





# 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

SECTION I: FAM	School Year 2020 -2021 District/Agency: District COE #												
1. Current Parent/Guardia	- 1	2. Current Address (Street, Rural Route, Lot Number - Physical Address Only)											
Current Parent/Guardian 2: ( Last Name, First Name)							City				3. Telephone (include area code) ☐ Check if mobile nu		
SECTION II: CHI		<u> </u>											
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	City	11. Birthplace State Country	12. School	13. Gr.
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# Eligibility Tools



#### Identification & Recruitment Vocabulary under ESSA



- Actively Sought (AS) having taken positive actions to look for new qualifying work (QW).
- **Agricultural Work (AW)** the production or initial processing of raw agricultural products, such as crops, poultry, livestock; dairy work; as well as the cultivation or harvesting of trees that is performed for wages or personal subsistence.
- **Economic Necessity (EN)** moving because an individual (I) had a financial need. For example, not being able to afford to stay in the current location, moving for work or because work has ended.
- Eligibility Interview Date (EID) the date when the recruiter conducts an eligibility interview with an individual. Recruiters must focus on moves that occurred "within the preceding 36 months of the Eligibility Interview Date (EID)."
- **End of Eligibility (EOE)** the child(ren)'s 36-month eligibility time frame has expired or they no longer meet the definition of migratory child.
- **Engage (E)** "Engage in Qualifying Work" to begin working or performing a new job. Having started the physical labor OR participated in orientation.
- **Established Worker Date (EWD)** the date the individual established him/herself as a Migratory Qualifying Worker (MQW).
- **Fishing Work (FW)** is the catching or initial processing of fish or shellfish; as well as the raising or harvesting of fish or shellfish at fish farms that is performed for wages or personal subsistence.
- Individual (I) a parent/guardian/spouse or the child/youth. Someone who has not been determined a Migratory Qualifying Worker (MQW) or a Migratory Child (MC).
- Migratory Agricultural Worker (MAW) a person who, in the preceding 36 months, made a Qualifying Move (QM) and, soon after the move, engaged in new temporary or seasonal employment or personal subsistence in Qualifying Work (QW) in agriculture.
- Migratory Child (MC) a child who is; (1) younger than 22 years of age; (2) entitled to a free public education under State law; (3) made a Qualifying Move (QM) in the preceding 36 months as a Migratory Qualifying Worker (MQW), or with a Migratory Qualifying Worker (MQW), or to join or proceed a Migratory Qualifying Worker (MQW).

#### Identification & Recruitment Vocabulary under ESSA



- 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.

