods in the year. Seasonal employment may not be continuous or carried on throughout the year.

Establishing Temporary Employment

Temporary employment means “**employment that lasts for a limited period of time, usually a few months, but no longer than 12 months.**” It can be determined by a worker’s or employer’s statement.

- ▶ Can an individual work 365 days a year at this location?
- ▶ Does this location shut down at any time during the year?
- ▶ Does this work happen only during a holiday or event?
- ▶ How long are you hired to work for this farm/location?

Remember: Jobs that occur only during a certain time of the year because of a holiday or event (e.g., Thanksgiving, Christmas, Mother’s Day etc.) should be considered temporary employment because the time of year that the work is performed is not dependent on the cycles of nature, but rather the holiday or event.

Establishing To Join Moves

For **to-join** moves, we need the reason for the two different move dates and whether the worker moved from different locations than the child.

- ▶ Why didn't the child(ren) travel with you?
- ▶ Why did the children stay behind?
- ▶ Why did you move before/after the child(ren)?
- ▶ Who was responsible for the child(ren) prior to arriving here with you?
- ▶ What city/state did the child(ren) move from?

Remember: The child(ren) must join the worker within 12 months. The child's move must also meet the Qualifying Move criteria, this includes economic necessity. Also, record the reason for the two different move dates, and whether the worker moved from a different location than the children in the comment section.

Establishing **Actively Sought**

For **Actively Sought**, we need to establish that the individual took positive action to seek such work.

- ▶ How long after your arrival did you (spouse/anyone in the household) look for (*qualifying work sought*)?
- ▶ How did you know this type of work would be available?
- ▶ Who did you speak with regarding (*qualifying work sought*)?

Remember: A statement from the individual is sufficient to establish that he/she actively sought qualifying work. No additional documentation is required beyond the individual's statement and the recruiter's use of the comment section.

Establishing Recent History of Moves

For **Recent History of Moves**, we need two separate moves that must have resulted in the engagement of qualifying work.

- ▶ How long ago (*month and year*) did you engage in (*qualifying work*)?
- ▶ In what city/state did you engage in (*qualifying work*)?
- ▶ Are there any other cities/states where you have done similar work?
- ▶ If so, in what city/state did you engage in (*qualifying work*)?
- ▶ How long ago (*month and year*) did you engage in (*qualifying work*)?

Remember: RHM's must have occurred within 36 months from the eligibility interview date. They DO NOT have to be across school district lines but they must be due to economic necessity and from one residence to another. Individual's statement is sufficient to establish RHM's. Provide moves in comment section.

Eligibility Script



Eligibility Script

The following elements are required for any/all scenarios sent to the ID&R Office in order to assist with a proper eligibility determination.

- ▶ To and from locations and dates (month/day/year) for all moves in question.
- ▶ Whether or not the worker engaged in qualifying work soon after for all moves in question - please include the qualifying activity.
- ▶ Whether the worker actively sought new qualifying work and has a recent history of moves - please include locations, dates, qualifying activity for each move - make sure moves are all within 36 months of the eligibility interview date.
- ▶ Whether or not all moves in question were qualifying moves (due to economic necessity, from one residence to another, from one school district to another).
- ▶ Number of children ages 0-21.



Eligibility Script Important Reminders



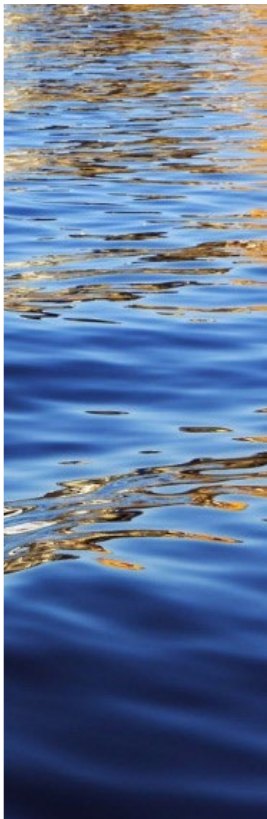
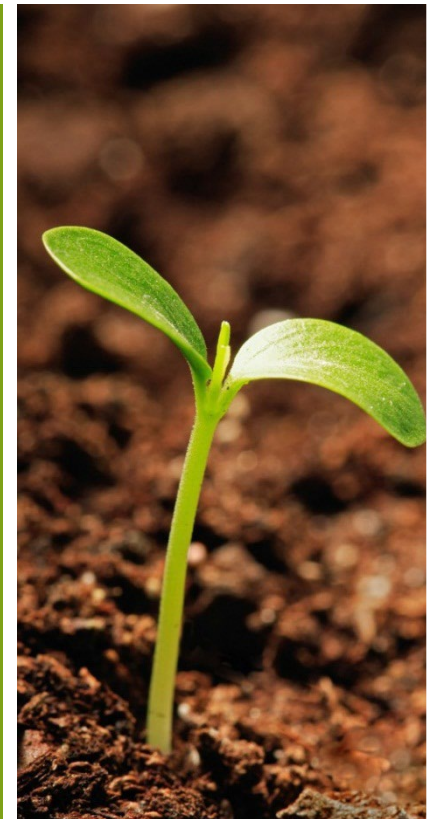
- ▶ When sending correspondence via email to the FL ID&R Office please ensure that **no Personally Identifiable Information (PII) is sent.**

