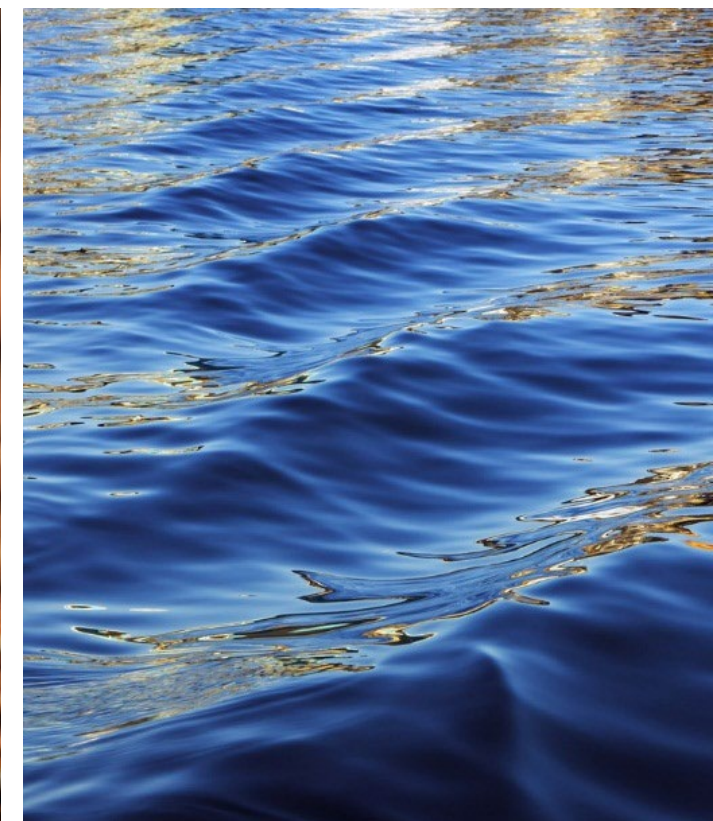




FMEP  
ID&R Office  
Refresher Training  
September 2023



# 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. §200.81, 200.103(a), and 200.89(b)(c) and (d)

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, Chapters II and III of the *Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children*, Washington, D.C., 2017.

# Objectives

## Overview of

- ▶ Eligibility Fundamentals for the FMEP
  - ▶ Vocabulary
- ▶ Certificate of Eligibility (COE) Fundamentals
  - ▶ Proposed 2023-2024 COE Changes
  - ▶ COE Checklist
  - ▶ Completion Accuracy
- ▶ Residency Verification
  - ▶ Examples
- ▶ Rolling-Reinterviews
  - ▶ Completion Accuracy





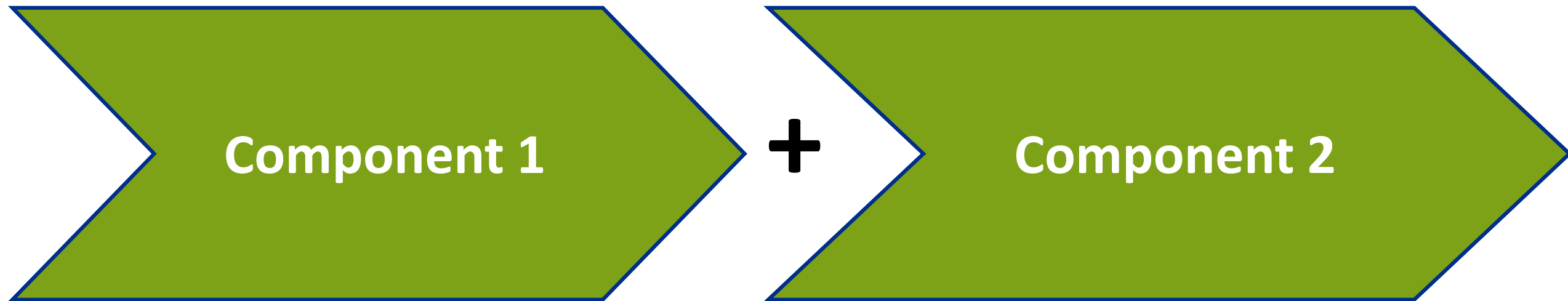
# Vocabulary Under ESSA



- 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).

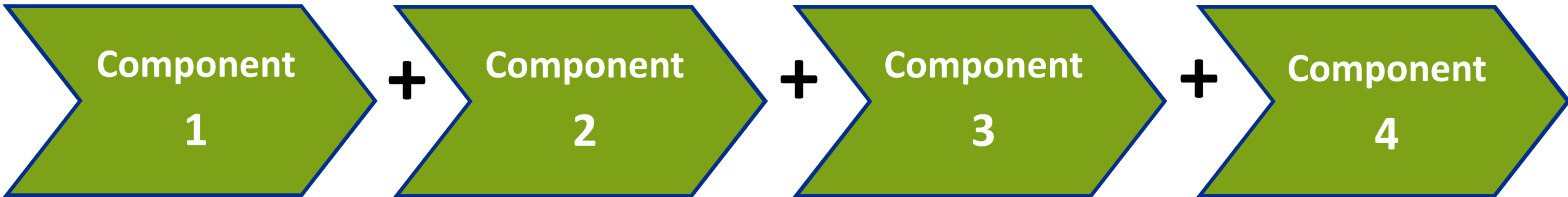
- Migratory Fisher (MF)** – a person who, in the preceding 36 months, made a Qualifying Move (QM) and, soon after the move, engaged in new temporary or seasonal employment or personal subsistence in Qualifying Work (QW) in fishing.
- Migratory Qualifying Worker (MQW)** – a person who is either a Migratory 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.

