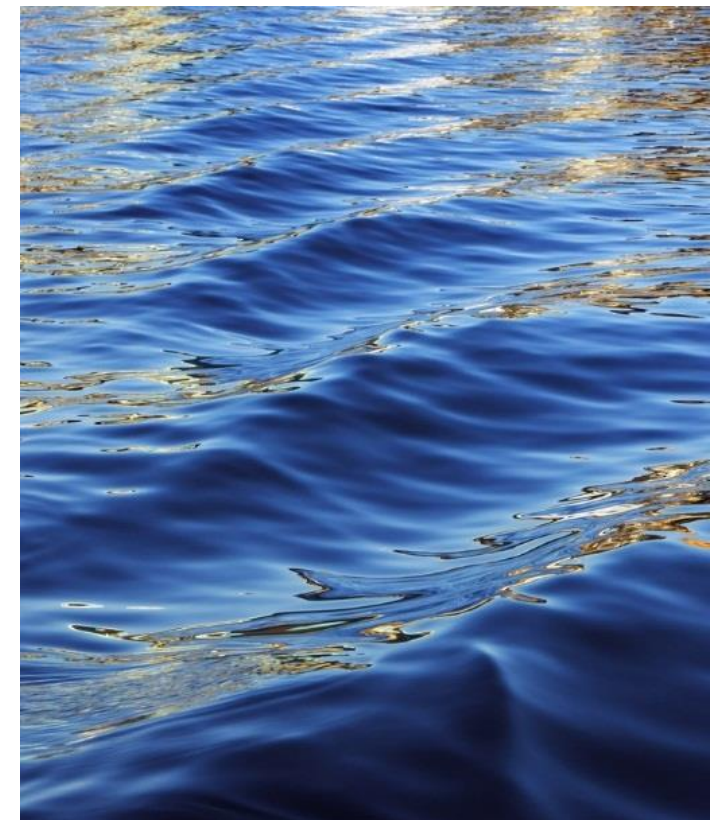




# Florida Migrant Education Program Identification & Recruitment Office ID&R Refresher Training

August 24, 2021



# Objectives

- ▶ Eligibility Fundamentals for the FMEP
  - ▶ Vocabulary
  - ▶ Interview Skills
  - ▶ Seasonal or Temporary Employment
- ▶ Certificate of Eligibility (COE) Fundamentals
  - ▶ COE Checklist
  - ▶ Completion Accuracy
- ▶ Migrant Student Information Exchange (MSIX)
  - ▶ Data requests
  - ▶ Move notices



# Objectives

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- ▶ ID&R Resources
  - ▶ Agriculture and Fishing Resources Update
- ▶ Rolling Re-interviews
  - ▶ Changes to the Re-interview Form



# References

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- ▶ U.S. Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education, *Non-Regulatory Guidance (NRG) for the Title I, Part C Education of Migratory Children*, Washington, D.C., 2017
- ▶ Migrant Education Program, Legislation & Policy, MEP Policy Questions & Answers, [https://results.ed.gov/legislation/policy\\_qas](https://results.ed.gov/legislation/policy_qas)

# MEP Vocabulary and Terms

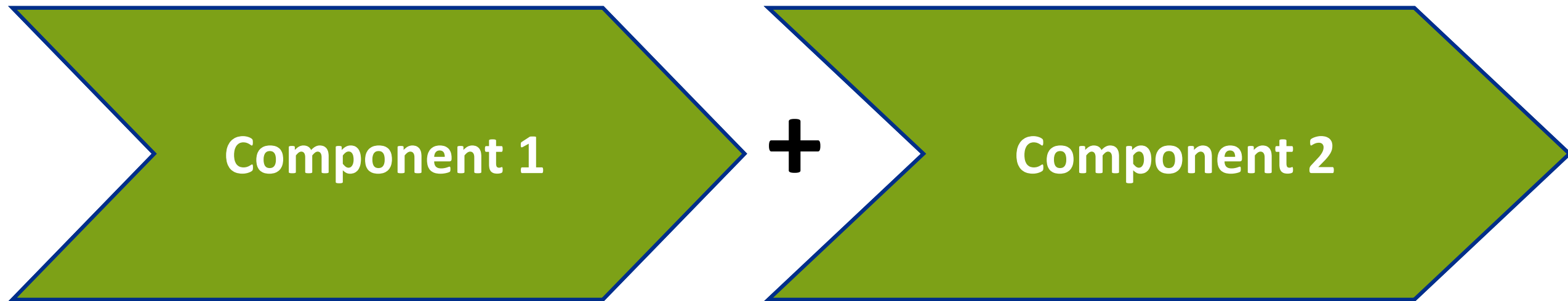




- Actively Sought (AS)** – having taken positive actions to look for new qualifying work (QW).
- Agricultural Work (AW)** – the production or initial processing of raw agricultural products, such as crops, poultry, livestock; dairy work; as well as the cultivation or harvesting of trees that is performed 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.