This includes but is not limited to:

- ▶ First and Last Names
 - ▶ Dates of birth
 - ▶ Telephone numbers
 - ▶ Addresses
 - ▶ Zip codes
- ▶ If such information is needed, please call the ID&R Office.



Certificate of Eligibility Fundamentals





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"/> District COE number is entered (when applicable)
Section I: Family Data	
<input type="checkbox"/> Written as last name(s), first name(s)	<input type="checkbox"/> Address and phone number are documented
Section II: Child Data	
<input type="checkbox"/> #2 Dash (-) written if there is no Last Name 2	<input type="checkbox"/> #10 Two-digit Birth Verification Code is used
<input type="checkbox"/> #4 Middle name is written (not initial)	<input type="checkbox"/> #13 Grade 30 Only for out-of-school youth (OSY)
<input type="checkbox"/> #7 & #8 Birthdate and Age match	<input type="checkbox"/> #14 Residency Date (date child arrived) is completed
<input type="checkbox"/> #9 Multiple Births (MB) is answered (required)	
<input type="checkbox"/> #15 Comments regarding health conditions, non-eligible children in the household, additional phone numbers and emails are entered (when applicable)	
Section III: Qualifying Moves & Work	
<input type="checkbox"/> #1 Child moved across school district line (from/to)	
<input type="checkbox"/> #2a Only one 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 one 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 one is checked	<input type="checkbox"/> #5b Only one is checked
<input type="checkbox"/> #6a or #6b is completed if temporary employment is checked in #5	
<input type="checkbox"/> #7 Recertification is dated and initialed (when applicable)	
Section IV: Comments	
<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	
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 and 2 Permission information is explained and appropriate boxes are checked	
Section VI: Eligibility/Data Certification	
<input type="checkbox"/> Recruiter signature, SEA Reviewer signature, and dates are completed correctly	

COE Checklist

- ▶ This tool ensures all sections have been completed and no blanks have been missed.
- ▶ It does not ensure accuracy of information.

2022-2023 COE

2023-2024 COE
currently under revision

FLORIDA DEPARTMENT OF EDUCATION ~ DIVISION OF PUBLIC SCHOOLS
FLORIDA MIGRANT EDUCATION PROGRAM (MEP) CERTIFICATE OF ELIGIBILITY (COE) FORM School Year **2022-2023** District/Agency: _____ District COE # _____

SECTION I: FAMILY DATA

1. Current Parent/Guardian 1: (Last Name, First Name) _____
 2. Current Address (Street, Rural Route, Lot Number – Physical Address Only) _____
 Current Parent/Guardian 2: (Last Name, First Name) _____ City _____ State _____ Zip _____ 3. Telephone (include area code) Check if mobile number _____

SECTION II: CHILD DATA

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

14. RESIDENCY DATE MM/DD/YY _____ 15. CHILD/FAMILY DATA COMMENTS (e.g., MSIX IDs, urgent health, non-eligible children in the household, additional phone number(s), email address)
DO NOT USE SPACE TO ENTER ELIGIBILITY INFORMATION

SECTION III: QUALIFYING MOVES & WORK

1. The child(ren) 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 _____

2. The child(ren) moved (complete both a. and b.):
 a. as the 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/guardian spouse.
 i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on _____ MM/DD/YY _____.
 The worker moved on _____ MM/DD/YY _____. (provide comment)

3. The Qualifying Arrival Date was _____ MM/DD/YY _____.
 4. The worker moved due to economic necessity on _____ MM/DD/YY _____ from a residence in _____ School district / _____ City / State / Country to a residence in _____ School district / _____ City / State _____, and:
 a. engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move); OR
 b. actively sought new qualifying work, AND has a recent history of moves for qualifying work (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 _____.