# The Migratory Qualifying Worker



**All criteria** must be met for the individual to meet the definition of a Migratory Qualifying Worker.

# The Migratory Child



**All criteria** must be met for the child to meet the definition of a Migratory Child.

# The Qualifying Move

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**All criteria must be met for both the child and the worker to have made a Qualifying Move.**

*NRG Chapter II D1*



# The Qualifying Move

---

From one  
residence to  
another

**Must have been to live not just to visit**

**Does not include:**

- ▶ Visiting family or friends – stopover sites
- ▶ Attending a wedding
- ▶ Taking a vacation
- ▶ Taking care of “legal” matters

# The Qualifying Move

---

**From one  
school district  
to another**

## **Must have been across school district lines**

- ▶ From another country to the U.S.  
(or 16 territories of the U.S.)
- ▶ e.g., From Georgia to Florida
- ▶ e.g., From Hillsborough County to Pasco County

# The Migratory Child's Qualifying Move

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From one  
school district  
to another

Must have been across school district lines

**Remember:**

- ▶ School district of **residence** vs school district of **attendance**

# The Qualifying Move

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Reminder: The child's qualifying move is **NOT dependent** of the worker's qualifying work location.



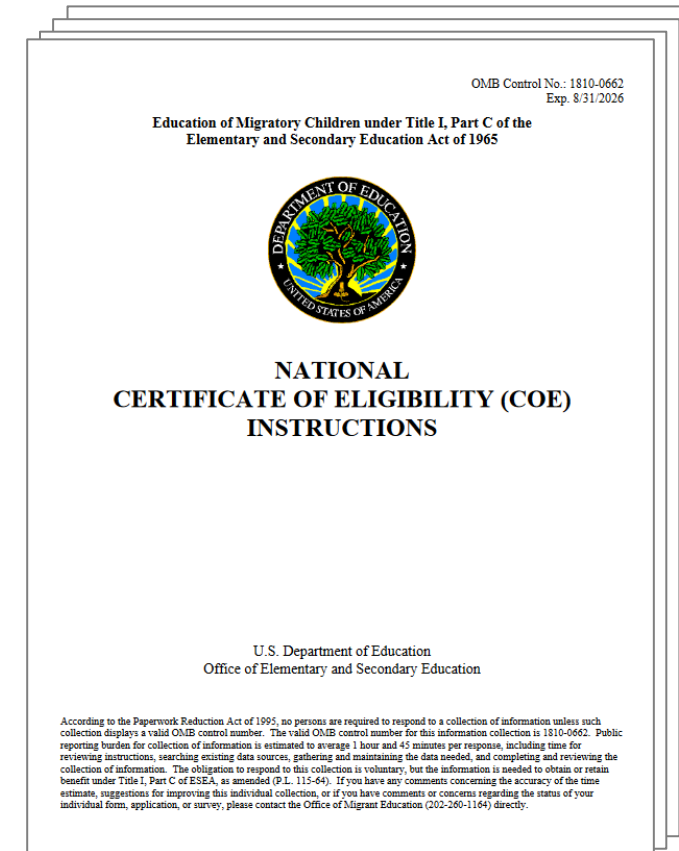
# Certificate of Eligibility Fundamentals



# Proposed 2023-2024 COE Changes

## National COE form and Instructions revisions include:

- ▶ The previous National COE Instructions expired on June 30, 2023.
- ▶ The Office of Migrant Education (OME) announced the national COE instruction renewal and template have been approved by the Office of Management and Budget (OMB) for use through August 31, 2026.
- ▶ States have been asked to review the updates and use this revised version moving forward.
- ▶ No start date has been provided at this time.





# Proposed 2023-2024 COE Changes

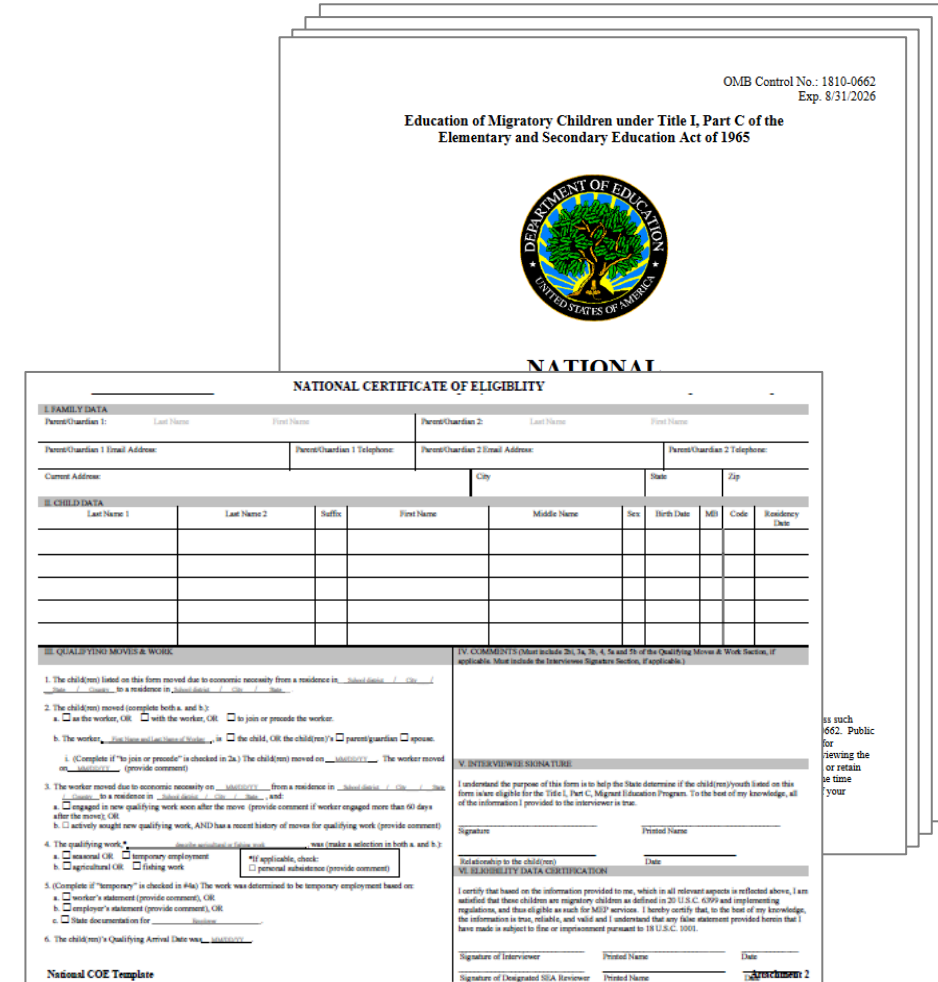
## National COE form and Instructions revisions include:

