



COE Fundamentals

FL ID&R Office
Daytona Beach, FL - April 2019





Objectives

Overview of general instructions for COE

completion

Review eligibility script

Q&A



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CTION II: CHILD DATA											%		Т
1. 2. 3. Name 1 Last Name 2 First Name	4. Middle Name	5. Suffix	6. H	7. Race	8. Sex	9.Birth Date MM/DD/YY	10. Age	11. MB	12. Code	13. Birthp City State	Country	14. School	
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CTION III: QUALIFYING MOVES & WORK										(Must include □2bi, □4 Enter Recertification I		nd □6b of the Qual	lifyin
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□ worker's statement (provide comment), OR □ employer's statement (provide comment), OR □ State documentation for	OSY Sec. II no.		OSY :	Sec. II r	ю	am satisfi implemer my know	ied that to sting reg ledge, th	hese ch ulation e infon	ildren are s, and thus nation is t	on provided to me, whi migratory children as d eligible as such for MI rue, reliable, and valid subject to fine or impri	efined in 20 U.S.C. P services. I hereby and I understand that	6399(2) and certify that, to the t any false stateme	e best
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Florida COE



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			I							Ci	ty		State Zip					
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The Florida Migrant Education Program Certificate of Eligibility (COE) Form (ESE 047) is the only acceptable document utilized in Florida for the proper identification and recruitment of migratory children. The form is divided into six major sections: Section I Family Data; Section II Child Data; Section III, Qualifying Moves & Work; Section IV, Comments; Section V, Interviewee Signature; Section VI, Eligibility/Data Certification. The Recruiter/Home School Liaison or other trained interviewer shall complete the form. The completed form shall be submitted within five (5) working days to the District Migrant Program Coordinator or designee for certification of eligibility. The form shall be completed legibly in blue ink. Do not leave any item blank. Use "same," "N/A," or dashes to acknowledge that an inquiry has been made for each item. Use the reverse side of the white sheet to clarify information on this form, as appropriate. The form shall be completed after each new qualifying arrival date is established. For further guidance, refer to the Manual for Identification and Recruitment.

Top of COE: REQUIRED - Enter the District AND Enter the corresponding School Year (Example 2018-19; do not enter a date), ONLY IF APPLICABLE - Check the recertification box. Enter the district's COE#. SECTION I: FAMILY DATA

1. Record the names of current parent(s)/guardian(s) (last name, first name). Enter name of current parent/guardian 1 on first line and current parent/guardian 2 on second line. If there is no parent/guardian

- information disclosed, or if the child is responsible for his or her own welfare (e.g., emancipated youth), write a dash (-) or "N/A."
- 2. Record the names of legal parent(s)/guardian(s) (last name, first name). Enter name of legal parent/guardian 1 on first line and legal parent/guardian 2 on second line. If same as current parent, write "Same"
- Enter the current and complete physical address where the child(ren) reside(s).
- 4. Enter the home base; include city, state, and country. Families may consider a home base the location where they return most often, own a home, pay taxes, or have relatives residing. If home base is the same as the current address write "Same"
- 5. Enter phone number where worker or current/legal parent(s)/guardian(s) may be reached; check if mobile number.

SECTION II: CHILD DATA -In numbers 1 through 15, list only eligible children (birth to 21) who made the qualifying move

- 1. Last Name 1. Record the legal last name of each eligible child in the family. If the eligible child has a multiple or hyphenated last name, record the first part of the name.
- 2. Last Name 2. If the child has a multiple or hyphenated last name, record the second part of the name. If the child does not have a multiple or hyphenated name, write a dash (-).
- 3. First Name. Record the legal first name. This is the name given at birth, baptism, during another naming ceremony, or through a legal name change. Do not record nicknames or shortened names.
- 4. Middle Name. Record the legal middle name. Do not record nicknames or shortened names. If the child does not have a middle name record a dash (-).
- 5. Suffix. Where applicable, record the child's generation in the family (Jr., Sr., III, etc.). Otherwise, record a dash (-).
- 6. Hispanic, Record a "Y" for "yes" if the child is considered Hispanic. Record an "N" for "no" if the child is not
- 7. Race. Enter the race code(s) for each child:
- A Asian; B Black; I American Indian; P Native Hawaiian/Pacific Islander; W White 8. Sex. Indicate the child's sex by entering M for male or F for female.
- considered Hispanic.