7. PP 2022-23 Residency Verification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2023-24 Residency Verification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2024-25 Residency Verification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2025-26 Residency Verification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____

SECTION IV: COMMENTS (Must include 2bi, 4a, 4b, 5*, 6a and 6b of the Section III: Qualifying Moves & Work Section, if applicable.)

SECTION V: INTERVIEWEE SIGNATURE

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.

Signature _____ Relationship to the child(ren) _____ Date _____
 Check all that apply Yes / No
 1. I give my permission for my child(ren) to participate in the Title I Migrant Program.
 2. I give my permission for my child(ren) to be given emergency medical referral services.


SECTION VI: 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.

Signature of Interviewer _____ Date _____
 Signature of Designated SEA Reviewer _____ Date _____

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 Rev. Date 07/01/22

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Florida Department of Education 



Section I: Family Data

National Certificate of Eligibility Instructions, Page 3-5



Section I: Family Data

SECTION I: FAMILY DATA

1. Current Parent/Guardian 1: (Last Name, First Name)

Current Parent Guardian 2:(Last Name, First Name)

- ▶ Current Parent/Guardian 1 & 2 – who the child(ren) reside with in the current location.
- ▶ For out-of-school youth (**OSY**) that do not reside with a parent/guardian:
 - Draw a dash (-) or write N/A in #1

Section I: Family Data

SECTION I: FAMILY DATA

2. Current Address: (Street, Rural Route, Lot Number –Physical Address Only)

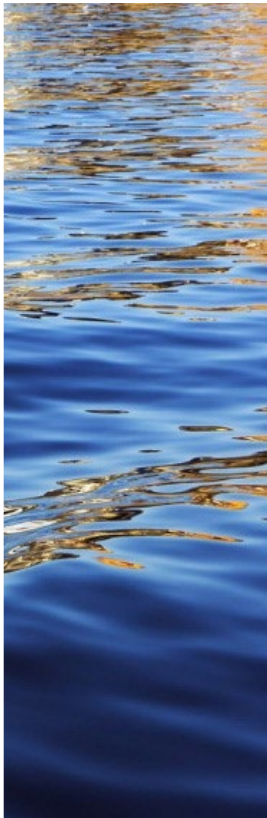
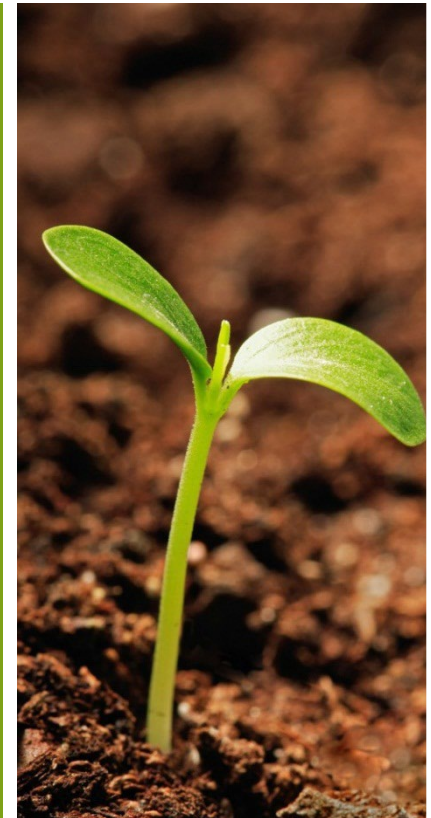
City	State	Zip	3. Telephone <input type="checkbox"/> Check if mobile number
------	-------	-----	--

- ▶ Current address – where the children **currently reside**.
- ▶ Telephone – Check the box only if the phone number provided is a mobile number. **Include area code.**
- ▶ Make sure there are **no blank fields**.