### Section I: Family Data

- ▶ A *telephone* field has been added for both parent/guardian 1 and 2
- ▶ An *email address* field has been added for both parent/guardian 1 and 2

### Section II: Child Data

- ▶ Birth location has been removed



The image shows a stack of National Certificate of Eligibility (COE) forms. The top form is the cover page, which includes the OMB Control No. 1810-0662, Exp. 8/31/2026, and the title 'Education of Migratory Children under Title I, Part C of the Elementary and Secondary Education Act of 1965'. It features the Department of Education logo and the text 'NATIONAL CERTIFICATE OF ELIGIBILITY'.

The form is divided into several sections:

- I. FAMILY DATA:** Fields for Parent/Guardian 1 and 2, including Last Name, First Name, Email Address, Telephone, and Current Address (City, State, Zip).
- II. CHILD DATA:** A table with columns for Last Name 1, Last Name 2, Suffix, First Name, Middle Name, Sex, Birth Date, MBI, Code, and Residency Date.
- III. QUALIFYING MOVES & WORK:** A series of questions (1-5) regarding the child's move and work history.
- IV. GUARDIAN'S Consent:** A section for the guardian's signature and date.
- V. INTERVIEWER'S SIGNATURE:** A section for the interviewer's signature and date.
- VI. ELIGIBILITY DATA CERTIFICATION:** A section for the designated SEA reviewer's signature and date.

At the bottom right, there is a small note: 'as such 602: Public for viewing the or retain as time your'.

# Proposed 2023-2024 COE Changes

## National COE form and Instructions revisions include:

### Section III: Qualifying Moves and Work Section


- ▶ Qualifying Arrival Date field is now Q#6

### Section IV: Comments

- ▶ Comment must be added when a recruiter is unable to obtain the interviewee's signature.

OMB Control No.: 1810-0662  
Exp. 8/31/2026

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



**NATIONAL**

**NATIONAL CERTIFICATE OF ELIGIBILITY**

**I. FAMILY DATA**

Parent/Guardian 1: Last Name First Name		Parent/Guardian 2: Last Name First Name			
Parent/Guardian 1 Email Address		Parent/Guardian 1 Telephone:	Parent/Guardian 2 Email Address:		
Parent/Guardian 2 Telephone:		Parent/Guardian 2 Telephone:			
Current Address:			City	State	Zip

**II. CHILD DATA**

Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MO	Code	Residency Date

**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 provide the worker.  
b. The worker \_\_\_\_\_ is the child, OR the child(ren)'s parent/guardian or spouse.  
i. (Complete if "to join or provide" is checked in 2a.) The child(ren) moved on \_\_\_\_\_, the worker moved on \_\_\_\_\_ (provide comment)

3. 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 moving for qualifying work (provide comment)

4. The qualifying work \_\_\_\_\_ was (make a selection in both a. and b.):  
a.  seasonal OR  temporary employment  All applicable, check:  
 agricultural OR  fishing work  personal sustenance (provide comment)

5. (Complete if "temporary" is checked in 4b.) 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 \_\_\_\_\_

6. The child(ren)'s Qualifying Arrival Date was \_\_\_\_\_.

**IV. COMMENTS** (Must include 2b, 3a, 3b, 4, 5a and 5b of the Qualifying Moves & Work Section, if applicable. Must include the Interviewee Signature Section, if applicable.)

**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 were 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 \_\_\_\_\_ Printed Name \_\_\_\_\_

**VI. ELIGIBILITY DATA CERTIFICATION**

(Relationship to the child(ren)) \_\_\_\_\_ Date \_\_\_\_\_

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 and implementing regulations, and thus eligible as such for MEY 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 \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Designated SEA Reviewer \_\_\_\_\_ Printed Name \_\_\_\_\_ Attachment 2

National COE Template

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# Proposed 2023-2024 COE Changes

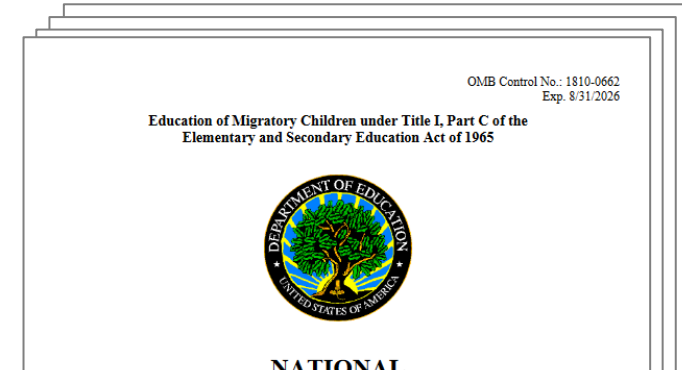
## National COE form and Instructions revisions include:

### Section V: Interviewee Signature

- ▶ A *printed name* field has been added

### Section VI: Eligibility Data Certification

- ▶ A *printed name* field has been added for the interviewer and the designated SEA Reviewer
- ▶ The Florida Migrant Education Program office will provide additional guidance on how these revisions will be incorporated into the Florida COE.