- 9. Birth Date. Enter two-digit numbers for the month, day, and year (e.g., 06/07/10).
- 10. Age. Record the current age of each eligible child or youth.
- 11. Multiple Birth. Record. "Y" for "yes" if the child is a twin, triplet, etc. Record a dash (-) for not applicable.
- 12. Verification Code. Record the digits that correspond to the evidence used to confirm each child's birth date:
- 03 Baptism or Church Certificate 07 Parent's Affidavit* 11 - State-issued ID
- 04 Birth Certificate 08 - Passnort 12 - Driver's License
- 05 Entry in Family Bible 09 - Physician's Certificate 13 - Immigration Documents

 - 10 Verified School Records 82 Life Insurance Policy
- 06 Hospital Certificate *If written evidence is not available, the interviewer may rely on a parent's or youth's verbal statement. In such cases, the interviewer should record "07" - the number that corresponds to "Parent's Affidavit".
- 13. Birthplace. Enter the city, state, and country of the child's birth. If the child was born in a foreign country, enter the name of the city, the state (if available), and country.
- 14. School. Enter the name or code of the school in which the child is enrolled.
- 15. Grade. Enter the grade in which the child is enrolled,
- 16. Child/Family Data Comments. Enter any details about individual child(ren) or any pertinent family information.

SECTION III: QUALIFYING MOVES & WORK

- 1. "From a residence in
 "To a residence in
 "To a residence in
 "This location is the child(ren)'s last place of residency immediately prior to the qualifying move: "as the worker"; "with the worker"; or ,"to join or precede the worker"
 "This location is where the child(ren) resided immediately following the qualifying move: "as the worker"; "with the worker"; or ,"to join or precede the worker"
 "This location is where the child(ren) resided immediately following the qualifying move: "as the worker"; "with the worker"; or ,"to join or precede the worker" "This location is the child(ren)'s last place of residency immediately prior to the qualifying move. Note that the child(ren) might have made subsequent non-qualifying moves.
- 2. a. Mark the appropriate box to indicate if the child(ren) made a move: as the worker; or to join or precede the worker (if "to join or precede" box is marked, also complete "i" under 2b). Mark only one box.
- b. Record the first and last name of the individual who is a migratory agricultural worker or migratory fisher (i.e., the child(ren)'s parent/guardian or spouse, or the child if the worker).
- i. If the worker moved separately from the child(ren), record the date that the child(ren) moved to the school district listed in #1 using the two-digit numbers for the month, day, and year (MM/DD/YY). Also record the reason for the different move dates, and whether the worker moved from a different location than the child(ren), in Section IV Comments.
- 3. Record the Qualifying Arrival Date (QAD) using two-digit numbers for the month, day, and year (MM/DD/YY). The QAD is the date that both the child and worker completed the move to the school district listed in #1.
- 4. Record the date using two-digit numbers for the month, day, and year (MM/DD/YY) the worker in #2b moved due to economic necessity from a residence in one school district to another, and, soon after the move (within 60 days): a. Mark (a) if the worker engaged in new temporary or seasonal employment (or personal subsistence) in agriculture or fishing.
- b. Mark (b) if the worker actively sought new qualifying work and has a history of moves for qualifying work. Explain in Section IV Comments section how and when the worker actively sought new qualifying work as well as the worker's recent history of moves that resulted in qualifying work (must have at least two prior moves when the worker engaged in qualifying work).
- 5. Using an action verb and a noun (crop, livestock, or seafood), describe the qualifying work (i.e, "picking tomatoes"). If necessary, provide explanatory comments in Section IV Comments.
- a. Mark the appropriate box select "temporary" or "seasonal." If "temporary," continue and complete # 6. If "seasonal," write "N/A" in item 6c (employer's name) in this section.
- b. Mark the appropriate box select "agricultural" or "fishing work."
- 6. If temporary work, indicate how the work was determined to be temporary, whether based on (a) the worker's statement, (b) the employer's statement, or (c) state documentation. Provide explanatory comments in Section IV Comments. Document the name of the employer in 6c whenever employment is temporary.
- 7. Residency Date (Child Arrival Date) using the two-digit numbers for the month, day, and year (MM/DD/YY) that the child(ren) entered the present school district.
- 8. OSY Info ONLY, Check if OSY Profile was completed. Document last grade attended, when (YEAR) and where (COUNTRY) for OSY(s) listed in Section II. Indicate the corresponding Section II no. for each OSY

SECTION IV: COMMENTS

Use this space to provide further clarification of the child(ren)'s eligibility. At minimum, comments must clearly explain items 2bi, 4a, 4b, 5° (if personal subsistence is checked), 6a and 6b of Section III, if applicable. Only if applicable, enter the date the recertification was completed (MM/DD/YY).

