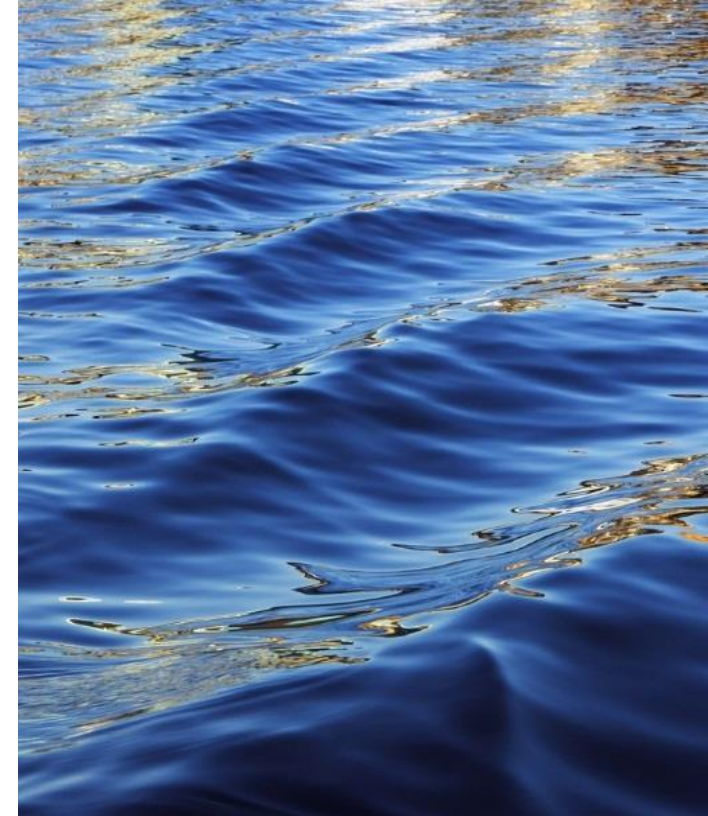




Eligibility and COE Fundamentals Refresher

Statewide ID&R Training Event –
March 30, 2021



References



Statute

Sections 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. 20.81, 200.103, and 200.89(c)

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



Guidance

Chapter II of the Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children

Objectives

- ▶ Review the basic requirements of eligibility for the Title 1, Part C, Migrant Education Program
- ▶ Review eligibility tools
- ▶ Review how to complete the Certificate of Eligibility

GUIDANCE

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

FLORIDA DEPARTMENT OF EDUCATION - DIVISION OF PUBLIC SCHOOLS
FLORIDA MIGRANT EDUCATION PROGRAM CERTIFICATE OF ELIGIBILITY (COE) FORM School Year 2020 -2021 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. MB	10. Code	11. Birthplace City	12. State	13. Country	14. School	15. Gr.

14. 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 If applicable, check: personal subsistence (provide comment)
b. agricultural OR fishing work
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. Residency Date (child arrival date) _____ MM/DD/YY _____ 8. Applicable ONLY for Out-of-School Youth (OSY) - Was OSY Profile Completed? Yes No

9. PP 2020-21 Recertification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2021-22 Recertification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2022-23 Recertification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____
 PP 2023-24 Recertification Date _____ MM/DD/YY _____ Interviewer Initials _____ SEA Reviewer Initials _____

SECTION IV: COMMENTS (Must include 2b, 4a, 4b, 5*, 6a and 6b of the Section III: Qualifying Moves & Work Section, 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
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 _____ Date _____
Signature of Designated SEA Reviewer _____ Date _____

ESE 047 Rev. Date 07/01/20 **DO NOT PROVIDE THE GREEN COPY TO THE PARENT/GUARDIAN/SPOUSE/WORKER** Office of the Commissioner Florida Department of Education

Eligibility Tools



- 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.

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

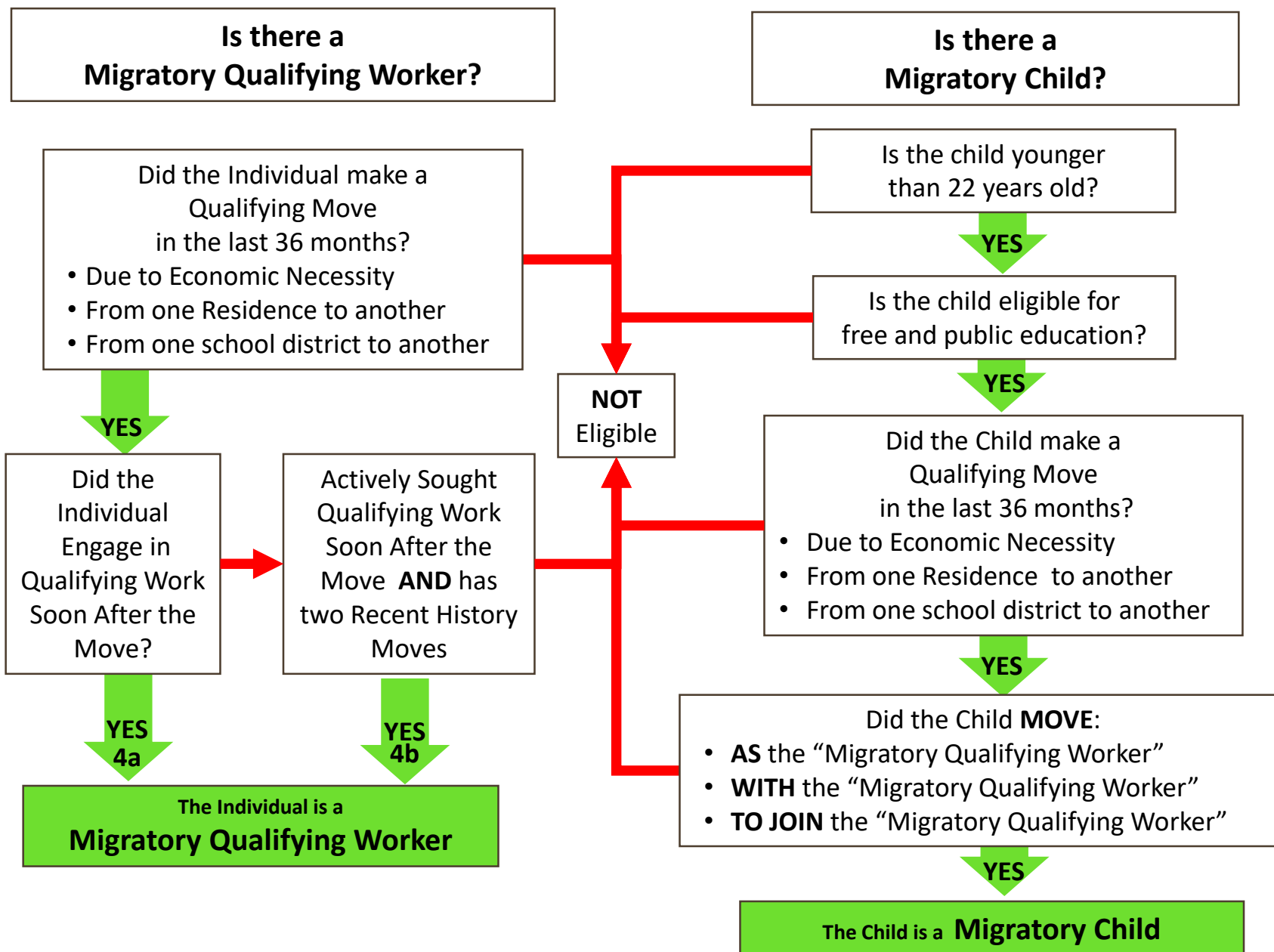
QUALIFYING MOVE FOR CHILD *(Does not have to be dependent of migratory qualifying worker’s move)*