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or retain  
in time  
your

SECTION I: FAMILY DATA						
1. Current Parent/Guardian 1: (Last Name, First Name)		2. Parent/Guardian 1 Telephone <input type="checkbox"/> mobile		3. Parent/Guardian 1 Email Address		4. Current Address (Street, Rural Route, Lot Number – Physical Address Only)
Current Parent/Guardian 2: (Last Name, First Name)		Parent/Guardian 2 Telephone <input type="checkbox"/> mobile		Parent/Guardian 2 Email Address		City State Zip

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. School	12. Gr.
1.						/ /					
2.						/ /					
3.						/ /					
4.						/ /					
5.						/ /					
13. RESIDENCY DATE MM/DD/YY		14. CHILD/FAMILY DATA COMMENTS (e.g., MSIX IDs, urgent health, non-eligible children in the household, additional phone number(s), email address) <b>DO NOT USE SPACE TO ENTER ELIGIBILITY INFORMATION</b>									

**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 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)

4. 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)

5. (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 \_\_\_\_\_

6. The Qualifying Arrival Date was \_\_\_\_\_ MM/DD/YY

7.  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 \_\_\_\_\_  
 PP 2026-27 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 \_\_\_\_\_ Printed Name \_\_\_\_\_  
 Relationship to the child(ren) \_\_\_\_\_ Date \_\_\_\_\_

*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

**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 \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Designated SEA Reviewer \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_



**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"/> District COE number is entered (when applicable)
<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"/> #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)	
<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"/> #2bi is completed if "to join/precede" is checked
<input type="checkbox"/> #3 The Qualifying Arrival Date (QAD) is within the 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 Verification is dated and initialed (when applicable)	
<b>Section IV: Comments</b>	
<input type="checkbox"/> Comments regarding eligibility are entered (when applicable)	
<input type="checkbox"/> #2bi "to join/precede"	<input type="checkbox"/> Stopover or drop-off move explanation
<input type="checkbox"/> #4a More than 60 days to engage in Qualifying Work (QW)	<input type="checkbox"/> Short duration move
<input type="checkbox"/> #4b Did not engage in new QW	<input type="checkbox"/> Migratory Qualifying Worker (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 and 2 Permission information is explained and appropriate boxes are checked	
<b>Section VI: Eligibility/Data Certification</b>	
<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.



## MIGRANT ELIGIBILITY CHECKLIST

*ALL boxes must be checked off in order to meet the Migratory Qualifying Worker and Migratory Child definitions (unless instructed to only check one).*

### Does the “individual” meet the definition of “Migratory Qualifying Worker”?

#### QUALIFYING MOVE FOR MIGRATORY QUALIFYING WORKER

*(Does not have to be dependent of child’s move)*

- Due to economic necessity; AND
- From one residence to another residence; AND
- From one district to another; AND
- Took place in the preceding 36 months

#### QUALIFYING WORK (check one)

- engaged in new temporary or seasonal employment or personal subsistence in agriculture “soon after” the move (within 60 days); OR
- did not engage in new temporary or seasonal employment or personal subsistence
  - actively sought such new employment; AND
  - the individual has a recent history of moves for temporary or seasonal agriculture employment (at least two moves)

#### THE NEW QUALIFYING WORK IS:

- seasonal or temporary; AND
- agricultural or fishing

### Does the “child(ren)” meet the definition of a “Migratory Child”?

#### AGE

- The child is under 22 years of age

#### SCHOOL COMPLETION

- The child is eligible for a free public education under State law

#### QUALIFYING MOVE FOR CHILD *(Does not have to be dependent of migratory qualifying worker’s move)*

- Due to economic necessity; AND
- From one residence to another residence; AND
- From one district to another; AND
- Took place in the preceding 36 months

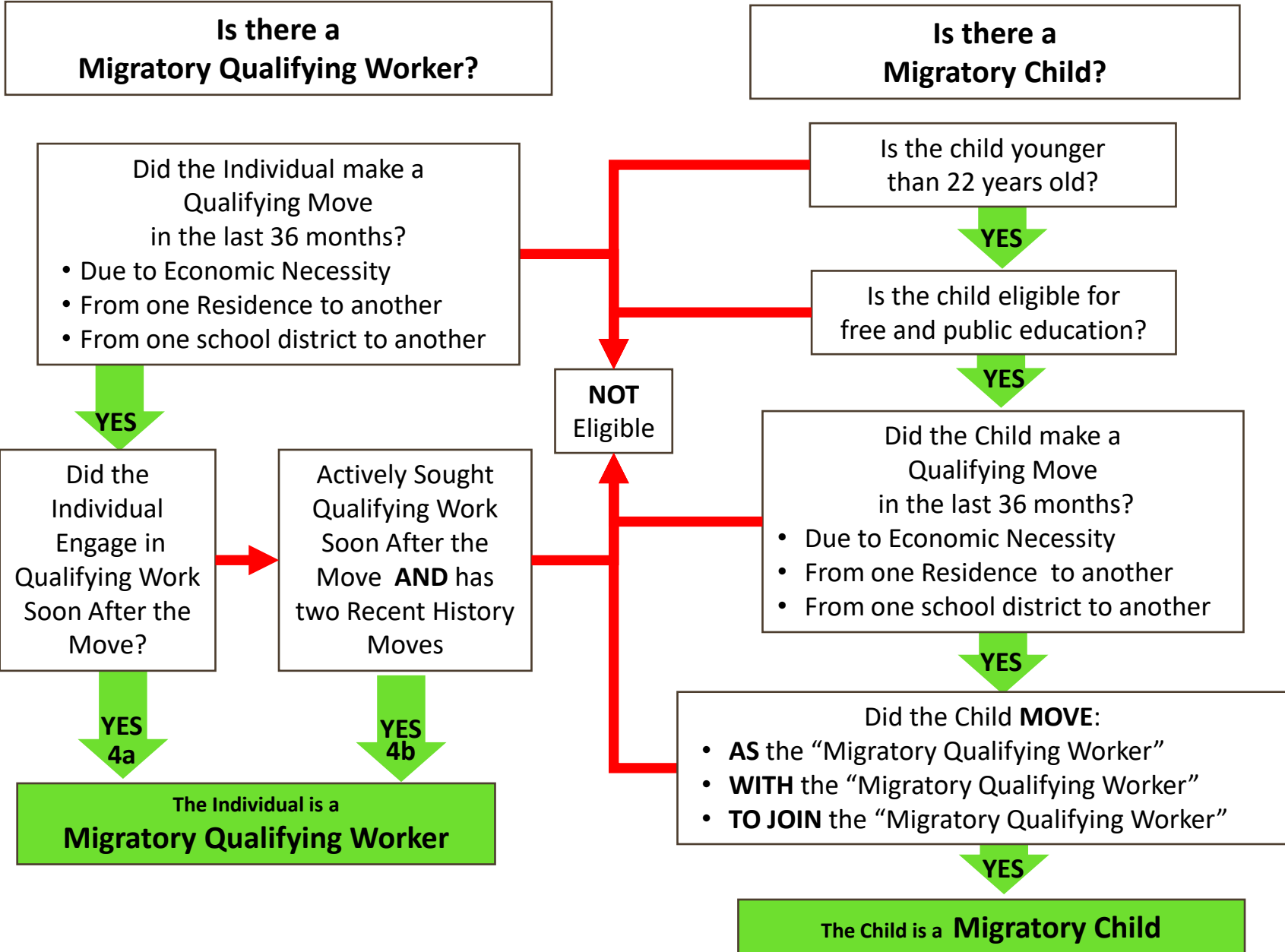
#### THE CHILD MOVED: (check one)