SECTION V: INTERVIEWEE SIGNATURE

Procure a signature or mark of current/legal parent/guardian/spouse or youth and date. Any person unable to sign their name should place an X on the signature line. The interviewer should then print the name of this person on the line, write the relationship to the child(ren), and include the interviewer's initials. If the interviewee refuses to sign their name, the interviewer should document "refused to sign" in Section II Comments box, and print the person's name and relationship to the child(ren). 1, 2, 3. Mark "X" in the appropriate box for each statement.

SECTION VI: ELIGIBILITY DATA CERTIFICATION

- 1. Person conducting the interview signs and dates the COE on the day the interview is conducted.
- 2. The local migrant program coordinator is designated in Florida as the SEA Reviewer. As such, procure the signature of the Designated SEA Reviewer and enter the date signed (month, day, and year). The person conducting interview (#1 in this section.) and the person certifying eligibility (#2 in this section) cannot be the same.

COE: Top left

District/Agency:	District COE #	
SY20(Recertification) SY20	_(Recertification) SY20	_(Recertification)

- Enter the corresponding LEA/LOA.
- Include if the district uses a particular COE numbering system.
- Always enter the corresponding school year that the COE is being completed. Ensure it is in the correct place.
- Mark the re-certification box <u>only</u> if the COE is a re-certification COE. Make sure the recertification is done on a copy of the original COE.



Section I: Family Data



Section I: Family Data

SECTION I: FAMILY DATA	
1. Current Parent/Guardian 1: (Last Name, First Name)	2. Legal Parent/Guardian 1: (Last Name, First Name)
Current Parent Guardian 2:(Last Name, First Name)	Legal Parent/Guardian 2:(Last Name, First Name)

- Current Parent/Guardian 1 & 2 who the child(ren) reside in the current location.
- ▶ Legal Parent/Guardian 1 & 2 —if the child's legal parent is different from the current parent. If not write same.
- For out-of-school youth (OSY):
 - Draw a dash (-) or N/A #1
 - Write the OSY's legal parents' information (if available)

Section I: Family Data

SECTION I: FAMILY DATA	
3. Current Address: (Street, Rural Route, Lot Number – Physical	Address Only)
City	State Zip
4. Home Base: (City/State/Country)	5. Telephone □ Check if mobile number

- Current address where the children currently reside.
- Home Base write in "Same" or dash (-) if it is the same as the current address. Do not leave blank.
- Telephone Check the box only if the phone number provided is a mobile number. <u>Include area codes</u>.
- Make sure there are no blank fields.



Section II: Child Data





Section II: Child Data

1. 2. 3. 4. 5. 6. 7. 8. 9. Birth Date 10. 11. 12. 13. Birth Last Name 1 Last Name 2 First Name Middle Name Suffix H Race Sex MM/DD/YY Age MB Code City State 1.	Country School	15. Gr.
Last Name 1 Last Name 2 First Name Middle Name Suffix H Race Sex MM/DD/YY Age MB Code City State 1.	Country School	Gr.
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- #2 Second Last Name if applicable, if not draw a dash (-).
- #4 Full Middle Name if applicable, if not draw a dash (-).
- **#5** Suffix if applicable, if not draw a dash (-).
- #6 Hispanic Write "Y" or "N".
- **#7** Race Code (included on the back of the COE).

Section II: Child Data

SECTION I	I: CHILD DA	TA														
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5.																
16. Child/Family Data	Comments (e.g., urgent l	health, non-eligible childr	en in household, additio	nal phor	ie nu	mber(s), ema	il address)								

- #9 Birth Date Make sure to use MM/DD/YY format.
- #10 Age Make sure the age matches the birth date (check your math).
- **#11 Multiple Birth** Write "Y" or draw a dash (-).
- #12 Birth Date Verification Code Enter code (included on the back of the COE).
- #15 Grade if OSY mark 30 for their grade. Do not mark 30 for regular school kids or non-attenders.