- 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





Florida Migrant Education Program - The FL Recruiter



- HOME
- ABOUT US
- ID&R OFFICE ▾
- STATE MEP ▾
- MEP DIRECTORY
- LINKS ▾



FMEP - ID&R Office

The Florida Identification & Recruitment Office (ID&R Office) works directly with the Florida Migrant Education Program (FMEP) at the state Department of Education to disseminate current and accurate MEP guidance, to ensure the proper training of FMEP staff throughout the state, and to assist with determinations in the area of ID&R.

[Information on Coronavirus \(COVID-19\)](#)



[Home](#) » [ID&R Office](#)

Training and Guidance from the ID&R Office

Click on an individual title to view the resource material you need.

Resource materials are current as of *January 2021*. If you are unable to locate a particular resource file, please contact our office.

NEW ID&R TRAINING -

The ID&R Office has developed training webinars on topics that are relevant for recruiters, data entry specialists, and/or COE reviewers. Below are links to each webinar and supporting materials.

In order to confirm participation in each training, districts should send the full name and title of every MEP staff member who completes each training and the date the training was completed to the ID&R Office via email.

[Florida's Re-interview Documentation](#) (PowerPoint presentation in YouTube) - **January 2021**

- [Florida's Re-interview Documentation](#) (PowerPoint handout in PDF, full-size slides)

[Understanding Eligibility Using Scenarios](#) (PowerPoint presentation in YouTube) - **October 2020 (Assessment Review posted December 2020)**

- [Understanding Eligibility Using Scenarios](#) (PowerPoint handout in PDF, full-size slides)
- [Understanding Eligibility Using Scenarios Assessment Review](#) (PowerPoint presentation in YouTube) - This presentation goes over each question that was asked in the assessment and explains which were the correct responses.
- [Understanding Eligibility Using Scenarios Assessment Review](#) (PowerPoint handout in PDF, full-size slides) Note: familiar MEP acronyms are used in this presentation; full terms may be found in the training module.

[Florida ID&R Eligibility Refresher Training](#) (PowerPoint handout in PDF, full-size slides) - **August 2020**

[Changes to the 2020-21 Certificate of Eligibility and COE Recertification](#) (PowerPoint presentation in YouTube) - **June 2020**

- [2020-21 Changes to the Certificate of Eligibility and COE Recertification](#) (PowerPoint handout in PDF, full size slides)

[Florida MEP COVID-19 COE Completion Protocol](#) (PowerPoint presentation in YouTube) - **April 2020**

NOTE - The FMEP COVID-19 COE Completion Protocol was revised on September 28, 2020. The revised document may be found on this webpage under the "ID&R - COVID-19" header.

- [Florida MEP COVID-19 COE Completion Protocol](#) (PowerPoint handout in PDF, full-size slides)

ID&R -

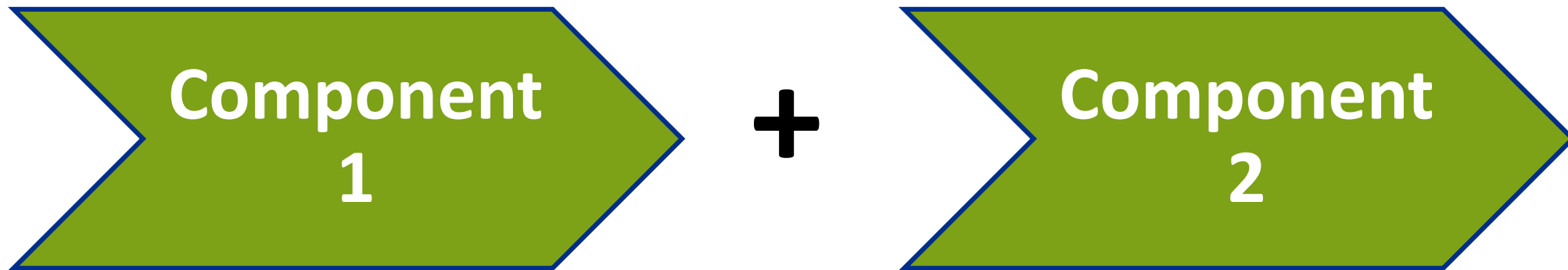
Materials focused on procedures that deal with locating and contacting a family or youth in order to ascertain a child's eligibility for the MEP.