- as a Migratory Qualifying Worker
- with, a Migratory Qualifying Worker
- to join a parent/guardian or spouse who is a Migratory Qualifying Worker





# Eligibility Flow Chart





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





# Residency Verification



# COE Residency Verification

- ▶ Residency Verification confirms that the migratory child, whose eligibility has not expired, **continues to reside in Florida and has not made a new qualifying move since the previous performance period.** Families/youth previously identified as migrant should be contacted annually to determine whether:
  - ▶ the family/youth has made another qualifying move out of the district and back again since the original COE was completed\* **OR**
  - ▶ the family/youth still is residing in the district

*\*Note* – If during the residency verification the district learns that the migratory child has made a new qualifying move, a new COE must be completed.



# COE Residency Verification

## SECTION III: QUALIFYING MOVES & WORK

7.  PP 2022-23 Residency Verification Date \_\_\_\_\_ Interviewer initials \_\_\_\_\_ SEA Reviewer Initials \_\_\_\_\_
- PP 2023-24 Residency Verification Date \_\_\_\_\_ Interviewer initials \_\_\_\_\_ SEA Reviewer Initials \_\_\_\_\_
- PP 2024-25 Residency Verification Date \_\_\_\_\_ Interviewer initials \_\_\_\_\_ SEA Reviewer Initials \_\_\_\_\_
- PP 2025-26 Residency Verification Date \_\_\_\_\_ Interviewer initials \_\_\_\_\_ SEA Reviewer Initials \_\_\_\_\_

- ▶ For Recertification ONLY – Check each appropriate Performance Period (PP)
  - ▶ Residency Verification – Confirms the family/youth still resides in the district.
- ▶ Enter the date the COE was recertified.
- ▶ Enter the interviewer’s initials and the SEA Reviewer’s initials.

**REMINDER – The Performance Period is from September 1 to August 31 of each project year.**



# COE Residency Verification

The COE recertification for Residency Verification may be conducted using one of the following methods:

## 1. Face-to-Face or Phone Interview

For non-attenders, in particular, an interview with the parent/guardian/worker may be used to verify that the migrant child/youth who was previously found eligible did reside in the district at least one day the following PP.

(Non-attenders may be migrant children preschool children not enrolled in school and/or out-of-school youth).



# COE Residency Verification

The COE recertification for Residency Verification may be conducted using one of the following methods:

## 2. School Attendance

For migrant children enrolled in school, attendance records may be used to confirm that students who were previously found eligible did attend school at least one day of the following PP. (If school attendance is used, the documentation should be accessible at the local level and available for SEA review as needed).

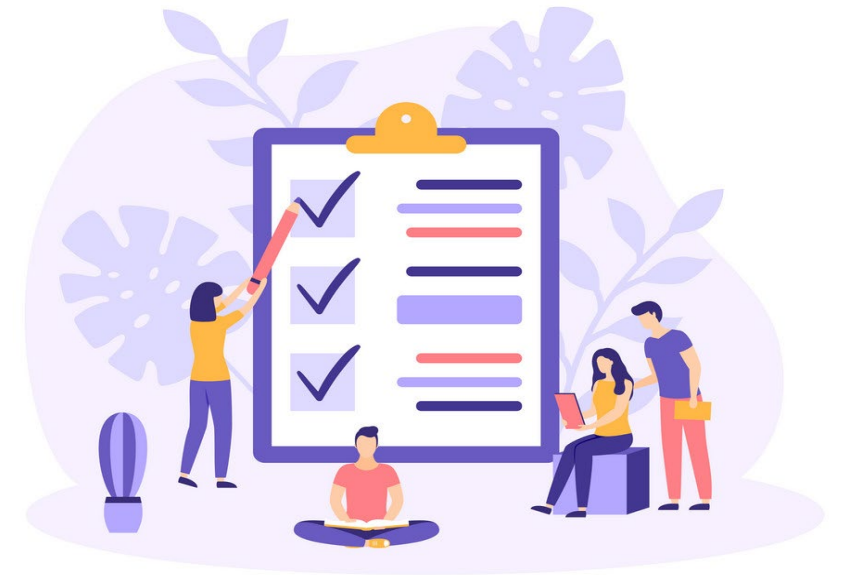


# COE Residency Verification

The COE recertification for Residency Verification may be conducted using one of the following methods:

## 3. Service Logs

Districts may use date-stamped service logs documenting services were provided to verify a migrant child/youth, including non-attenders, who was previously identified did reside in the district at least one day the following PP. (If a service log is used, the documentation should be accessible at the local level and available for SEA review as needed).