Section II: Child Data

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







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	AMILY DATA																
1. Current Parent/Gu	uardian 1: (Last Name, First Nan	ne)	2. Legal Parent/G	uardian 1:	(Last	Name, Fr	rst Name)			3. Cur	rent Addres	s (Street, Run	d Route, Lot	Number - Physical A	ddress Only)		
			284							_ City				State Zip			
Current Parent/Gr	uardian 2: (Last Name, First Nan	ne)	Legal Parent/G	uardian 2:	(Last	Name, Fi	rst Name)							250000 CM CM			
										4. Hor	ne Base (Ci	ty/State/Coun	try)	5. Telephone C	heck if mobile number	r	
SECTION II:	CHILD DATA		72.											·			
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Florida Department of Education

Rev. Date 07/01/18

Tip:

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

Numbers 1, 2, and 3 should reflect information regarding the child(ren).

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

SECTION III: QUALIFYING MOVES & WORK										
1. The child(ren)	listed	on this	form me	oved due to econom	ic necessity from	a resid	lence in	Schoo	ol district	/
City	/	State /	Country	to a residence in	School district	/	City	/	State	

This section of the COE documents the child's last qualifying move that was made as, with, to join or precede the Migratory Qualifying Worker.

SECTION III: QUALIFYING MOVES & WORK										
1. The child(ren)	listed	on this	form m	oved due to econom	ic necessity from	a resid	ence in	Schoo	ol district	/
City	/	State /	Country	to a residence in	School district	/	City	/	State	

Example: The children listed in Section II, moved from Pulaski, Winamac, IN to Hillsborough, Tampa, FL.

From – <u>location where the child(ren) resided before</u> making a qualifying move.

SECTION III: QUALIFYING MOVES & WORK		
1. The child(ren) listed on this form moved due to economic necessity from a residence in _	Pulaski	/
Winamac / IN / USA to a residence in/_	/	

Example: The children listed in Section II, moved from Pulaski, Winamac, IN to Hillsborough, Tampa, FL.

From – <u>location where the child(ren) resided before</u> making a qualifying move.

Example: The children listed in Section II, moved from Pulaski, Winamac, IN to Hillsborough, Tampa, FL.

- From <u>location where the child(ren) resided before</u> making a qualifying move.
- ► To <u>location where the child(ren) moved to</u> and **completed** the qualifying move.

SECTION III: QUALIFYING MOVES & WORK

- 2. The child(ren) moved (complete both a. and b.):
 - a a sthe worker with the worker, OR to join or precede the worker.

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

Must check <u>only one</u> option for 2a.

- 2. The child(ren) moved (complete both a. and b.):
 - a. □ as the worker □ with the worker, OR to join or precede the worker.
 - b. The worker, First Name and Last Name of Worker, is □ the child or the child's □ parent/guardian □ spouse

 - The worker moved on MM/DD/YY Provide comment.
 - If you marked to-join or precede, complete 2bi.

- 2. The child(ren) moved (complete both a. and b.):
 - a. \Box as the worker \Box with the worker, OR \Box to join or precede the worker.
 - b. The worker, Worker's Full Name, is □ the child or the child's □ parent/guardian □ spouse
 - i. (Complete if "to join or precede" is checked in 2a.) (The child(ren) moved on MM/DD/YY

 Provide comment.
 - Write the full name of the worker in 2b.
 - ▶ **DO NOT** write more than one worker in 2b. Add any additional worker's in the home in Section IV Comments if applicable.

- 2. The child(ren) moved (complete both a. and b.):
 - a. □ as the worker □ with the worker, OR □ to join or precede the worker.
 - b. The worker, 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.
 - Check the relationship of the worker to the migrant child(ren)in 2b.
 - You must only check one option for 2b.
 - DO NOT leave this blank.

SECTION III: QUALIFYING MOVES & WORK
2. The child(ren) moved (complete both a. and b.):
a. \Box as the worker \Box with the worker, OR \Box 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
SECTION IV: COMMENTS (Must include \square 2bi, \square 4a, \square 4b, \square 5*, \square 6a, and \square 6b of the Qualifying Moves & Work Section, if applicable.) Enter Recertification Date (if applicable)

If the move is a "to join" move, document the date the child(ren) and the worker completed the most recent qualifying move.

