

Migrant Education Program Certificate of Eligibility (COE) Checklist

Basic Review Steps:

- A COE shall be completed after each qualifying move.
- The completed form shall be submitted to the district migrant program coordinator or designee for certification of eligibility within five (5) working days.
- The COE shall be completed legibly in blue ink.
- All sections shall be completed. Where appropriate, "same," "N/A," or a dash (-) is to be used to acknowledge that an inquiry has been made for each item.

<input type="checkbox"/> District/Agency is entered	<input type="checkbox"/> School Year is entered
Section I: Family Data	
<input type="checkbox"/> Written as last name, first name <input type="checkbox"/> No cell is left blank <input type="checkbox"/> Address is documented	
Section II: Child Data	
<input type="checkbox"/> Middle name is written (not initial)	<input type="checkbox"/> Race code(s) entered
<input type="checkbox"/> Birthdate and Age match	<input type="checkbox"/> Multiple Births (MB) is answered (required)
<input type="checkbox"/> Correct Birth Verification Code is used	
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"/> If "to-join" is checked, #2b.i. is completed	
<input type="checkbox"/> #3 The QAD is within 36 months of the eligibility interview date	
<input type="checkbox"/> #4 Worker moved across school district line (from/to)	<input type="checkbox"/> Only one is checked, #4a OR #4b
<input type="checkbox"/> #5 Qualifying work includes an action verb (-ing tense) and a noun (crop, livestock, or seafood)	
<input type="checkbox"/> Only one is checked for #5a	<input type="checkbox"/> Only one is checked for #5b
<input type="checkbox"/> If temporary employment is checked in #5 then #6 is completed; #6a <u>or</u> #6b <u>or</u> #6c is completed	
<input type="checkbox"/> #7 Residency Date (date child arrived) is completed	
Section IV: Comments	
<input type="checkbox"/> Comments regarding eligibility are entered (when applicable)	
<input type="checkbox"/> #2b.i. "to-join"	<input type="checkbox"/> #6a Worker statement
<input type="checkbox"/> #4a More than 60 days to engage in QW	<input type="checkbox"/> #6b. Employer statement
<input type="checkbox"/> #4b Did not engage in new QW	<input type="checkbox"/> Other
<input type="checkbox"/> #5* Personal subsistence	
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, 2, 3 Permission information is explained; FERPA is explained. Appropriate boxes are checked	
Section VI: Eligibility/Data Certification	
<input type="checkbox"/> Recruiter signature, SEA Reviewer signature, and dates are completed correctly	