# The Migratory Qualifying Worker



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

# The Migratory Qualifying Worker

Make a Qualifying Move  
*due to economic necessity;  
from one residence to another; and  
from one school district to another*  
within 36 months from EID

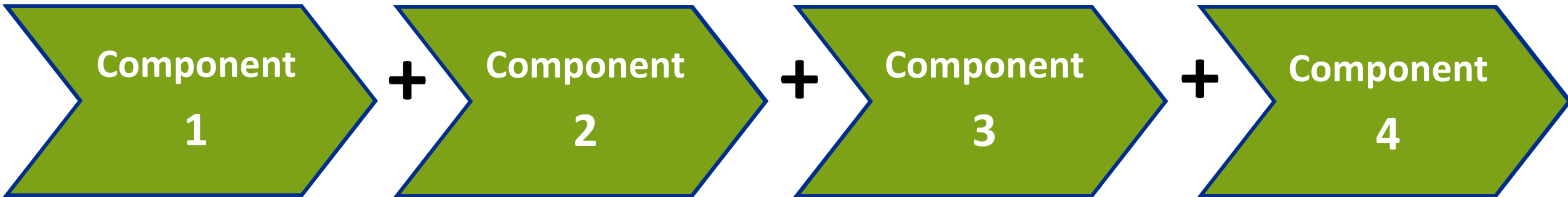
+

Engaged in Qualifying Work  
OR  
Actively Sought Qualifying Work  
AND  
Has a Recent History of Moves

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

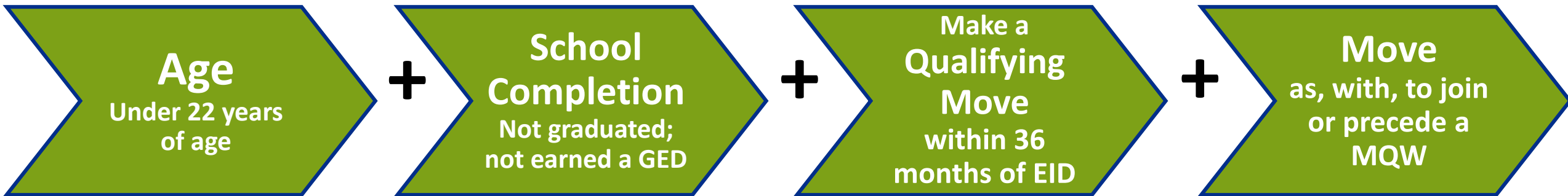


# The Migratory Child



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

# The Migratory Child



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

# The Qualifying Move

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Due to  
economic  
necessity

+

From one  
residence to  
another

+

From one  
school  
district to  
another

**All** criteria must be met for both the child and the worker  
to have made a Qualifying Move.

*NRG Chapter II D1*

# The Qualifying Move

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**Due to  
economic  
necessity**

## **Must have been due to financial needs**

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

# The Qualifying Move

## D3. What does it mean to move “due to economic necessity”?

- ▶ The Department considers this to mean that **the child and the worker (if the child is not the worker) move because they could not afford to stay in the current location.** The MEP is premised on the Federal government’s understanding that migratory children have unique needs in view of their mobility, and generally are in low-income families. However, the statutory requirement that a qualifying move be made due to economic necessity clarifies that, under ESEA, economic necessity is integral to a move that makes a child a “migratory” child.
- ▶ Thus, a person who leaves from the place where he or she lives to, for example, (1) visit family or friends, (2) attend a wedding or other event, (3) take a vacation, (4) have an educational or recreational experience, or (5) take care of a legal matter, **would not have “changed residence due to economic necessity” because the person did not go to the new place because of financial need. Similarly, this person would not have “changed residence due to an economic necessity” upon returning home from one of these visits.**
- ▶ Consistent with the COE instructions, the Department recommends that recruiters provide a **comment on the COE if there appears to be any reason that an independent reviewer would question whether the child or worker moved due to economic necessity.**

*NRG Chapter II D3*



# The **Migratory Child's** Qualifying Move

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**Move must have been due to financial needs**

## **Remember**

- ▶ Move where the child is joining or preceding the worker for the first time from different places.
  - ▶ Who was financially responsible for the child before their move?
  