Every "to join" move requires a comment that illustrates the reason the child and the worker didn't move together.

-Worker made a move from their home base in Missouri.

Also, record why the MQW moved from a different location than the child(ren) in the comment section.

SECTION III: QUALIFYING MOVES & WORK

3. The Qualifying Arrival Date was

09/121/18

- Document the date the Migratory Child and the Migratory Qualifying Worker completed the Qualifying Move.
- Use two-digit month, two-digit day, and two-digit year (MM/DD/YY) format.
- Make sure the QAD is within 36 months of the Eligibility Interview Date.
- DO NOT leave this blank.

SECTION III: QUALIFYING MOVES & WORK	
4. The worker moved due to economic necessity on from a residence in from a residence in / _State / _Country to a residence in School district /	in School district City State
a. □ engaged in new qualifying work soon after the move (provide constant if worker engage b. □ actively sought new qualifying work AND has a recent history of moves for qualifying work and the state of the state	alifying work (provide comment)
a programation of tempor tempor temployment	tion in both a. and b.): nal subsistence (provide comment)
 6. Complete if "temporary" is checked in #5a) The work was determined to be tempora a. □ worker's statement (provide comment) OR b. □ employer's statement (provide comment) OR c. □ state documentation for Employer 	ry based on:

Reminder: Section III; Numbers 4, 5, and 6 represent when, where, and how the individual established him/herself as the Migratory Qualifying Worker.

The information entered in 5 and 6 should reflect the work performed when the individual moved to the residence listed in 4.

SECTION III: QUALIFYING MOVES & WORK	
4. The worker moved due to economic necessity on <u>09/21/18</u> from a residence in <u>School district</u>	_/
City / State / Country to a residence in School district / City / State	
a. □ engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move b. □ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)	*

Example: The individual moved from Pulaski, Winamac, IN to Hillsborough, Tampa, FL.

Document the <u>date</u> when the worker established him/herself as a MQW, as two-digit month, two-digit day, and two-digit year (MM/DD/YY).

SECTION III: QUALIFYING MOVES & WORK		
4. The worker moved due to economic necessity on09/21/18 from a residence in	Pulaski	_/
Winamac / IN / USA to a residence in School district / City	State	
a. □ engaged in new qualifying work soon after the move (provide comment if worker engaged more to b. □ actively sought new qualifying work AND has a recent history of moves for qualifying	•	*

Example: The individual moved from Pulaski, Winamac, IN to Hillsborough, Tampa, FL.

- Document the <u>date</u> when the worker established him/herself as a MQW, as two-digit month, two-digit day, and two-digit year (MM/DD/YY).
- From: The <u>location where the worker resided before moving</u> to the location where he/she established him/herself as a MQW.

SECTION III: QUALIFYING MOVES & WORK	
4. The worker moved due to economic necessity on <u>09/21/18</u> from a residence in <u>Pulaski</u> Winamac / IN / USA to a residence in <u>Hillsborough</u> / Tampa /	FL
a. □ engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the b. □ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide contact).	· · · · · · · · · · · · · · · · · · ·

Example: The individual moved from Pulaski, Winamac, IN to Hillsborough, Tampa, FL.

- Document the <u>date</u> when the worker established him/herself as a MQW, as two-digit month, two-digit day, and two-digit year (MM/DD/YY).
- From: The <u>location where the worker resided before moving</u> to the location where he/she established him/herself as a MQW.
- To: The location where the worker moved to and established him/herself as a MQW.

- Check <u>only one</u> (4a <u>or</u> 4b).
- DO NOT leave this blank.

- If you mark 4a, you are stating that the worker **ENGAGED** in qualifying work in **Hillsborough**, **Tampa**, **FL**, soon after the move.
- Please contact the ID&R Office for further instruction if a worker engages in qualifying work after 60 days.

- If you mark 4b, you are stating that the working **DID NOT ENGAGE** in qualifying work in **Hillsborough**, **Tampa**, **FL**, but instead:
 - 1. "Actively Sought" qualifying work

<u>AND</u>

2. has "Recent History of Moves that resulted in the engagement of qualifying work.