- [2020-2021 Florida Migrant Education Program Manual on Identification and Recruitment - Revised October 2020](#)
- [Eligibility Vocabulary under ESSA - revised 04/16/19](#)
- [Eligibility Checklist \(Handout\)](#)
- [Eligibility Flowchart \(Handout\)](#)
- [2020-2021 COE Completion Checklist - Effective 7/1/2020](#)
- [Sample copy of the 2020-2021 Certificate of Eligibility](#)
- [Annual Recertification Flowchart](#)
- [The Florida Recruiter Code of Ethics - Revised March 2008](#)

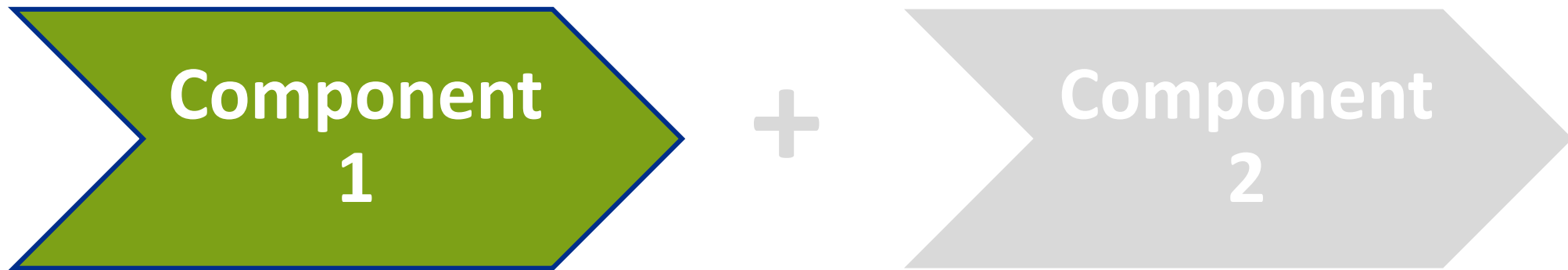
Eligibility Fundamentals



The Migratory Qualifying Worker



The Migratory Qualifying Worker: Qualifying Move



The Migratory Qualifying Worker's Qualifying Move

Due to
economic
necessity

A
N
D

From one
residence to
another

A
N
D

From one
school
district to
another

All criteria must be met for the individual to meet the definition of a Qualifying Move.

The Migratory Qualifying Worker's Qualifying Move

**Due to
economic
necessity**

Must have been due to financial needs

- ▶ Not able to afford to stay in the current location
- ▶ Move in order to earn a living

The Migratory Qualifying Worker's Qualifying Move

From one
residence to
another

Must have been to live not just to visit

Does not include:

- ▶ Visit family or friends – stopover sites
- ▶ Attend a wedding
- ▶ Take a vacation
- ▶ Taking care of “legal” matters

The Migratory Qualifying Worker's 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.)
- ▶ From State A to State B
- ▶ From School District A to School District B

The Migratory Qualifying Worker: Engaged or Previously Engaged in Qualifying Work



The Migratory Qualifying Worker

Engaged or Previously Engaged in Qualifying Work

Soon After the Move (*within 60 days*),
the individual **engaged** in new Qualifying Work:

- ▶ Seasonal or Temporary;
- ▶ Agricultural or Fishing work

Any moves, work engaged in/actively sought, recent history of moves must be within U.S. (or territories).



Qualifying Work

Qualifying Work

**Agricultural
Work**

**OR
+**

**Fishing
Work**

Production

**OR
+**

Initial Processing

Seasonal

OR

Temporary



Qualifying Work

**Agricultural
Work**

**OR
+**

**Fishing
Work**

Production

OR
+

Initial Processing

Seasonal

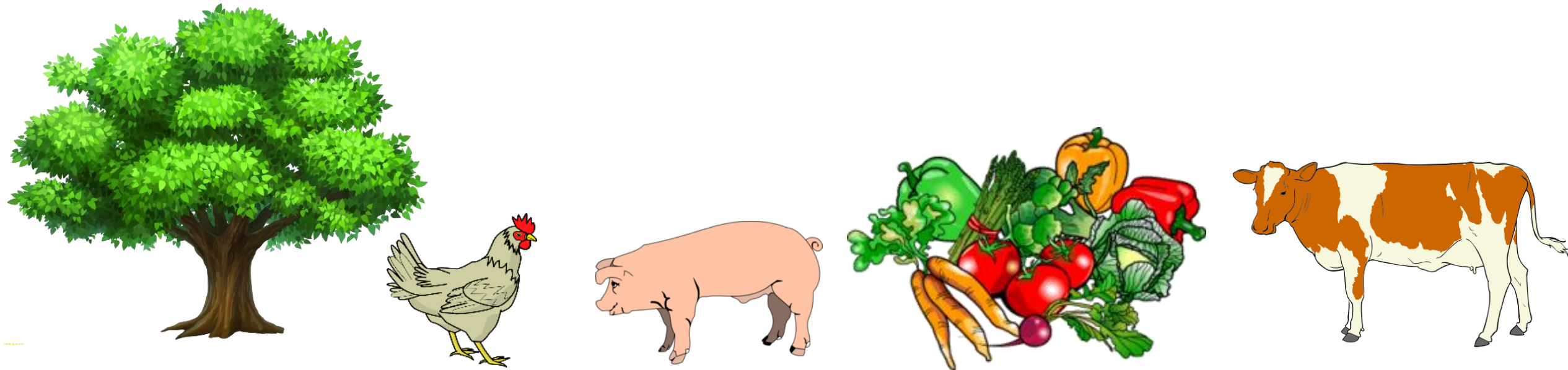
OR

Temporary



Qualifying Work

Agricultural Work – The production or initial processing of crops, dairy products, poultry, or livestock, and the cultivation, harvesting and initial processing of trees. It consists of work performed for wages or personal subsistence.