- ▶ Children (MQW) 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 Qualifying Move

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**From one  
residence to  
another**

**Must have been to live not just to visit**

**Does not include:**

- ▶ Visiting family or friends – stopover sites
- ▶ Attending a wedding
- ▶ Taking a vacation
- ▶ Taking care of “legal” matters

# The 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

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From one  
school district  
to another

**Must have been across school district lines**

**Remember:**

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

# The Qualifying Move

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



# 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**

As,  
with,  
to join or  
precede the  
MQW

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



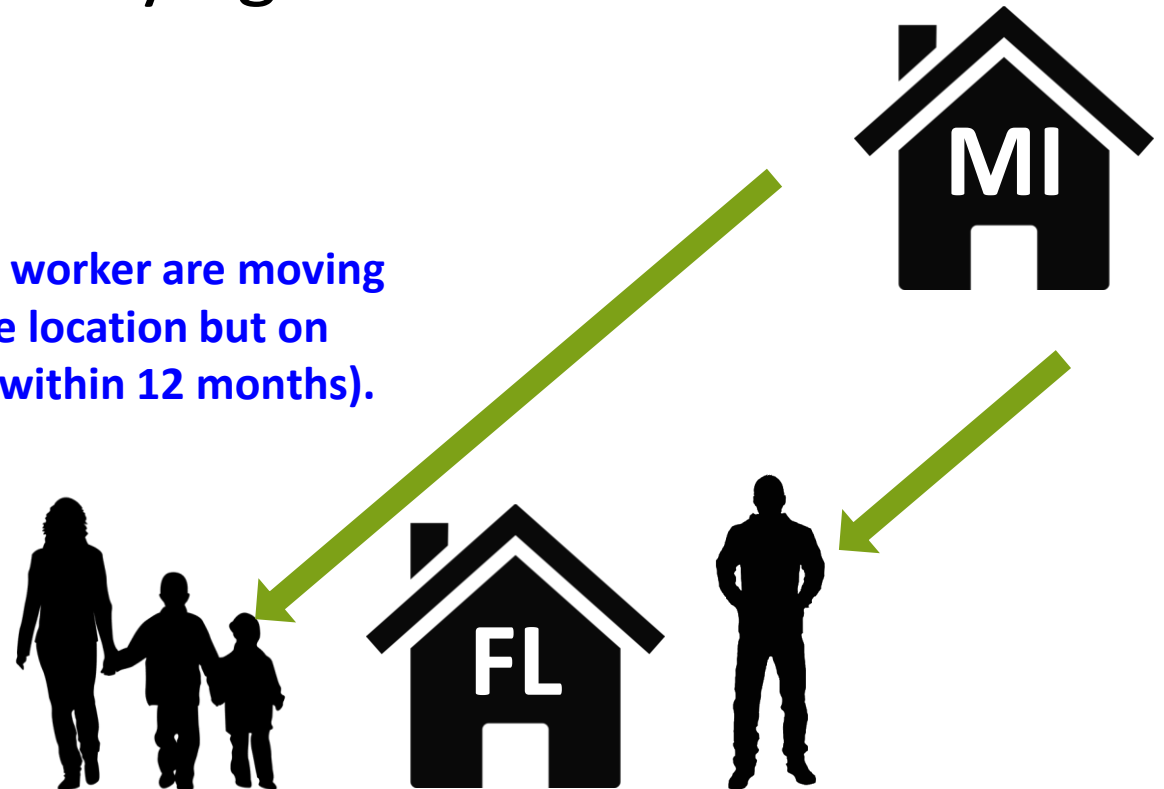
Both worker and child move from the same place of residence.