- 4. The worker moved due to economic necessity on <u>09/21/18</u> from a residence in <u>Pulaski</u> / <u>Winamac</u> / <u>IN</u> / <u>USA</u> to a residence in <u>Hillsborough</u> / <u>Tampa</u> / <u>FL</u>
 - a.

 engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move) OR b. Lactively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)
- For Actively Sought comments, the recruiter needs to document when.and.now the worker took positive action to seek qualifying work.
- Examples of appropriate comments:
 - The worker moved on <u>(month/year)</u> reasonably believing <u>(qualifying work)</u> would be available.
 - Worker applied with/at (specific employer) on (month/year) but was not hired.
 - Worker stated that someone on his behalf applied for (qualifying work) on (month/year).

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

SECTION III: QUALIFYING MOVES & WORK	
4. The worker moved due to economic necessity on 09/21/18 from a residence in Pulaski /	
Winamac / IN / USA to a residence in Hillsborough / Tampa / FL	
a. engaged in new qualifying work soon after the move-(provide-comment-if-worker engaged more than 60 days after the move) OR b. Lactively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)	₹

An individual's recent history of moves for qualifying work <u>DOES NOT have to be across school district lines</u>. You must, however, show a change in residence occurred due to economic necessity.

Example

Worker resides in Plant City and changes residence within Plant City due to economic necessity. After doing so, he engages in new temporary or seasonal employment. A few months later, the worker changes residence again within Plant City and engages in new temporary or seasonal employment.

- Recruiters will need to document the where (to prove change of residence), when (month/year), and what (qualifying work) for both recent history moves in 4b.
- Example of appropriate comments:
 - The worker engaged in (qualifying work), on (month/year), in (city of residence) and engaged in (qualifying work), on (month/year), in (city of residence).

SECTION III: QUALIFYING MOVES & WORK

- 5. The qualifying work, * Work engaged in (4A) / Actively sought (4B)
- Document the qualifying work that established the individual as a Migratory Qualifying Worker.
- Write down any additional qualifying work the worker may be doing at the time of the move (within the first 60 days of the move) in the comment section.

SECTION IV: COMMENTS

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

Worker is also laying plastic and planting tomatoes

SECTION III: QUALIFYING MOVES & WORK

5. The qualifying work, * Picking tomatoes

▶ Use "ing" form of the verb then the crop.



SECTION III: QUALIFYING MOVES & WORK

5. The qualifying work, *

DO NOT

Just write the crop.

Tomatoes

Just write the activity.

Picking

Use sentences.

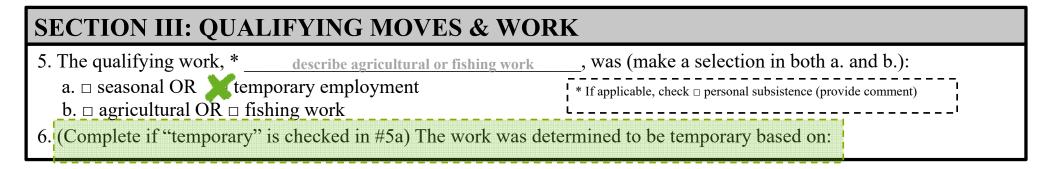
Came to pick tomatoes

Write more than one activity.
Picking strawberries & laying plastic



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 6. (Complete if "temporary" is checked in #5a) The work was determined to be temporary based on:

- ▶ 5a —Seasonal/Temporary —Check only one.
- ▶ 5b -Agricultural/Fishing -Check only one.
- **DO NOT** leave this blank.



If <u>temporary employment</u> was checked in 5a then you must complete 6.

SECTION III: QUALIFYING MOVES & WORK

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

Employer

SECTION IV: COMMENTS

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

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

- 6a worker's statement Check only one.
- Write how long the worker told you the work would last.

SECTION III: QUALIFYING MOVES & WORK

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

Employer

SECTION IV: COMMENTS

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

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

- 6b employer's statement Check <u>only one</u>.
- Write how long the employer told you the work would last.

SECTION III: QUALIFYING MOVES & WORK

- 6. (Complete if "temporary" is checked in #5a) The work was determined to be temporary based on:
 - a. □ worker's statement (provide comment) OR
 - b. □ employer's statement (provide comment) OR
 - c.

 state documentation for

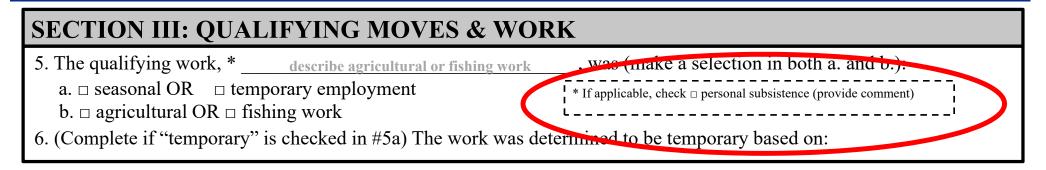
Barralayer

SECTION IV: COMMENTS

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

L&G Nursery

- ▶ 6c state documentation should be left blank. Florida does not currently have State documentation for temporary employment.
- Document the name of the temporary employer in the comments section.