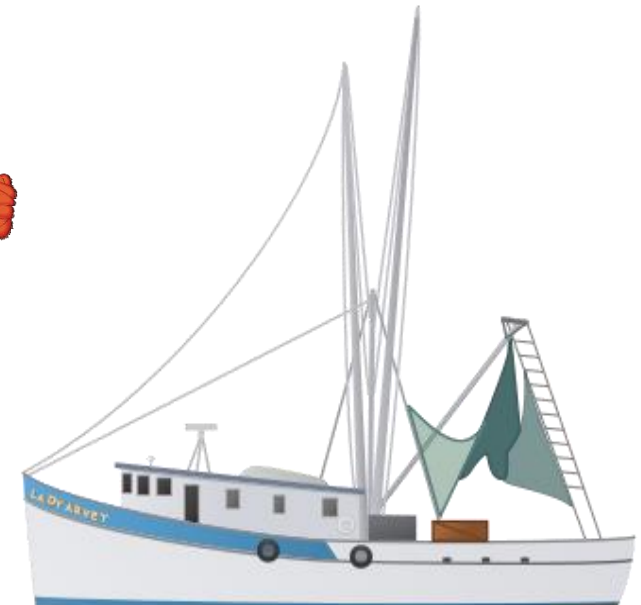
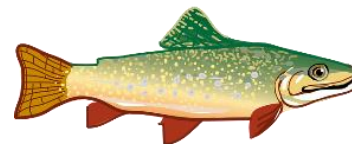
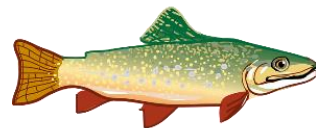
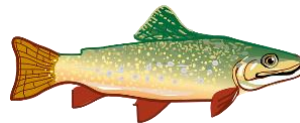
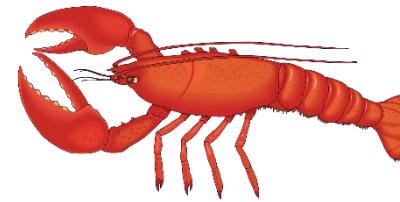
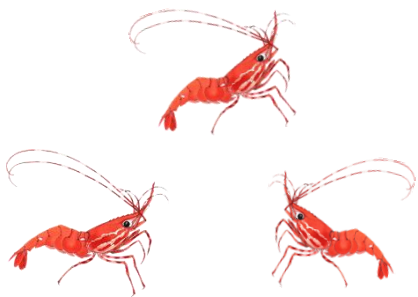
Qualifying Work

Agricultural Work – The production or initial processing of crops, dairy products, poultry, or livestock, and the cultivation, harvesting and initial processing of trees. It consists of work performed for wages or personal subsistence.

- **Location** – farms, ranches, dairies, orchards, nurseries, greenhouses engaged in the growing and harvesting of crops, plants, and the keeping, grazing, or feeding of livestock.
- **Activities** – planting, seeding, watering, fertilizing, transplanting, hauling, herding, feeding, caring for, branding, tagging, cleaning, weighing, grading, sorting, enclosing raw product in container, stunning, slaughtering, cutting.

Qualifying Work

Fishing Work – The catching or initial processing of fish or shellfish or the raising or harvesting of fish or shellfish at fish farms. It consists of work performed for wages or personal subsistence.



Qualifying Work

Fishing Work – The catching or initial processing of fish or shellfish or the raising or harvesting of fish or shellfish at fish farms. It consists of work performed for wages or personal subsistence.

- **Location** – fish farms can be a tract of water, such as a pond, floating net pen, a tank, or a raceway reserved for the raising or harvesting of fish or shellfish.
- **Activities** – raising, feeding, grading, collecting fish, removing dead or dying fish from tanks/pens, constructing nets and cages, scaling, cutting, freezing, dressing, and enclosing raw product in a container.

Qualifying Work

Agricultural
Work

OR
+

Fishing
Work

Production

OR
+

Initial Processing

Seasonal

OR

Temporary



Production and Initial Processing

Production = Growth/Raising of crops, livestock, fish, and trees



Initial processing = Working with the raw product



Production and Initial Processing

Initial processing = Would **not** include:



Qualifying Work

Agricultural
Work

OR
+

Fishing
Work

Production

OR
+

Initial Processing

Seasonal

OR

Temporary



Qualifying Work

Seasonal – Employment that occurs only during a certain period of the year because of the cycles of nature. It is not continuous or carried on throughout the year.

Non-Regulatory Guidance G1, G2, G3



Spring

Mar 21 – June 20*



Summer

June 21 – Sept 20*



Autumn

Sept 21 – Dec 20*



Winter

Dec 21 – Mar 20*

**Example beginning and end dates*

Qualifying Work

Seasonal – The length of “seasonal” employment is based on the distinct period of time associated with the cultivation and harvesting cycles of the agricultural or fishing work. Therefore, like temporary employment, **seasonal employment may not last longer than 12 months.**

WHAT'S GROWING?



PRODUCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Avocado	J					J	J	A	S	O	N	D
Bell Peppers	J	F	M	A	M						N	D
Blueberries				A	M							