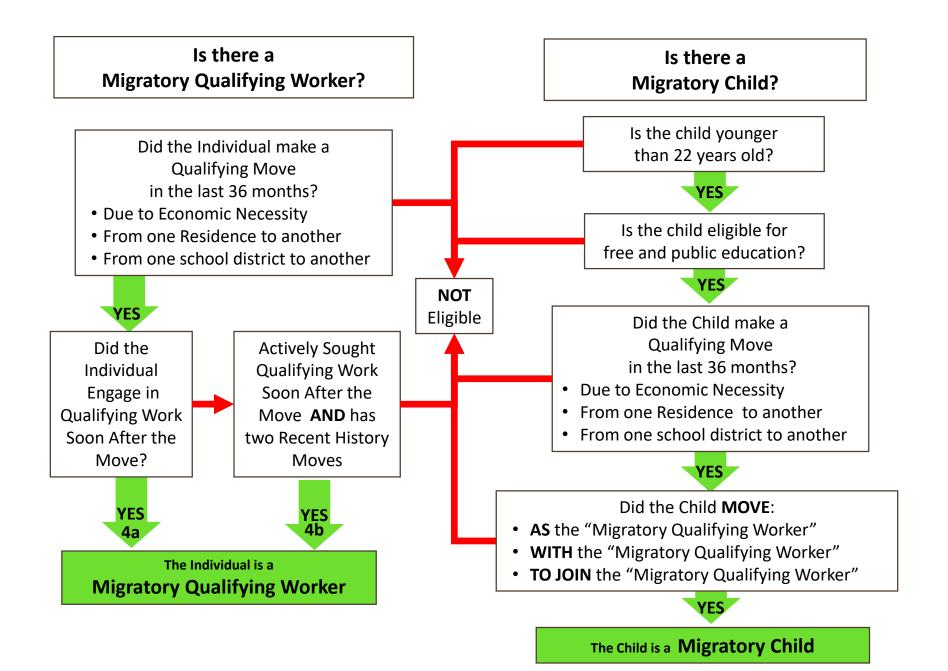
#### MIGRANT ELIGIBILITY CHECKLIST

<u>ALL boxes must be checked off</u> 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)
<ul> <li>engaged in new temporary or seasonal employment or personal subsistence in agriculture "soon after" the move (within 60 days); OR</li> </ul>
$\ \square \ \underline{\text{did not}}$ engage in new temporary or seasonal employment or personal subsistence
O actively sought such new employment; AND
O 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
□ agricultural or fishing  Does the "child(ren)" meet the definition of a "Migratory Child"?
Does the "child(ren)" meet the definition of a "Migratory Child"?  AGE
Does the "child(ren)" meet the definition of a "Migratory Child"?
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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)
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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
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
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)

#### **Eligibility Flow Chart**





## Florida Migrant Education Program - The FL Recruiter



#### 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.



#### Florida Migrant Education Program - The FL Recruiter

HOME	ABOUTUS	ID&R OFFICE	STATE MEP 🔻	MEP DIRECTORY	LINKS 7	
	Search					
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 -

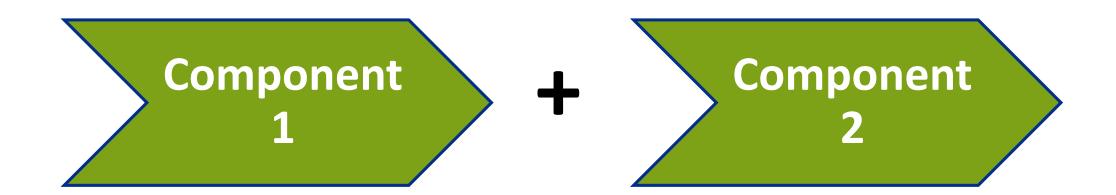
Materials focused on procedures that deal with locating and contacting a family or youth in order to ascertain a child's eligibility for the MEP.

- o 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)
- o 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: Qualifying Move

Component 1 Component 2

# **Qualifying Move**



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

# **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

# **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

# **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

Component 1

+

Component 2

## **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

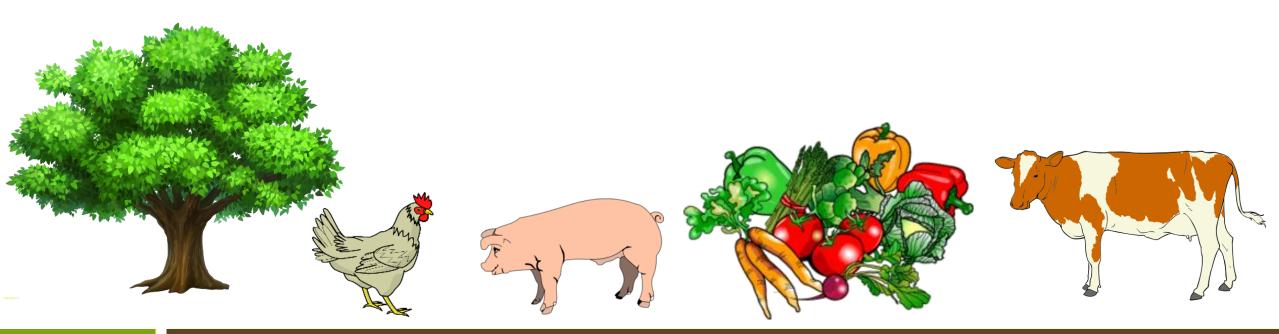
Any moves, work engaged in/actively sought, recent history of moves must be within U.S. (or territories).







