

# **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.

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- An eligibility interview is conducted via phone and a note is added to the Comments section explaining the circumstances that prevented the recruiter/interviewer from obtaining the interviewee's signature. "COVID-19 Call" is added to the Interviewee section. The interviewee's signature may be collected by mail.

### **Q4. What happens if a family has moved out of the area before we can collect the interviewee's signature?**

**A4.** The interviewee's signature is not required for a COE to be completed and approved. Capturing the interviewee's signature and updating the comment section is merely a recommendation after normal ID&R activities resume.

### **Q5. Are COEs still required to be submitted to the ID&R Office by the 5th of the month?**

**A5.** Due to this unprecedented time, the ID&R Office recognizes that districts may be unable to submit newly completed COEs and/or recertified COEs by the 5th of each month. Please comply with your district's current office scheduling. Districts should notify the ID&R Office to let us know if they are planning to submit COEs after the Designated SEA Reviewer signature is obtained. Otherwise, districts should notify us if no COEs were completed.

### **Q6. Under normal circumstances, eligible migrant children begin to receive services after a COE is completed and approved and signed by the Designated SEA Reviewer. Since MEP staff are working remotely, and a Designated SEA Reviewer signature may take longer to obtain, when would eligible migrant children, as identified on a COVID-19 COE, begin to receive services?**

**A6.** It is important that MEP staff follow their employers/district "stay-at-home" orders. Please check with your employer to ensure MEP staff is able to provide services. Eligible migrant children would begin receiving MEP funded services once the COE has been completed using the approved COVID-19 protocol methods and once a Designated SEA Reviewer has reviewed and approved the COE using the COVID-19 COE review procedure per their district policies.

### **Q7. Due to the pandemic, most MEP staff is working remotely. After the COVID-19 COE is completed, the Designated SEA Reviewer may be recording each COE review and approval using a secure spreadsheet; however, the reviewer may not be able to sign the approved COE until a later time. When the Designated SEA Reviewer can sign the COE, what date should the reviewer enter?**

**A7.** When the Designated SEA Reviewer is able to sign the COVID-19 COE, the signature date should match the date the COE was approved as documented on the secure spreadsheet. This will ensure that MEP services do not predate the COE approval.

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**Q8. Do districts need to submit their internal tracking system COVID-19 COE spreadsheet to the ID&R Office?**

**A8.** No. Districts should develop a COVID-19 COE review procedure per their district policies such as creating a secure, password-protected, tracking system (e.g., spreadsheet); however, districts should not submit the spreadsheet to the ID&R Office.

**IMPORTANT NOTE:** The guidance related to Identification and Recruitment for the Florida Migrant Education Program during this time remains fluid and may change as new information is obtained. Please contact the ID&R Office (at [fl-idr-office@escmail.org](mailto:fl-idr-office@escmail.org) or 866-963.6677) if you have any questions related to this guidance. Thank you.