Non-Regulatory Guidance G1, G2, G3

Qualifying Work

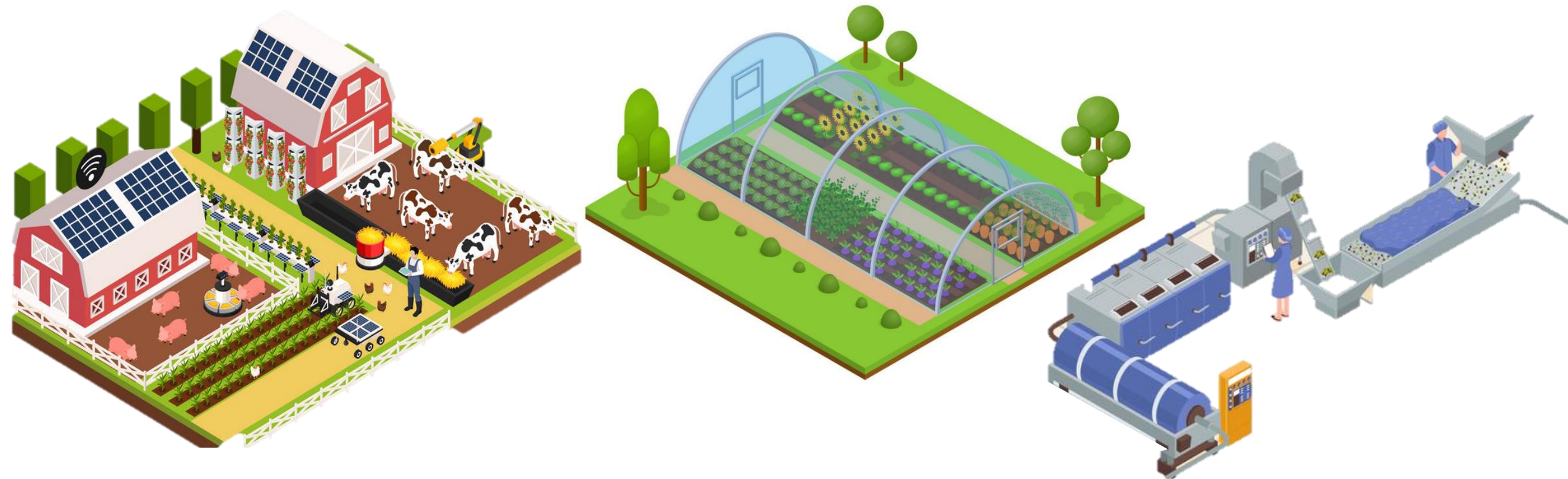
If an individual is engaged in qualifying work that is seasonal, does it matter how long the individual intends on remaining employed with their current employer?

Yes. Workers who are hired to work for more than 12 months by the same employer, **regardless of how many different jobs they perform, are not “engaged in new seasonal or temporary employment.”**

Non-Regulatory Guidance G7

Qualifying Work

What do these three work sites have in **common**?
These facilities may be in operation **year-round**.

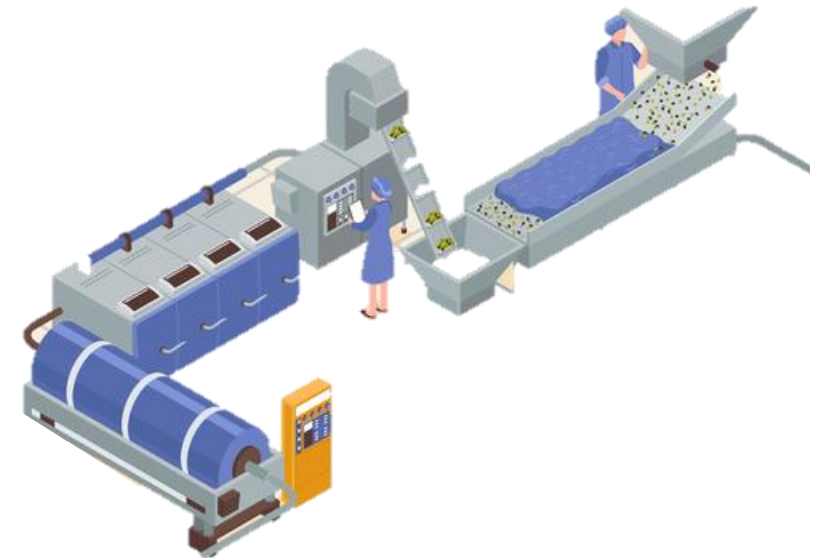
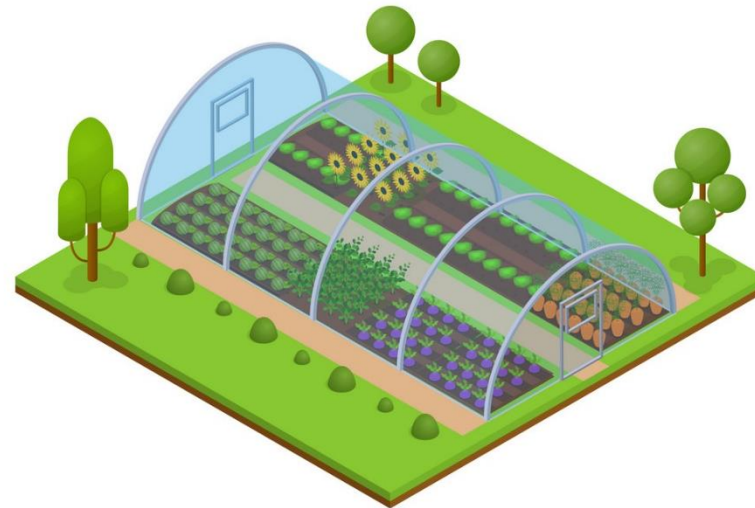


Qualifying Work

Temporary – Employment that lasts for a limited period of time, usually a few months, but no longer than 12 months.

The **worker states** he/she does not intend to remain in that employment indefinitely.

The **employer states** that worker was hired for a limited timeframe.



Qualifying Work

Length of activity **vs** Length of employment

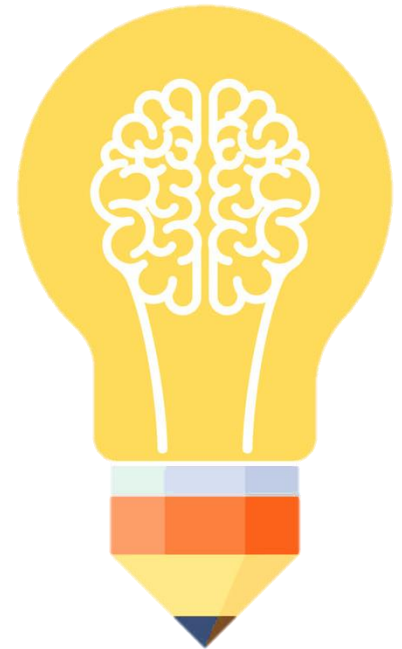
Dairy farms have many activities that allows workers to remain employed **year-round**. Therefore, the individual must remain employed no longer than 12 months to meet eligibility criteria.