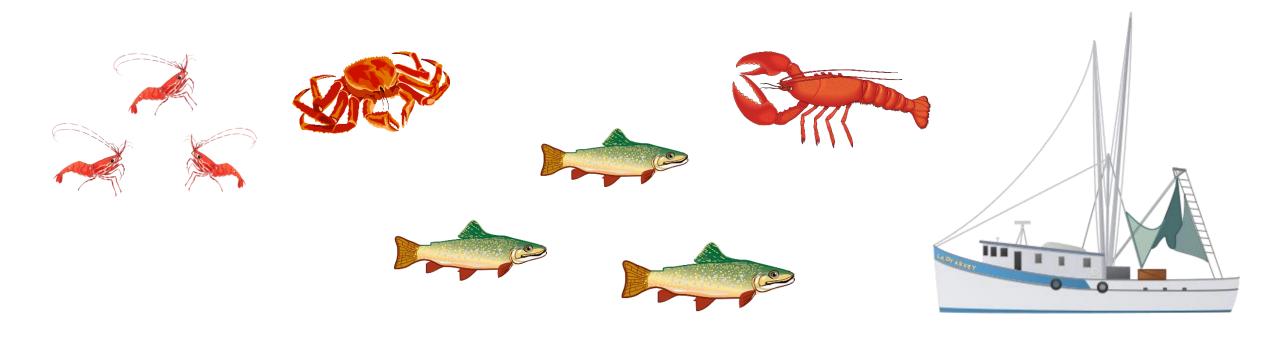
**Agricultural Work** – The production or initial processing of crops, dairy products, poultry, or livestock, and the cultivation, harvesting and initial processing of trees. It consists of work performed for wages or personal subsistence.



**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.

**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.



**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.



**Temporary** 



# **Production and Initial Processing**

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



## <u>Initial processing</u> = Working with the raw product











# **Production and Initial Processing**

## <u>Initial processing</u> = Would <u>not</u> include:

















**Seasonal** – <u>Employment</u> 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\*

<sup>\*</sup>Example beginning and end dates

**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.



PRODUCT	JAN	FEB	MAR	APR	MAY	NNC	10f	AUG	SEP	130	<b>NON</b>	DEC
Avocado	J					J	J	А	S	0	Ν	D
Bell Peppers	J	F	М	А	М						N	D
Blueberries				А	М							

Non-Regulatory Guidance G1, G2, G3

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."

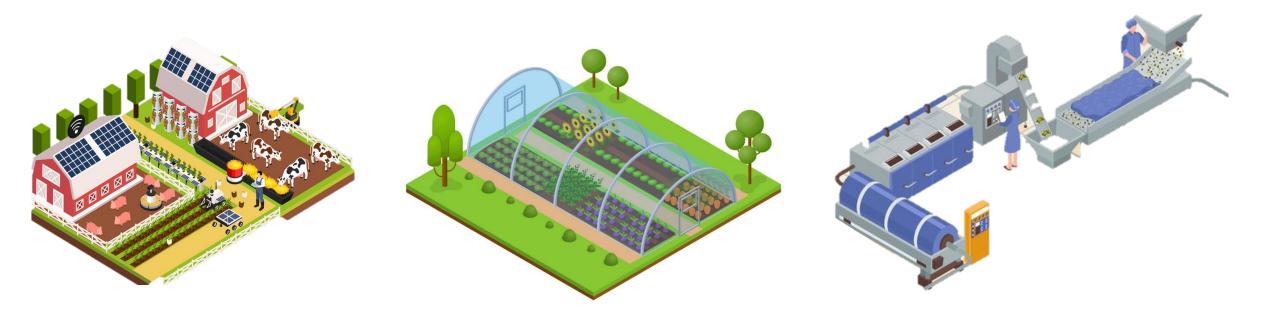
**Non-Regulatory Guidance G7** 

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



**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.



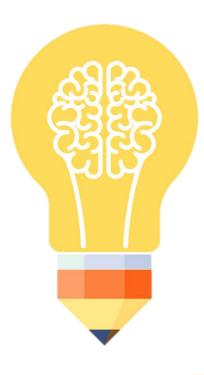
## Length of activity vs Length of employment