# COE Recertification Examples



# COE Recertification Example

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.	
<u>Lupi Streeter</u>	<u>08/25/23</u>
Signature of Interviewer	Date
<u>Margot Di Salvo</u>	<u>08/28/23</u>
Signature of Designated SEA Reviewer	Date

SECTION III: QUALIFYING MOVES & WORK	
7. <input type="checkbox"/>	PP 2022-23 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____
<input type="checkbox"/>	PP 2023-24 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____
<input type="checkbox"/>	PP 2024-25 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____
<input type="checkbox"/>	PP 2025-26 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____

*In this example, the QAD is 08/18/23; the end of eligibility is 08/17/26.*

- ▶ The COE was approved on August 28, 2023.
  - ▶ The date is before the 2023-24 Performance Period begins.

# COE Recertification Example

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.	
<u>Lupi Streeter</u>	<u>08/25/23</u>
Signature of Interviewer	Date
<u>Margot Di Salvo</u>	<u>08/28/23</u>
Signature of Designated SEA Reviewer	Date

SECTION III: QUALIFYING MOVES & WORK	
7. <input type="checkbox"/>	PP 2022-23 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____
<input checked="" type="checkbox"/>	PP 2023-24 Residency Verification Date <u>09/14/23</u> Interviewer initials <u>LS</u> SEA Reviewer Initials <u>MD</u>
<input type="checkbox"/>	PP 2024-25 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____
<input type="checkbox"/>	PP 2025-26 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____

*In this example, the QAD is 08/18/23; the end of eligibility is 08/17/26.*

- ▶ The COE was approved on August 28, 2023.
  - ▶ The date is before the 2023-24 Performance Period begins.
- ▶ The COE is recertified on September 14, 2023.
  - ▶ The district verifies the family/youth still resides in the district after the 2023-24 Performance Period begins.



# COE Recertification Example

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.	
<u>Lupi Streeter</u>	<u>08/25/23</u>
Signature of Interviewer	Date
<u>Margot Di Salvo</u>	<u>08/28/23</u>
Signature of Designated SEA Reviewer	Date

SECTION III: QUALIFYING MOVES & WORK	
7. <input type="checkbox"/>	PP 2022-23 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____
<input checked="" type="checkbox"/>	PP 2023-24 Residency Verification Date <u>09/14/23</u> Interviewer initials <u>LS</u> SEA Reviewer Initials <u>MD</u>
<input checked="" type="checkbox"/>	PP 2024-25 Residency Verification Date <u>10/10/24</u> Interviewer initials <u>LS</u> SEA Reviewer Initials <u>MD</u>
<input type="checkbox"/>	PP 2025-26 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____

*In this example, the QAD is 08/18/23; the end of eligibility is 08/17/26.*

- ▶ The COE is recertified on October 10, 2024, for the 2024-25 PP.

# COE Recertification Example

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.	
<u>Lupi Streeter</u>	<u>08/25/23</u>
Signature of Interviewer	Date
<u>Margot Di Salvo</u>	<u>08/28/23</u>
Signature of Designated SEA Reviewer	Date

SECTION III: QUALIFYING MOVES & WORK	
7. <input type="checkbox"/>	PP 2022-23 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____
<input checked="" type="checkbox"/>	PP 2023-24 Residency Verification Date <u>09/14/23</u> Interviewer initials <u>LS</u> SEA Reviewer Initials <u>MD</u>
<input checked="" type="checkbox"/>	PP 2024-25 Residency Verification Date <u>10/10/24</u> Interviewer initials <u>LS</u> SEA Reviewer Initials <u>MD</u>
<input checked="" type="checkbox"/>	PP 2025-26 Residency Verification Date <u>09/29/25</u> Interviewer initials <u>LS</u> SEA Reviewer Initials <u>MD</u>

*In this example, the QAD is 08/18/23; the end of eligibility is 08/17/26.*

- ▶ The COE is recertified on October 10, 2024, for the 2024-25 PP.
- ▶ The COE is recertified on September 29, 2025, for the 2025-26 PP.
- ▶ Since the EOE is 08/17/26; this will be the last PP this COE can be recertified.

# COE Recertification Example

SECTION VI: ELIGIBILITY DATA CERTIFICATION	SECTION III: QUALIFYING MOVES & WORK
<p>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.</p> <p><u>Lupi Streeter</u>                      <u>09/25/23</u> Signature of Interviewer                      Date</p> <p><u>Margot Di Salvo</u>                      <u>09/28/23</u> Signature of Designated SEA Reviewer                      Date</p>	<p>7. <input type="checkbox"/> PP 2023-24 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____</p> <p><input type="checkbox"/> PP 2024-25 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____</p> <p><input type="checkbox"/> PP 2025-26 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____</p> <p><input type="checkbox"/> PP 2026-27 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____</p>

*In this example, the QAD is 09/18/23; the end of eligibility is 09/17/26.*

- ▶ The COE was approved on September 28, 2023.
  - ▶ The date is after the 2023-24 Performance Period begins.
  - ▶ The COE cannot be recertified during this Performance Period.
  - ▶ Leave the 2023-24 PP line blank.

# COE Recertification Example

SECTION VI: ELIGIBILITY DATA CERTIFICATION	SECTION III: QUALIFYING MOVES & WORK
<p>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.</p> <p><u>Lupi Streeter</u>                      <u>09/25/23</u> Signature of Interviewer                      Date</p> <p><u>Margot De Salvo</u>                      <u>09/28/23</u> Signature of Designated SEA Reviewer                      Date</p>	<p>7. <input type="checkbox"/> PP 2023-24 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____</p> <p><input checked="" type="checkbox"/> PP 2024-25 Residency Verification Date <u>09/10/24</u> Interviewer initials <u>LS</u> SEA Reviewer Initials <u>MD</u></p> <p><input type="checkbox"/> PP 2025-26 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____</p> <p><input type="checkbox"/> PP 2026-27 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____</p>

*In this example, the QAD is 09/18/23; the end of eligibility is 09/17/26.*

- ▶ The COE was approved on September 28, 2023.
  - ▶ The date is after the 2023-24 Performance Period begins.
  - ▶ The COE cannot be recertified during this Performance Period.
- ▶ The COE is recertified on September 10, 2024, for the 2024-25 PP.