Look for the workers who stay employed for a **shorter period of time.**

Would an individual working at a facility that is in operation year-round qualify for the MEP if they were employed on a temporary basis?

Knowledge Check



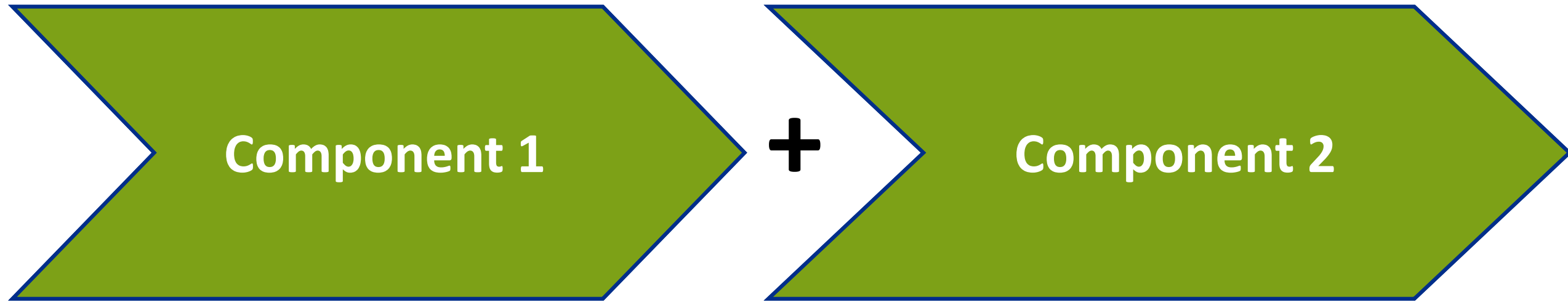
Would an individual working at a facility that is in operation year-round qualify for the MEP if they were employed on a temporary basis?

How may an SEA determine that a worker's job is "temporary employment"?

- a. **Employer Statement** - The employer states that the worker was hired for a limited time frame, not to exceed 12 months; or
- b. **Worker Statement** - The worker states that he or she does not intend to remain in that employment indefinitely (i.e., the worker's employment will not last longer than 12 months).

Non-Regulatory Guidance G6

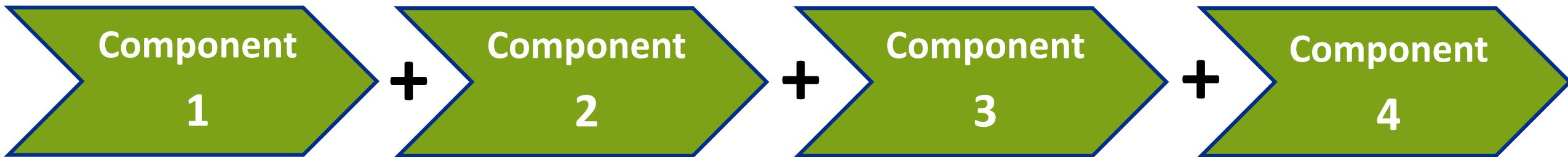
The Migratory Qualifying Worker



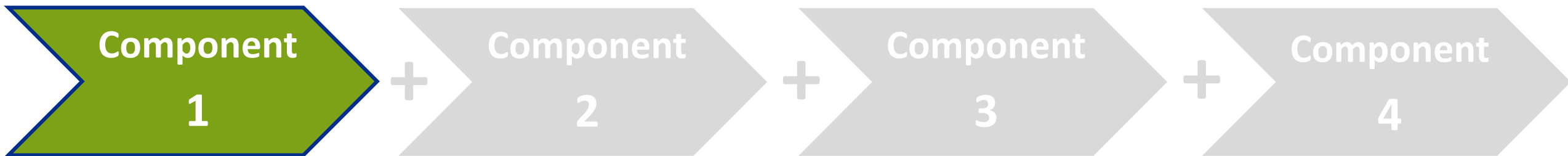
All criteria must be met for the individual to meet the definition of a Migratory Qualifying Worker.

ELIGIBILITY FUNDAMENTALS

The Migratory Child



The Migratory Child: Age



The Migratory Child

Age

Make sure the child/youth is younger than 22 years of age.

Ensure that you are inquiring about all of the children in the home.

How many children reside in the home?

The Migratory Child: School Completion



The Migratory Child

School Completion

Make sure the child/youth has:

- ▶ **Not** graduated from high school;
- ▶ **Not** earned a GED.

The child is still entitled to a free public education (through grade 12) under State law.

The Migratory Child: Qualifying Move



The Migratory Child's Qualifying Move

Due to
economic
necessity

A
N
D

From one
residence to
another

A
N
D

From one
school
district to
another

All criteria must be met for the child to have made a Qualifying Move.

The Migratory Child's Qualifying Move

**Due to
economic
necessity**

Must have been due to financial needs

- ▶ Not able to afford to stay in the current location
- ▶ Move in order to earn a living

The Migratory Child's Qualifying Move

Due to
economic
necessity

Must have been due to financial needs

Remember

- ▶ Children that return to your district to enroll in school.
 - ▶ Did these children leave their place of employment specifically to attend school?
 - ▶ Did the work end and that is the reason for returning?

The Migratory Child's Qualifying Move

From one
residence to
another

Must have been to live not just to visit

Does not include:

- ▶ Visit family or friends – stopover sites
- ▶ Attend a wedding
- ▶ Take a vacation
- ▶ Taking care of “legal” matters

The Migratory Child's 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

From one
school district
to another

Must have been across school district lines

Remember:

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

The Migratory Child's Qualifying Move

Due to
economic
necessity

A
N
D

From one
residence to
another

A
N
D

From one
school
district to
another

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

The Migratory Child:

Moving as, with, to join/precede



The Migratory Child's **Move**

As,
With,
To join or
Precede the
MQW

The Migratory Child moved and is the
Migratory Qualifying Worker



The Migratory Child's **Move**

The Migratory Child moved with a parent/guardian/spouse who is a Migratory Qualifying Worker