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**



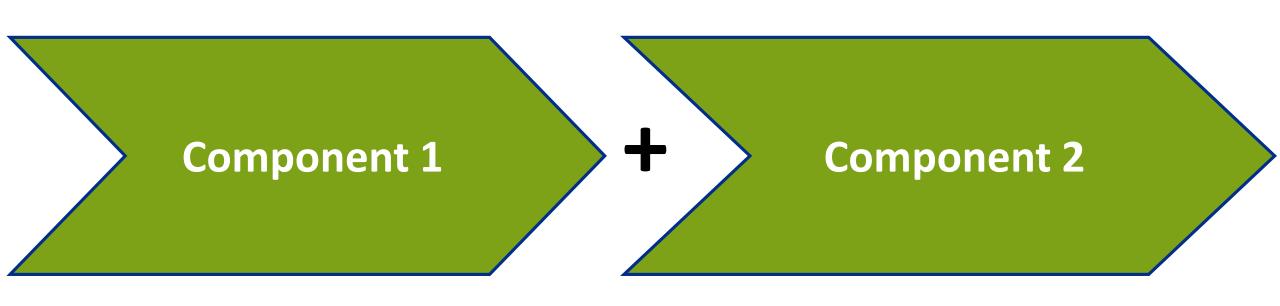
# Would an individual working at a facility that is in operation year-round qualify for the MEP if they were employed on a temporary basis?

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

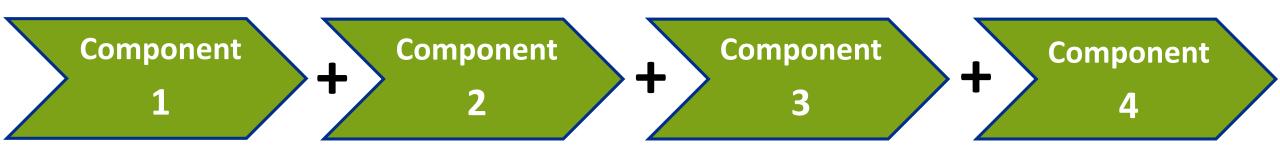
# The Migratory Qualifying Worker



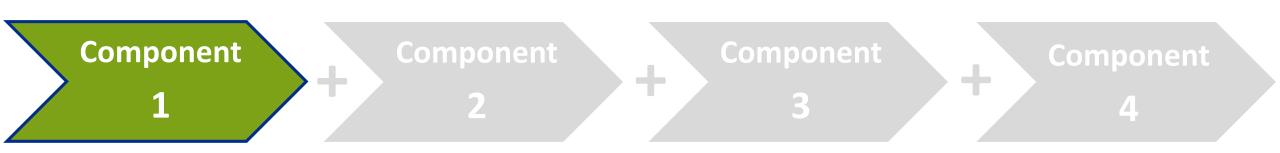
All criteria must be met for the individual to meet the definition of a Migratory Qualifying Worker.

### **ELIGIBILITY FUNDAMENTALS**

# The Migratory Child



# The Migratory Child: Age



# 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

Component 1 Component 2 Component 3 Component 4

# **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

Component
1
Component
2
Component
3
Component
4

# **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.

## **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

# **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?

# **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

# **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

# **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

# **Qualifying Move**

Due to economic necessity

A N

D

From one residence to another

A N From one school district to another

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

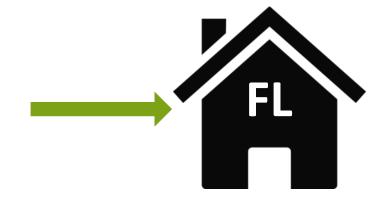
# The Migratory Child: Moving as, with, to join/precede



As,
With,
To join or
Precede the
MQW

The Migratory Child moved and <u>is</u> the Migratory Qualifying Worker





As,
With,
To join or
Precede the
MQW

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



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

As, With, To join or Precede the MQW The Migratory Child moved to join or precede a parent/guardian/spouse who is a Migratory Qualifying Worker

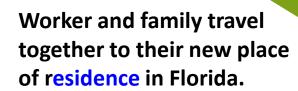






Worker leaves his place of residence in Michigan and PICKS UP his family in California.