Section II: Child Data

National Certificate of Eligibility Instructions, Page 5-6



Section II: Child Data

SECTION II: CHILD DATA														
1. Last Name 1	2. Last Name 2	3. First Name	4. Middle Name	5. Suffix	6. Sex	7. Birth Date MM/DD/YY	8. Age	9. MB	10. Code	11. Birth Place City State Country			12. School	13. Gr.
1.														
2.														
3.														
4.														
5.														
14. RESIDENCY DATE MM/DD/YY		15. CHILD/FAMILY DATA COMMENTS (e.g., MSIX IDs, urgent health, non-eligible children in the household, additional phone number(s), email address) DO NOT USE SPACE TO ENTER ELIGIBILITY INFORMATION												

- ▶ **#2 Second Last Name** if applicable, if not draw a dash (-).
- ▶ **#4 Full Middle Name** if applicable, if not draw a dash (-).
- ▶ **#5 Suffix** if applicable, if not draw a dash (-).

Section II: Child Data

SECTION II: CHILD DATA														
1. Last Name 1	2. Last Name 2	3. First Name	4. Middle Name	5. Suffix	6. Sex	7. Birth Date MM/DD/YY	8. Age	9. MB	10. Code	11. Birth Place City State Country			12. School	13. Gr.
1.														
2.														
3.														
4.														
5.														
14. RESIDENCY DATE MM/DD/YY		15. CHILD/FAMILY DATA COMMENTS (e.g., MSIX IDs, urgent health, non-eligible children in the household, additional phone number(s), email address) DO NOT USE SPACE TO ENTER ELIGIBILITY INFORMATION												

- ▶ **#7 Birth Date** – Make sure to use **MM/DD/YY** format.
- ▶ **#8 Age** – Make sure the age matches the birth date (**check the recruiter’s math**). All of the children ages 0-22 who made a qualifying move should be listed in Section II.
- ▶ **#13 Grade** – If OSY, mark 30 for their grade.
Do not enter Grade 30 for students on summer/intersession break or for preschool-aged non-attenders.

Section II: Child Data

SECTION II: CHILD DATA														
1. Last Name 1	2. Last Name 2	3. First Name	4. Middle Name	5. Suffix	6. Sex	7. Birth Date MM/DD/YY	8. Age	9. MB	10. Code	11. Birth Place City State Country			12. School	13. Gr.
1.														
2.														
3.														
4.														
5.														
14. RESIDENCY DATE MM/DD/YY		15. CHILD/FAMILY DATA COMMENTS (e.g., MSIX IDs, urgent health, non-eligible children in the household, additional phone number(s), email address) DO NOT USE SPACE TO ENTER ELIGIBILITY INFORMATION												

- ▶ **#14 Residency Date** – Document the date the child moved into the present school district.

Section II: Child Data

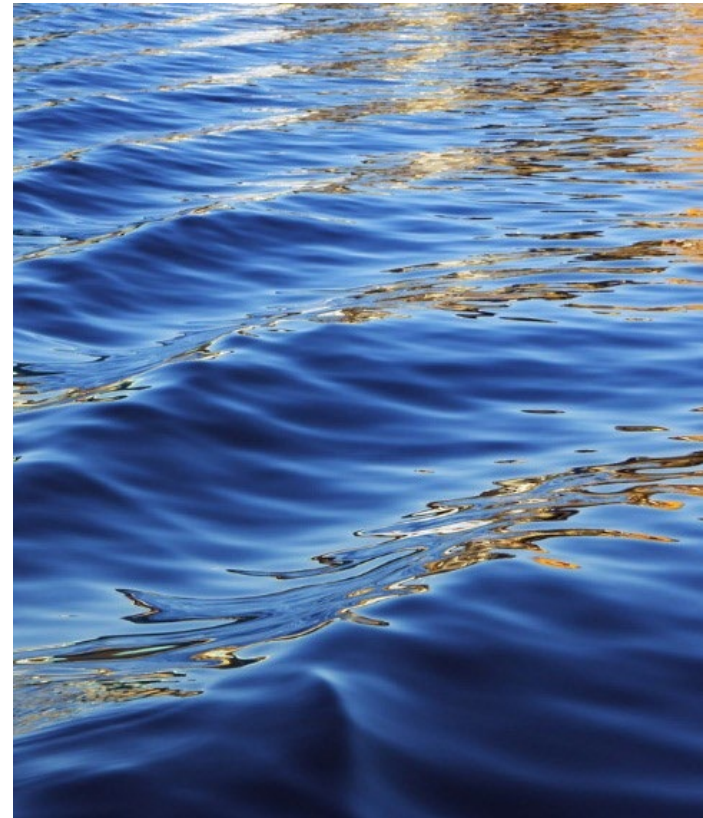
SECTION II: CHILD DATA														
1. Last Name 1	2. Last Name 2	3. First Name	4. Middle Name	5. Suffix	6. Sex	7. Birth Date MM/DD/YY	8. Age	9. MB	10. Code	11. Birth Place City State Country			12. School	13. Gr.
1.														
2.														
3.														
4.														
5.														
14. RESIDENCY DATE MM/DD/YY		15. CHILD/FAMILY DATA COMMENTS (e.g., MSIX IDs, urgent health, non-eligible children in the household, additional phone number(s), email address) DO NOT USE SPACE TO ENTER ELIGIBILITY INFORMATION												