# COE Recertification Example

SECTION VI: ELIGIBILITY DATA CERTIFICATION	SECTION III: QUALIFYING MOVES & WORK
<p>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.</p> <p><u>Lupi Streeter</u>                      <u>09/25/23</u> Signature of Interviewer                      Date</p> <p><u>Margot De Salvo</u>                      <u>09/28/23</u> Signature of Designated SEA Reviewer                      Date</p>	<p>7. <input type="checkbox"/> PP 2023-24 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____</p> <p><input checked="" type="checkbox"/> PP 2024-25 Residency Verification Date <u>09/10/24</u> Interviewer initials <u>LS</u> SEA Reviewer Initials <u>MD</u></p> <p><input checked="" type="checkbox"/> PP 2025-26 Residency Verification Date <u>10/18/25</u> Interviewer initials <u>LS</u> SEA Reviewer Initials <u>MD</u></p> <p><input type="checkbox"/> PP 2026-27 Residency Verification Date _____ Interviewer initials _____ SEA Reviewer Initials _____</p>

*In this example, the QAD is 09/18/23; the end of eligibility is 09/17/26.*

- ▶ The COE was approved on September 28, 2023.
  - ▶ The date is after the 2023-24 Performance Period begins.
  - ▶ The COE cannot be recertified during this Performance Period.
- ▶ The COE is recertified on September 10, 2024, for the 2024-25 PP.
- ▶ The COE is recertified on October 18, 2025, for the 2025-26 PP.

# COE Recertification Example

## 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.

Lupi Streeter

09/25/23

Signature of Interviewer

Date

Margot Di Salvo

09/28/23

Signature of Designated SEA Reviewer

Date

## SECTION III: QUALIFYING MOVES & WORK

7.  PP 2023-24 Residency Verification Date \_\_\_\_\_ Interviewer initials \_\_\_\_\_ SEA Reviewer Initials \_\_\_\_\_
- PP 2024-25 Residency Verification Date 09/10/24 Interviewer initials LS SEA Reviewer Initials MD
- PP 2025-26 Residency Verification Date 10/18/25 Interviewer initials LS SEA Reviewer Initials MD
- PP 2026-27 Residency Verification Date 09/10/26 Interviewer initials LS SEA Reviewer Initials MD

*In this example, the QAD is 09/18/23; the end of eligibility is 09/17/26.*

- ▶ The COE is recertified September 10, 2026, for the 2026-27 PP.
- ▶ Since the EOE is 09/17/26; this will be the last PP this COE can be recertified.





# Rolling Re-interviews





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## Re-Interview Protocol

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### PURPOSE

The purpose of the re-interview process is to verify that a proper and timely eligibility determination of a student and/or out-of-school youth (OSY) was made based on Florida Migrant Education Program (FMEP) regulations and guidance.

#### Code of Federal Regulations Title 34 – Subtitle B – Chapter II – Part 200.89

§ 200.89 (d) Responsibilities of an SEA [State Education Agency] to establish and implement a system of quality controls for the proper identification and recruitment of eligible migratory children on a statewide basis.

§ 200.89 (2) Prospective re-interviewing. As part of the system of quality controls identified in §200.89(d), an SEA that receives MEP funds must, on an annual basis, validate current-year child eligibility determinations through the re-interview of a randomly selected sample of children previously identified as migratory.

### ROLLING RE-INTERVIEW PROCESS

LOAs should conduct re-interviews on a “rolling” basis during each Performance Period (September 1 to August 31). This means that re-interviews may be planned and conducted more than once during this period.

#### The Office of Migrant Education (OME) MEP Policy Questions & Answers

##### Q 41. When should prospective re-interviewing commence for the year and how long should it continue?

Prospective re-interviews may be carried out at any point during the year, but the State educational agency (SEA) is required to report the results of its re-interviewing as part of its Consolidated State Performance Report (CSPR) submission. The Office of Migrant Education (OME) recommends starting the process early enough to report the results with the State’s child count information for that year. To reduce non-response and improve data quality, it is advisable to begin the re-interviewing process early in the program year, and continue collecting data throughout the year (on a rolling basis).

To reduce non-response and improve data quality, LOAs should plan rolling re-interviews as shortly after the original eligibility interview as possible. This increases the likelihood that the child chosen in the sample is still residing in the district and will be easier to locate. This also ensures that any inaccuracies with the original eligibility determination and/or Certificate of

# Florida Rolling Re-interviews

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## Florida ID&R Manual pg. 117 –Appendix J

- ▶ Re-interviews are conducted to verify that a proper and timely eligibility determination was made based on Florida Migrant Education Program (FMEP) regulations and guidance.
- ▶ LOA’s should conduct re-interviews on a “rolling” basis during each Performance Period (Sept. 1-Aug 31.)
- ▶ Re-interviews may be planned and conducted more than once during this period. We refer to them as Re-interview Phases.

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### Re-Interview Protocol

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#### THE UNIVERSE AND ROLLING RE-INTERVIEW SCHEDULE

The parameters for a rolling re-interview should only include the universe of children whose eligibility was determined during the current Performance Period (i.e., the date the new COE is signed by the Designated SEA Reviewer).

*Example:* For the 2022-2023 Performance Period, the newly completed COE for each child must be signed by the Reviewer between September 1, 2022, and August 31, 2023. Children whose COEs were approved before this timeframe may not be included in the “universe”.

- This list should be generated using the individual student ID. In other words, the universe is gathered at the individual student level, not the COE level.
- The universe should include children who are ages 3-21 during this period.

The following is a sample rolling re-interview schedule. This is only an example; schedules should suit the district’s recruitment timeline.

- Phase I: Select a random sample of students (ages 3-21) that had a new COE approved 09/01/22 to 11/04/22 – Date range to conduct re-interviews is November 11-15, 2022.
- Phase II: Select a random sample of students (ages 3-21) that had a new COE approved 11/05/22 to 01/06/23 – Date range to conduct re-interviews is January 13-17, 2023.
- Phase III: Select a random sample of students (ages 3-21) that had a new COE approved 01/07/23 to 04/06/23 – Date range to conduct re-interviews is April 13-17, 2023.