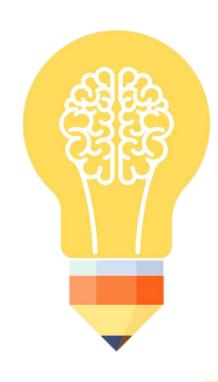
### **To Join Move**

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

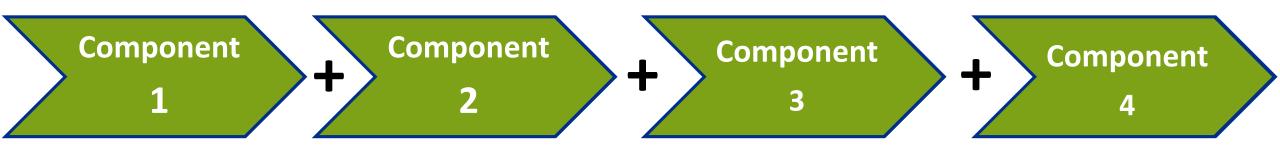
# Does child eligibility depend on the district of residence or district of school attendance?

### 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



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







#### **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.

SECTION I: FA	MILY DATA				-									
1. Current Parent/Guar	rdian 1: ( Last Name, First Nam	ne)			2.	Current Address	s (Street, Rura	l Route, l	Lot Number	- Physical Addr	ress Only)			
Current Parent/Guardian 2: ( Last Name, First Name)					C	City			State Zip		3. Telephone (include area code) ☐ Check if mobile number			
SECTION II: CI	HILD DATA									L				
1. Last Name 1	2. Last Name 2	3. First Name	4. Middle Name	5. Suffix	6. Sex	7.Birth Date MM/DD/YY		9. MB	10. Code	City	11. Birthp State	lace Country	12. School	1
1.	Asta - 500 a pro-30 ant a sec					1 1						,		
2.						/ /								
3.						/ /								
4.						/ /								
5.						/ /								
14. CHILD/FAMILY	DATA COMMENTS (e.g., M	ISIX IDs, urgent health, non-eligi	ible children in the househousehousehousehousehousehousehouse	old, addition	al phone	number(s), email	l address) DO	NOT US	SE SPACE	TO ENTER EL	IGIBILITY	INFORMATION		
							SECTION	I IV. (	OMME	NTC at .:	1.1. 🗆 21 : 1	D4 D41 D6* D7	100 64 6	.: 11
SECTION III: QUALIFYING MOVES & WORK										tion, applicable.		□4a, □4b, □5*, □6a	a and Libb of the S	ection III
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- ▶ 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.

### 

**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

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

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

### SECTION III: QUALIFYING MOVES & WORK

1. The child(ren) listed on this form moved due to economic necessity from a residence in <u>Van Buren</u> / <u>Bangor</u> / <u>MI / USA</u> to a residence in <u>Hillsborough</u> / <u>Tampa</u> / <u>FL</u>

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

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

### SECTION III: QUALIFYING MOVES & WORK

1. The child(ren) listed on this form moved due to economic necessity from a residence in <u>Van Buren</u> / <u>Bangor</u> / <u>MI / USA</u> to a residence in <u>Cobb</u> / <u>Marietta</u> / <u>Georgia</u>

**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  $\square$  2bi,  $\square$  4a,  $\square$  4b,  $\square$  5\*,  $\square$  6a, and  $\square$  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									
on this form is/are eligible for t	s form is to help the State determine if the Title I, Part C, Migrant Education Proor on I provided to the interviewer is true.	rogram. To the best of							
Signature	Relationship to the child(ren)	Date							
Check all that apply  1. Laive my permission for m	v shild(ran) to norticinate in the Title I	Migrant Program	Yes/No						
	y child(ren) to participate in the Title I y child(ren) to be given emergency med	•							

# 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. <u>In all cases</u>, 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 <u>and if</u> 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 <u>not</u> required for the COE to be completed and
 approved.

### Proper COVID-19 COE completion for Section IV and V

### SECTION IV: COMMENTS (Must include $\square$ 2bi, $\square$ 4a, $\square$ 4b, $\square$ 5\*, $\square$ 6a, and $\square$ 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 \_\_\_\_\_ 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.



# Contact us via phone or email:

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