▶ **#15 Child/Family Data Comment** – Write ONLY comments that pertain to health conditions, non eligible children in the household, additional phone numbers and emails. **DO NOT write anything pertaining to eligibility.**



Section III: Qualifying Moves and Work

National Certificate of Eligibility Instructions, Page 6-11



REMINDER:

Section III of the COE can be broken up into two parts. This will ensure that recruiters document the correct information in the correct places.

Numbers 1, 2, and 3 should reflect information regarding the MC.

Numbers 4, 5, and 6 should reflect information regarding the MQW.

FLORIDA DEPARTMENT OF EDUCATION ~ DIVISION OF PUBLIC SCHOOLS
FLORIDA MIGRANT EDUCATION PROGRAM (MEP) CERTIFICATE OF ELIGIBILITY (COE) FORM School Year 2022-2023 District/Agency: _____ District COE # _____

SECTION I: FAMILY DATA

1. Current Parent/Guardian 1: (Last Name, First Name) _____
2. Current Address (Street, Rural Route, Lot Number – Physical Address Only) _____
Current Parent/Guardian 2: (Last Name, First Name) _____ City _____ State _____ Zip _____ 3. Telephone (include area code) Check if mobile number _____

SECTION II: CHILD DATA

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

14. RESIDENCY DATE MM/DD/YY _____ 15. CHILD/FAMILY DATA COMMENTS (e.g., MSIX IDs, urgent health, non-eligible children in the household, additional phone number(s), email address) DO NOT USE SPACE TO ENTER ELIGIBILITY INFORMATION _____

SECTION III: QUALIFYING MOVES & WORK

1. The child(ren) 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 _____

2. The child(ren) moved (complete both a. and b.):
a. as the 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/guardian spouse.
i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on _____ MM/DD/YY _____.
The worker moved on _____ MM/DD/YY _____. (provide comment) _____

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

4. The worker moved due to economic necessity on _____ MM/DD/YY _____ from a residence in _____ School district _____ City _____ / State _____ / Country _____ to a residence in _____ School district _____ / City _____ / State _____, and:
a. engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move); OR
b. actively sought new qualifying work, AND has a recent history of moves for qualifying work (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 _____ **Migratory Qualifying Worker**

7. PP 2022-23 Residency Verification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2023-24 Residency Verification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2024-25 Residency Verification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2025-26 Residency Verification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____

SECTION IV: COMMENTS (Must include 2bi, 4a, 4b, 5*, 6a and 6b of the Section III: Qualifying Moves & Work Section, if applicable.) _____

SECTION V: INTERVIEWEE SIGNATURE

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.

Signature _____ Relationship to the child(ren) _____ Date _____

Check all that apply Yes / No

1. I give my permission for my child(ren) to participate in the Title I Migrant Program.

2. I give my permission for my child(ren) to be given emergency medical referral services.

SECTION VI: 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.

Signature of Interviewer _____ Date _____

Signature of Designated SEA Reviewer _____ Date _____

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Rev. Date 07/01/22

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Florida Department of Education

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

1. The child(ren) 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

- ▶ This section of the COE documents the child’s **most recent qualifying move** that was **made as, with, to join or precede** the Migratory Qualifying Worker.
- ▶ It is not dependent on the Migratory Qualifying Worker’s most recent qualifying move and work information.
- ▶ Document the school district if the location (from/to) is in Florida.

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

1. The child(ren) listed on this form moved due to economic necessity from a residence in Van Buren / Bangor / MI / USA to a residence in Cobb / Marietta / Georgia

Reminder: If the **TO** city/state is NOT to your current district, a comment indicating the reason should be added to Section IV comments.

SECTION IV: COMMENTS (Must include 2bi, 4a, 4b, 5*, 6a, and 6b of the Qualifying Moves & Work Section, if applicable.)