As,
With,
To join or
Precede the
MQW

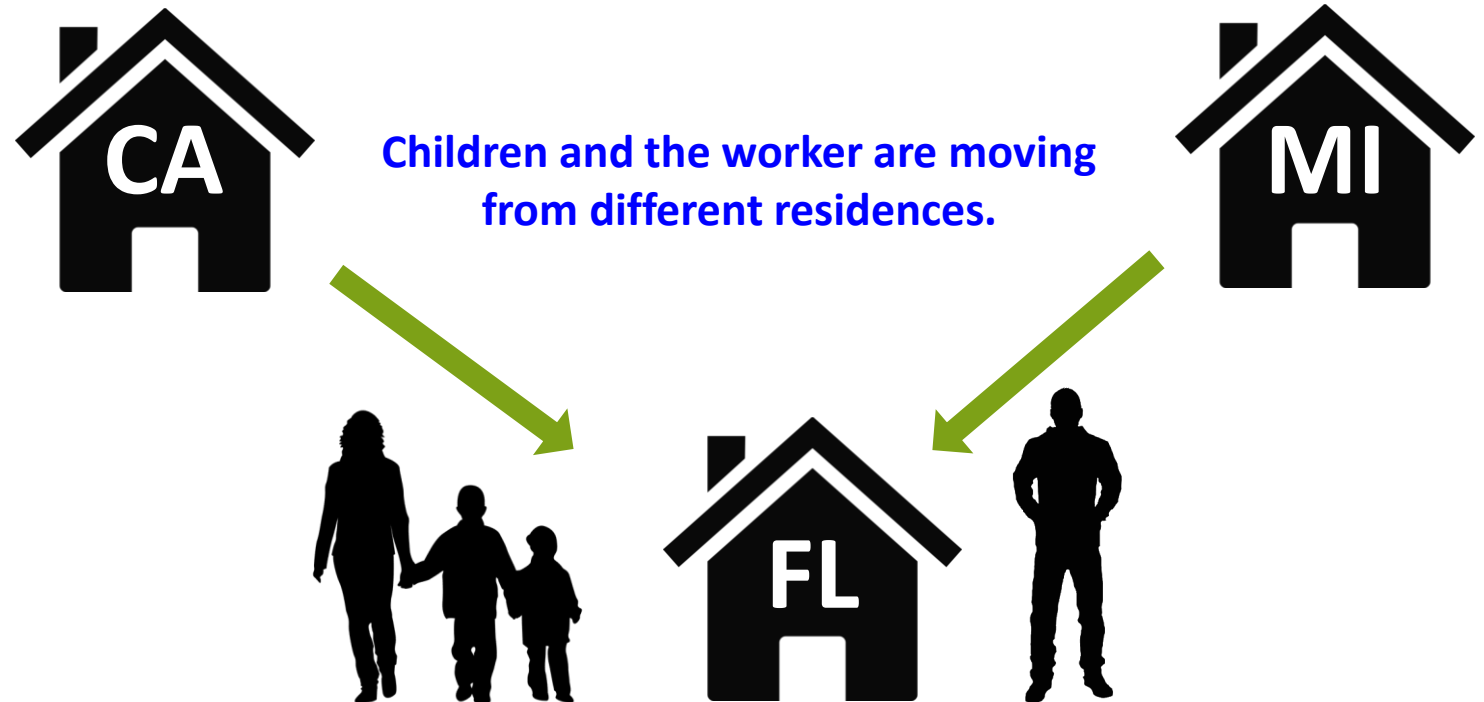


Both worker and child move from the same place of residence.

The Migratory Child's **Move**

The Migratory Child moved to join or precede a parent/guardian/spouse who is a Migratory Qualifying Worker

As,
With,
To join or
Precede the
MQW



The Migratory Child's Move



Worker leaves his place of **residence** in Michigan and PICKS UP his family in California.



Worker and family travel together to their new place of **residence** in Florida.



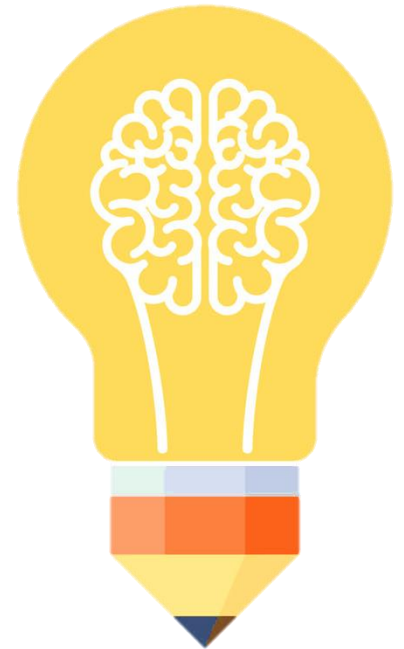
To Join Move

Worker came from a **residence** in Michigan.
Children came from a **residence** in California.



Does child eligibility depend on the district of residence or district of school attendance?

Knowledge Check



Does child eligibility depend on the district of residence or district of school attendance?

Migratory Child

What is the definition of a “migratory child”?

...a child is a “migratory child” if the following conditions are met:

The child made a qualifying move in the preceding 36 months as a migratory agricultural worker or a migratory fisher, or did so with, or to join a parent/guardian or spouse who is a migratory agricultural worker or a migratory fisher...

Non Regulatory Guidance A1

Does child eligibility depend on the district of residence or district of school attendance?

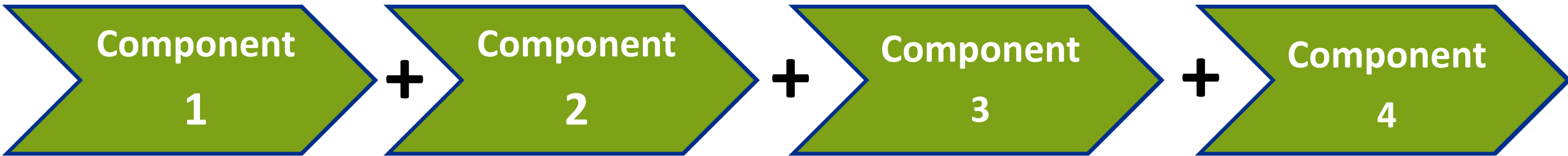
What is a “qualifying move”?