#### RANDOM SAMPLE SIZE

A Random Sample is selected from the “universe” of children that fit the parameters for the current Performance Period. Below is the total number of rolling re-interviews an LOA should plan to conduct during the Performance Period. Remember, the LOA may conduct the re-interviews in phases.

- 10% of the total population that fit the re-interview parameters; *or*
- No less than five (5) rolling re-interviews; *or*
- No more than 50 rolling re-interviews.

Contact the ID&R Office if assistance is needed in determining the district’s Sample Size.

# Florida Rolling Re-interviews

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## Florida ID&R Manual pg. 117 –Appendix J

- ▶ The LOA should contact the ID&R Office via email the office that the district will be conducting re-interviews; provide the rolling re-interview schedule.
  - Phase I: Date range to conduct re-interviews is November 11-15, 2022.
  - Phase II: Date range to conduct re-interviews is January 13-17, 2023.
  - Phase III: Date range to conduct re-interviews is April 13-17, 2023.
- ▶ Re-interview schedules should suit the district’s recruitment timeline.

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### Re-Interview Protocol

---

#### THE UNIVERSE AND ROLLING RE-INTERVIEW SCHEDULE

The parameters for a rolling re-interview should only include the universe of children whose eligibility was determined during the current Performance Period (i.e., the date the new COE is signed by the Designated SEA Reviewer).

*Example:* For the 2022-2023 Performance Period, the newly completed COE for each child must be signed by the Reviewer between September 1, 2022, and August 31, 2023. Children whose COEs were approved before this timeframe may not be included in the “universe”.

- This list should be generated using the individual student ID. In other words, the universe is gathered at the individual student level, not the COE level.
- The universe should include children who are ages 3-21 during this period.

The following is a sample rolling re-interview schedule. This is only an example; schedules should suit the district’s recruitment timeline.

- Phase I: Select a random sample of students (ages 3-21) that had a new COE approved 09/01/22 to 11/04/22 – Date range to conduct re-interviews is November 11-15, 2022.
- Phase II: Select a random sample of students (ages 3-21) that had a new COE approved 11/05/22 to 01/06/23 – Date range to conduct re-interviews is January 13-17, 2023.
- Phase III: Select a random sample of students (ages 3-21) that had a new COE approved 01/07/23 to 04/06/23 – Date range to conduct re-interviews is April 13-17, 2023.

#### RANDOM SAMPLE SIZE

A Random Sample is selected from the “universe” of children that fit the parameters for the current Performance Period. Below is the total number of rolling re-interviews an LOA should plan to conduct during the Performance Period. Remember, the LOA may conduct the re-interviews in phases.

- 10% of the total population that fit the re-interview parameters; *or*
- No less than five (5) rolling re-interviews; *or*
- No more than 50 rolling re-interviews.

Contact the ID&R Office if assistance is needed in determining the district’s Sample Size.

# Florida Rolling Re-interviews

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## Florida ID&R Manual pg. 117 –Appendix J

- ▶ The LOA shall upload the re-interview documents to the ID&R Office within 30 days of completing each phase.
- ▶ All forms must be submitted no later than September 30<sup>th</sup> of each year.

## Re-Interview Protocol Phase Flow Chart

For the 2023-2024 Performance Period, the newly completed COE for each child must be signed by the Reviewer between September 1, 2023, and August 31, 2024. Children whose COEs were approved before this timeframe may not be included in the “universe”.

### Before the Re-Interview

Submit Re-interview Phase Schedule to the ID&R Office and include date ranges and number of re-interviews to be completed.

*Example:*

- *Phase I, November 11-15, 10 re-interviews, 10 Main samples and 10 Alternate.*
- *Phase II, January 13-17, 10 re-interviews, 10 Main samples and 10 Alternate.*
- *Phase III, April 16-20, 5 re-interviews, 10 Main samples and 5 Alternate*

\*Upload Re-interview Phase to PAEC website for review.

[link to PAEC](#)

**Discrepancies found by ID&R Office**  
Upload corrections within 10 days of notification from the ID&R Office

### Reminder

\*Re-interview Phases must be uploaded 30 days after they have been completed by the LOA. However, all re-interview phases for the performance period must be submitted no later than September 30, 2024.

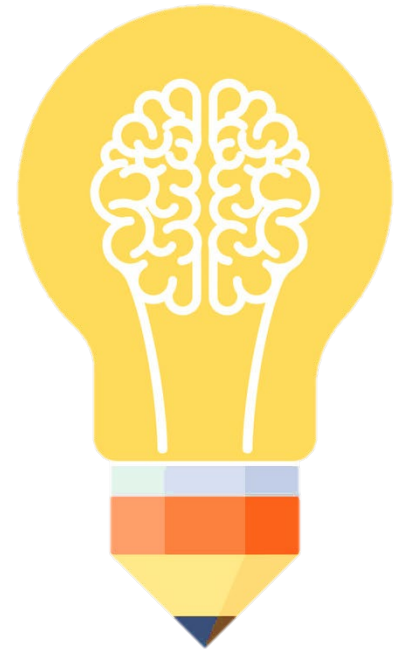
# Rolling Re-interview Completion Accuracy

- ▶ I did not leave any blank fields.
- ▶ I included all children who made the qualifying move in question.
- ▶ I completed Moves A, B, C (as applicable.)
- ▶ I verified the moves occurred within 30 days from the prepopulated move date.
- ▶ I prepopulated only the areas that indicated to do so.
- ▶ I confirmed I was communicating with the original interviewee. If they were not available, I confirmed that the person being interviewed was knowledgeable of the move information.
- ▶ Any re-interview form marked eligible with corrections included both the original COE and the corrected one (red ink).
- ▶ The re-interview phase were uploaded to the PAEC system within 30 days of completion.
- ▶ Corrections were addressed within a timely manner.



# 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](mailto:flidr@paec.org)