*The child did not make a qualifying move to the current district.
The children were dropped off in this location.*

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

2. The child(ren) moved (complete both a. and b.):

a. as the worker with the worker, OR to join or precede the worker.

b. The worker, Worker's Full Name, is the child or the child's parent/guardian spouse

i. (Complete if "to join or precede" is checked in 2a.) (The child(ren) moved on MM/DD/YY)

The worker moved on MM/DD/YY Provide comment.

▶ **2b -Write the full name of the worker in 2b.**

The name must match the name written in:

▶ **Section I: Family Data:** Current Parent/Guardian 1/2 **OR**

▶ **Section II: Child Data** (if the child is the MQW).

*Example: Name is documented as **Jesus Ramon Gutierrez Perez** in Section I OR Section II, the name in **2b** should match.*

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

2. The child(ren) moved (complete both a. and b.):

a. as the worker with the worker, OR to join or precede the worker.

b. The worker, Worker's Full Name, is the child or the child's parent/guardian spouse

i. (Complete if "to join or precede" is checked in 2a.) (The child(ren) moved on MM/DD/YY)

The worker moved on MM/DD/YY Provide comment.

▶ **2b -Write the full name of the worker in 2b.**

The name must match the name written in:

▶ **Section I: Family Data:** Current Parent/Guardian 1/2 **OR**

▶ **Section II: Child Data** (if the child is the MQW).

If the name of the worker is not listed in Section I or Section II, please include his/her name in the Section IV Comments and the relationship to the child. Name in 2b and Comments section must match.

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/22 from a residence in Pulaski / Winamac / IN / USA to a residence in Hillsborough / Tampa / FL

- a. engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move) OR
b. actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

- If you mark **4a**, you are stating that the worker **ENGAGED** in qualifying work in **Hillsborough, Tampa, FL**, soon after the move.

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/22 from a residence in Pulaski / Winamac / IN / USA to a residence in Hillsborough / Tampa / FL

- a. engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move) OR
b. actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

► If you mark 4b, you are stating that the worker **DID NOT ENGAGE** in qualifying work in **Hillsborough, Tampa, FL**, but instead:

1. **“Actively Sought”** new qualifying work

AND

2. has **“Recent History of Moves”**

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/22 from a residence in Pulaski / Winamac / IN / USA to a residence in Hillsborough / Tampa / FL

- a. engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move) OR
b. actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

- ▶ For **Actively Sought** comments, the recruiter needs to document **when** and **how** the worker took positive action to seek qualifying work.
- ▶ Examples of appropriate comments:
 - *The worker moved on [month/year] reasonably believing [qualifying work] would be available.*
 - *Worker applied with/at [specific employer] on [month/year] but was not hired.*
 - *Worker stated that someone on his behalf applied for [qualifying work] on [month/year].*

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/22 from a residence in Pulaski / Winamac / IN / USA to a residence in Hillsborough / Tampa / FL

- a. engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move) OR
b. actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

- ▶ For **Recent History of Moves** comments, the recruiter needs to document 2 moves that resulted in the engagement of qualifying work within the last 36 months from the Eligibility Interview Date.

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/22 from a residence in Pulaski / Winamac / IN / USA to a residence in Hillsborough / Tampa / FL

- a. engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move) OR
b. actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

▶ Document the **where** (“from” and “to” states), **when** (month/year), and **what** (qualifying work) for **both** recent history moves in **4b**.

▶ Example of appropriate comments:

-“Worker moved from Jennings, FL to Georgia in July 2020 to pick watermelon, and moved from Jennings, FL to Maine in July 2019 to rake blueberries.”

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

5. The qualifying work, * Work engaged in (4A) / Actively sought (4B)

- ▶ Document the qualifying work that established the individual as a Migratory Qualifying Worker.
- ▶ Write down any additional qualifying work the worker may be doing at the time of the move (*within the first 60 days of the move*) in the comments section.

SECTION IV: COMMENTS (Must include 2bi, 4a, 4b, 5*, 6a, and 6b of the Qualifying Moves & Work Section, if applicable.) Enter Recertification Date (if applicable) _____

Worker is also laying plastic and planting tomatoes

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

5. The qualifying work, * Picking tomatoes

- ▶ Use “ing” form of the verb then the crop.



Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

5. The qualifying work, * **DO NOT** _____

- ▶ Just write the crop.

Tomatoes

- ▶ Just write the activity.

Picking

- ▶ Use sentences.

Picking tomatoes in the field

- ▶ Write more than one activity.