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

SECTION III: QUALIFYING MOVES & WORK

7. Residency Date (child arrival date)

MM/DD/YY

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

SECTION III: QUALIFYING MOVES & WORK				
7. Residency Date (child arrival date)	8. OSY Info ONLY Was OSY Profile completed?	Last grade attended	OSY Sec II no 1 6th grade	OSY Sec II no
MM/DD/YY	Yes □ No	When (year)	2011	
	105 🗆 110	Where (Country)	Mexico	

- Complete the OSY Profile for each OSY when feasible.
- Indicate whether you completed an OSY profile.
- Write the corresponding number from the Child Data Section (Section II).
- Document the last grade attended, when, and where for up to two OSY.

Note – This is the "last grade attended" not "last grade completed".

SECTION III: QUALIFYING MOVES & WORK				
7. Residency Date (child arrival date)	8. OSY Info ONLY Was OSY Profile completed?	Last grade attended	OSY Sec II no 1	OSY Sec II no
MM/DD/YY	Yes □ No	When (year)		
		Where (Country)	Mexico	

If the OSY does not remember the last grade attended or year, write a dash (-) in the space.

7. Residency Date (child arrival date) MM/DD/YY 8. OSY Info ONLY Was OSY Profile completed? When (year) When (year) Where (Country) Mexico Mexico

- ▶ If the OSY does not remember the last grade attended or year, write a dash (-) in the space.
- If the OSY never attended school, write NA for "never attended."
- **Do not write** "N/A" as this could be confused with attended, but did not give the grade information.



Section IV: Comments



Section IV: Comments

SECTION IV: COMMENTS

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

Other reasons for additional comments:

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

Section IV: Comments

SECTION IV: COMMENTS

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

Other reasons for additional comments:

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



Section V: Interviewee Section





SECTION V: INTERVIEWEE SIGNATURE			
on th	rstand the purpose of this form is to help the State determine if the child(ren)/youth listed form is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my		
knov	edge, all of the information I provided to the interviewer is true.		
Sign	re Self Dote Relationship to the child(ren) Date		
1. 1 2. 1 3. 1	give my permission for my child(ren) to participate in the Title I Migrant Program. give my permission for my child(ren) to be given emergency medical referral services. ave been informed about FERPA. I authorize the district to release, transfer, and/or ceive my child(ren)'s educational and health records with other districts, educational encies including HEP/CAMP, and pertinent agencies, including the ID&R Office.		
	Interviewee signature		
	Relationship to the eligible child(ren). If OSY, write "Self".		
	Date the form was signed by the interviewee.		
	The interviewee should only sign the COE once the form is completed.		
	<u>Do not</u> leave this section blank.		
	COE Fundamentals		

SECTION V: INTERVIEWEE SIGNATURE
I understand the purpose of this form is to help the State deter

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

Yes/No

Check all that apply

- 1. I give my permission for my child(ren) to participate in the Title I Migrant Program.
- 2. I give my permission for my child(ren) to be given emergency medical referral services.
- 3. I have been informed about FERPA. I authorize the district to release, transfer, and/or receive my child(ren)'s educational and health records with other districts, educational agencies including HEP/CAMP, and pertinent agencies, including the ID&R Office.
 - Permission MEP & Emergency Services
 - FERPA Acknowledgement
 - Ensure all three (3) boxes have been marked and ensure that the mark stays within the box.

Individual Refusing/Unable to Sign

In Florida, the person who signs the COE must be the source of the information contained in the document and should verify any information provided by another source.

If the interviewee <u>refuses to sign</u> his or her name, the recruiter must document the interviewee's refusal in the Comments section and print the interviewee's name and relationship to the child.