A qualifying move is:

1. made due to economic necessity; *and*
2. from one residence to another residence; *and*
3. **from one school district to another school district.**

Non Regulatory Guidance D1

The Migratory Child:



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

COE Fundamentals



COE: Common Mistakes

- ▶ Blank fields
- ▶ Age not matching the date of birth
- ▶ Missing a child in Section II (non-attender)
- ▶ Name of worker in Section II, not matching name documented on other COE sections (Section I, Section II, Section IV)
- ▶ Incomplete/missing COVID-19 statement
- ▶ Missing to-join comment
- ▶ Missing Actively Sought comment





Section III: Qualifying Moves and Work



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 CERTIFICATE OF ELIGIBILITY (COE) FORM School Year 2020 -2021 District/Agency: _____ District COE # _____

SECTION I: FAMILY DATA

1. Current Parent/Guardian 1: (Last Name, First Name) _____
Current Parent/Guardian 2: (Last Name, First Name) _____

2. Current Address (Street, Rural Route, Lot Number – Physical Address Only) _____
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. MB	10. Code	11. Birthplace City State Country	12. School	13. Gr.
1.						/ /						
2.						/ /						
3.						/ /						
4.						/ /						
5.						/ /						

14. 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 _____

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

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 _____ Date _____
Signature of Designated SEA Reviewer _____ Date _____

ESE 047 Rev. Date 07/01/20 **DO NOT PROVIDE THE GREEN COPY TO THE PARENT/GUARDIAN/SPOUSE/WORKER** Office of the Commissioner Florida Department of Education

Migratory Child

Migratory Qualifying Worker



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 _____ /
_____ / _____ / _____ to a residence in _____ / _____ / _____ / _____ / _____

- ▶ 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.

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 _____ /
_____ / _____ / _____ to a residence in _____ / _____ / _____ / _____

Example: The children listed in Section II, moved from Van Buren, Bangor, MI to Hillsborough, Tampa, FL.

- ▶ **From** – location where the child(ren) resided before making the **most recent qualifying move**.

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 _____ / _____ / _____

Example: The children listed in Section II, moved from Van Buren, Bangor, MI to Hillsborough, Tampa, FL.

- ▶ **From** – location where the child(ren) resided before making the most recent qualifying move.

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 Hillsborough / Tampa / FL

Example: The children listed in Section II, moved from Van Buren, Bangor, MI **to** Hillsborough, Tampa, FL.

- ▶ **From** – location where the child(ren) resided before making the most recent qualifying move.
- ▶ **To** – location where the child(ren) moved to and **completed** the most recent qualifying move.

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 V:
Interviewee Signature
during pandemic



FL COVID-19 COE Completion Protocol

Must a COVID-19 COE contain an interviewee signature in order for it to be considered a completed and approved COE?

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
<i>Check all that apply</i>		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"/>

FL COVID-19 FAQ

Short Answer: No.

- After normal ID&R activities resume and if MEP staff can contact the interviewee in person, the individual's signature may be added to the COE and the Comments section be updated. **Reminder, the interviewee's signature is not required for the COE to be completed and approved.**

Frequently Asked Questions Regarding the Florida Migrant Education Program (FMEP) COVID-19 Call Certificate of Eligibility (COE) Protocol

Q1. Is the reviewer signature required on the FL COVID-19 COE?

A1. District coordinators/administrators should develop a COVID-19 COE review procedure per their district policies. We recommend that districts create a secure, password-protected, tracking system (such as a spreadsheet) to maintain COE information that includes at a minimum (1) COE number, (2) Qualifying Arrival Date, (3) recruiter's name, (4) date COE was completed, and (5) date approved by the Designated SEA Reviewer.

Some examples of how the recruiter and reviewer can exchange the COE information are below. In all cases, we recommend that districts retain the information using the tracking system mentioned previously.

- If recruiters that are working remotely cannot scan completed COEs, the district should use a secure method to share COE information between the recruiters and the Designated SEA Reviewer.
- If recruiters are visiting the MEP office regularly to pick up materials/supplies, recruiters could notify their coordinator/administrator when they are dropping off completed COEs for review. In turn, if the Designated SEA Reviewer is visiting the MEP office regularly, they should notify the recruiters when COEs have been reviewed and approved.
- If recruiters that are working remotely can scan and password-protect completed COEs, they may send the encrypted digital copies to the Designated SEA Reviewer electronically for their review and approval. The Reviewer's signature may be added to the approved COE at such a time when he/she has the original hardcopy.

Q2. How can recruiters obtain blank COEs?

A2. Recruiters should contact their MEP coordinator/administrator to coordinate how the district will supply their recruitment staff with sufficient blank COE forms.

- If the district has a staff person working where blank COEs are stored, the MEP coordinator/administrator could send blank COE forms by mail to the recruiters' homes or arrange a time and place when the recruiter could pick up the blank COEs.

Q3. Must a COVID-19 COE contain an interviewee's signature for it to be considered a completed and approved COE?

A3. No. In Florida, a COVID-19 COE may be considered "completed and approved" if completed in the following methods.

- An eligibility interview is conducted via phone and a note is added to the COE Sec IV: Comments explaining the circumstances that prevented the recruiter/interviewer from obtaining the interviewee's signature. "COVID-19 Call" is added to the Interviewee section (ADD dash comment). After normal ID&R activities resume **and if** MEP staff can contact the interviewee in person, the individual's signature may be added to the COE and the Comments section be updated. Reminder, the interviewee's signature is **not** required for the COE to be completed and approved.

Proper COVID-19 COE completion for Section IV and V

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

Due to the pandemic, the interviewee [insert Full Name and relationship to the child(ren)] verified by phone/in person interview the eligibility information on [insert date XX/XX/XX].

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.

COVID-19 call/in person _____
Signature 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 |



Contact us via phone or email:

ID&R Office | Tampa, FL

Phone : 866.963.6677

general email:

fl-idr-office@escmail.org