Picking strawberries & laying plastic



Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

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 based on:

- ▶ If temporary employment was checked in **5a** then you must complete **6**.

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

6. (Complete if “temporary” is checked in #5a) The work was determined to be temporary based on:
- worker’s statement (provide comment) OR
 - employer’s statement (provide comment) OR
 - state documentation for Employer

SECTION IV: COMMENTS

(Must include 2bi, 4a, 4b, 5*, 6a, and 6b of the Qualifying Moves & Work Section, if applicable.) Enter Recertification Date (if applicable) _____

Worker said he plans to work for 7 months then plans to move to Michigan.

- ▶ **6a** – worker’s statement – Check **only one**.
- ▶ Write how long the **worker** told you the work would last.
- ▶ Ensure you are using the **correct verb tense**.
 - ▶ *work is going to last 7 months vs work lasted 7 months.*

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

6. (Complete if “temporary” is checked in #5a) The work was determined to be temporary based on:
- a. worker’s statement (provide comment) OR
 - b. employer’s statement (provide comment) OR
 - c. state documentation for _____ **Employer**

SECTION IV: COMMENTS

(Must include 2bi, 4a, 4b, 5*, 6a, and 6b of the Qualifying Moves & Work Section, if applicable.) Enter Recertification Date (if applicable) _____

Employer only needs worker for 7 months due to high demand.

- ▶ **6b** – employer’s statement – Check only one.
- ▶ Write how long the **employer** told you the work would last.

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

6. (Complete if “temporary” is checked in #5a) The work was determined to be temporary based on:
- a. worker’s statement (provide comment) OR
 - b. employer’s statement (provide comment) OR
 - c. state documentation for Employer

SECTION IV: COMMENTS

(Must include 2bi, 4a, 4b, 5*, 6a, and 6b of the Qualifying Moves & Work Section, if applicable.)

L&G Nursery

- ▶ **6c** – state documentation **should be left blank**. Florida does not currently have State documentation for temporary employment.
- ▶ Document the **name of the temporary employer** in **Section IV Comments**.

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK

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 based on:

- ▶ Personal subsistence – Contact the ID&R Office for assistance in completing a COE.

Section III: Qualifying Moves & Work

SECTION III: QUALIFYING MOVES & WORK	
14 Residency Date MM/DD/YY	

- ▶ Enter the date when the child(ren) entered the present school district as two-digit month, two-digit day, and two-digit year (MM/DD/YY).
- ▶ **DO NOT** leave blank.



Section IV: Comments

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Section IV: Comments

SECTION IV: COMMENTS

(Must include 2bi, 4a, 4b, 5*, 6a, and 6b of the Qualifying Moves & Work Section, if applicable.) Enter Recertification Date (if applicable) _____

Other reasons for additional comments:

- ▶ Child(ren) and worker moved from separate previous residences.
- ▶ Basis for preliminary eligibility is not obvious.
- ▶ The work could be part of a “series of activities” for the same employer.
- ▶ The child(ren)s most current move is NOT to the current district.

Section IV: Comments

SECTION IV: COMMENTS

(Must include 2bi, 4a, 4b, 5*, 6a, and 6b of the Qualifying Moves & Work Section, if applicable.) Enter Recertification Date (if applicable) _____

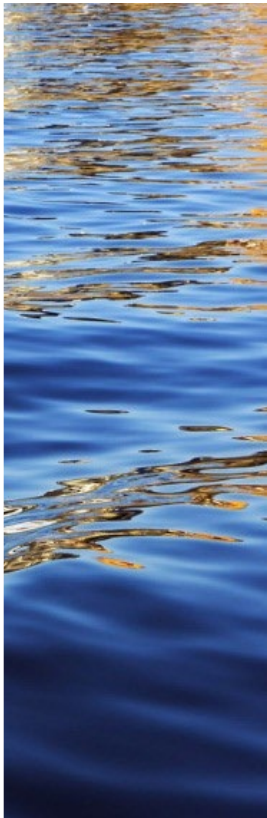
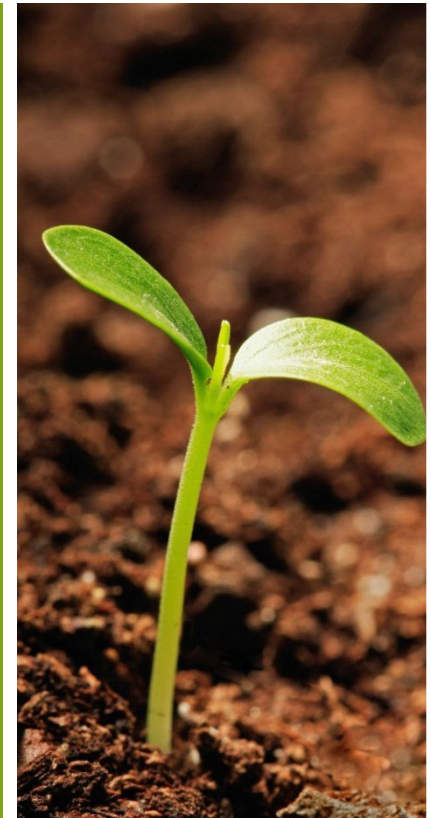
Other reasons for additional comments:

- ▶ Short duration or short distance move.
- ▶ Qualifying move corresponds with school breaks.
- ▶ Mailing address is different from the physical residence.
- ▶ Someone other than the current parent/worker is the interviewee.



Section V: Interviewee Signature

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Section V: Interviewee Signature

SECTION V: INTERVIEWEE SIGNATURE

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.

Signature

Self

Relationship to the child(ren)

Date

Date

Check all that apply

- | | Yes/No |
|--|---|
| 1. I give my permission for my child(ren) to participate in the Title I Migrant Program. | <input type="checkbox"/> <input type="checkbox"/> |
| 2. I give my permission for my child(ren) to be given emergency medical referral services. | <input type="checkbox"/> <input type="checkbox"/> |

- Interviewee signature
- Relationship to the eligible child(ren). If OSY, write "Self".
- Date the form was signed by the interviewee.
- The interviewee should only sign the COE once the form is completed.
- Do not leave this section blank.

Section V: Interviewee Signature

SECTION V: INTERVIEWEE SIGNATURE

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.

Signature

Relationship to the child(ren)

Date

Check all that apply

- | | Yes/No |
|--|--|
| 1. I give my permission for my child(ren) to participate in the Title I Migrant Program. | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| 2. I give my permission for my child(ren) to be given emergency medical referral services. | <input checked="" type="checkbox"/> <input type="checkbox"/> |

Permission – MEP & Emergency Services

Ensure boxes have been marked and ensure that the mark stays within the box.



Section VI: Eligibility Data Certification

National Certificate of Eligibility Instructions, Page 14



Section VI: Eligibility Data Certification

SECTION VI: 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.

Signature of Interviewer

Date

Signature of Designated SEA Reviewer

Date

- ▶ Recruiter signs and dates (*on the same date the interviewee signs and dates*).
- ▶ State reviewer or designee signs and dates.
- ▶ Do not leave blank.



COE
Completion Accuracy



COE Completion Accuracy

- ▶ I did not leave any blank fields
- ▶ I matched the age to the date of birth
- ▶ All eligible children in the home are listed in Section II (e.g., non-attenders, niece, nephew, etc.)
- ▶ Name of worker in Section III, matches the name documented on other COE sections (Section I, Section II, Section IV)

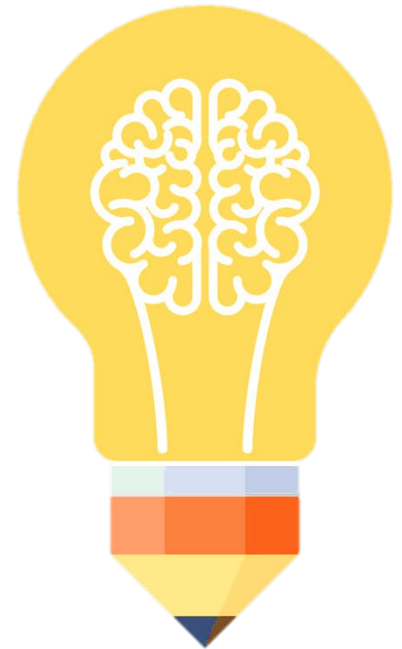
If applicable

- ▶ A to-join comment is included and appropriate
- ▶ Comments in Section IV explain how the MQW actively sought qualifying work and explains the recent history of moves
- ▶ The Remote COE statement is completed accurately



Questions?

Let's hear from you!





Contact us via phone or email:
ID&R Office | Quincy, FL
Phone: 1-877-873-7232 Ext. 2256
General email: flidr@paec.org