If the interviewee is <u>unable to sign</u> his or her name, he or she should mark an "X" in Section V. The recruiter must print the interviewee's name next to the "X" and add their initials. The recruiter must also indicate the relationship to the child, and date.

Interviewee unable to sign: Wants children participating in program

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.			
"X"-Ray Martinez LG	Father	Date of interview	
Signature	Relationship to the child(ren)	Date	
Check all that apply		Yes/No	
1. I give my permission for my child(ren) to part			
2. I give my permission for my child(ren) to be g	given emergency medical referral services.		
3. I have been informed about FERPA. I authorize			
records with other districts, educational agence	cies including HEP/CAMP, and pertinent agenci	ies, including the ID&R Office.	
SECTION VI: ELIGIBILITY DATA CERTIFICATION			
SECTION VI: ELIGIBILITY D	OATA CERTIFICATION		
I certify that based on the information provi children are migratory children as defined in services. I hereby certify that, to the best of	ATA CERTIFICATION ided to me, which in all relevant aspects is refer 20 U.S.C. 6399(2) and implementing regular my knowledge, the information is true, reliable made is subject to fine or imprisonment pursuance.	ations, and thus eligible as such for MEP ble, and valid and I understand that any	
I certify that based on the information provi children are migratory children as defined in services. I hereby certify that, to the best of false statement provided herein that I have r	ided to me, which in all relevant aspects is result aspects is result aspects is result aspects. C. 6399(2) and implementing regular my knowledge, the information is true, reliable made is subject to fine or imprisonment pursuate	ations, and thus eligible as such for MEP ble, and valid and I understand that any	
I certify that based on the information provi children are migratory children as defined in services. I hereby certify that, to the best of false statement provided herein that I have r	ided to me, which in all relevant aspects is result as 120 U.S.C. 6399(2) and implementing regular my knowledge, the information is true, reliable made is subject to fine or imprisonment pursuant	ations, and thus eligible as such for MEP ble, and valid and I understand that any	

Individual Refusing to Sign

Can the recruitment process be considered complete if a parent/guardian refuses to sign the Certificate of Eligibility (COE)?

If a parent refuses to sign the COE because the parent does not want his or her child to participate in the Migrant Education Program (MEP), then the recruiter must not proceed with completing and approving the COE.

Interviewee refuses to sign: Does not want children participating in program

SECTION V: INTERVIEWEE S	SIGNATURE
	the State determine if the child(ren)/youth listed on this form is/are eligible for the the best of my knowledge, all of the information I provided to the interviewer is true.
Signature Check all that apply	Relationship to the child(ren) Date Yes/No
 I give my permission for medial (ren) to be or I give my permission for medial (ren) to be or I have been informed about records with other districts, duc an income 	ivon emercial de la
SECTION VI: ELIGIBILITY	ATA CERTIFICATION
children are migratory children as defined in services. I hereby certify that, to the best of	ded to me, which in all relevant aspects is reflected above, I am satisfied that these a 20 U.S.C. 6399(2) and implementing regulations, and thus eligible as such for MEP my knowledge, the information is true, reliable, and valid and I understand that any nade is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.
Recruiter Signature Signature of Interviewer	<u>Date</u> Date
Signature of Designated SEA Reviewer	Date



Section VI: Eligibility Data Certification



SECTION VI: ELIGIBILITY DATA CERTIFICATION

I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399(2) and implementing regulations, and thus eligible as such for MEP services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.

Signature of Interviewer	Date	
Signature of Designated SEA Reviewer	Date	

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



Eligibility Script





Eligibility Script

Focus on the current move first. During the interview you are trying to establish the following:

- Was the move into <u>your</u> area a qualifying move for both worker and child?
- Was it within 36 months of the eligibility interview date?
- Was there any qualifying work done/engaged in, soon after the move – within 60 days?
- If not, was there any qualifying work being sought?
- Does the individual have a recent history of moves?
- Did any children under 22 move as, with or to join the individual?
- Are the children entitled to a free and public education in Florida?

Eligibility Script

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

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

Asking Additional Questions

Reasons for asking additional questions:

- Facts are unclear.
- Unfamiliar with qualifying work.
- There are questions regarding economic necessity.
- The worker is unclear if the nature of the job is temporary.
- The recruiter suspects the family has not been truthful.



Contact us via phone or email:

ID&R Office | Tampa, FL

Phone: 866.963.6677

general email:

fl-idr-office@escmail.org