# The Migratory Child's **Move**

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

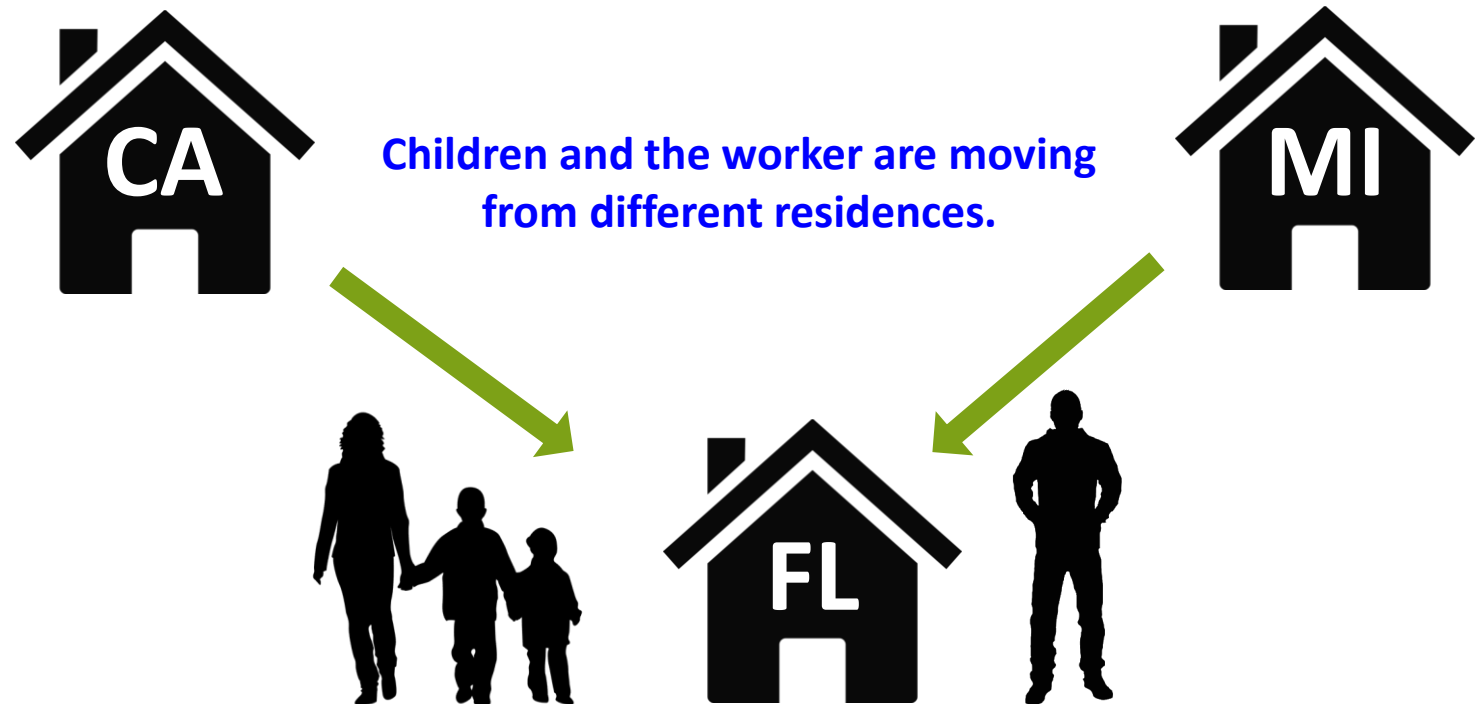
Children and the worker are moving  
from the same location but on  
different dates (within 12 months).



# 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 comes from a **residence in Michigan**.  
Children come from a **residence in California**.





# Interview Skills



# Goal of the Interview

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- ▶ Explain the Migrant Education Program (MEP)
- ▶ Indicate the benefits of the MEP
- ▶ Identify potential leads
- ▶ Determine eligibility for the MEP
- ▶ Document eligibility for the MEP



# The Interview

The MEP interview involves science and art:

- ▶ Recruiters understand the rules and regulations, how to properly complete, how to analyze data, and how to make accurate eligibility determinations.

## 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										School Year 2021-2022 District Agency:										District Code #:														
<b>SECTION I: FAMILY DATA</b>																																		
1. Current Parent/Guardian 1 (Last Name, First Name)															2. Current Address (Street, Rural Route, Box Number - Physical Address Only)																			
Current Parent/Guardian 2 (Last Name, First Name)															City					State					Zip					3. Telephone (include area code) <input type="checkbox"/> Check if mobile or landline				
<b>SECTION II: CHILD DATA</b>																																		
1		3		4		5		6		7		8		9		10		11		12														
Last Name 1		Last Name 2		Middle Name		Suffix		Sex		7.Birth Date MM/DD/YYYY		Age		DOB City		DOB State		DOB Country		School														
1.										/ /																								
2.										/ /																								
3.										/ /																								
4.										/ /																								
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14. RESIDENCY DATE MM/DD/YYYY										15. CHILD FAMILY DATA COMMENTS (e.g., "MCCN ID," report health, non-typical children in the household, additional phone numbers, email address). DO NOT USE SPACE TO ENTER ELIGIBILITY INFORMATION																								
<b>SECTION III: QUALIFYING MOVES &amp; WORK</b>																																		
1. The child(ren) listed on this form moved due to economic necessity from a residence in _____ School District _____ City _____ State _____ a. From _____ County _____ to a residence in _____ School District _____ City _____ State _____ b. The worker _____ First Name and Last Name of Worker _____ is <input type="checkbox"/> the child or the child's <input type="checkbox"/> parent/guardian <input type="checkbox"/> spouse. c. Complete if "no joint or parents" is checked in 2a.) The child(ren) moved on _____ MM/DD/YYYY The worker moved on _____ MM/DD/YYYY (provide comment) 2. The Qualifying Arrival Date was _____ MM/DD/YYYY 3. The worker moved due to economic necessity on _____ MM/DD/YYYY from a residence in _____ School District _____ City _____ State _____ and: a. <input type="checkbox"/> 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 _____ Description of job posted in federal and _____ was (make a selection in both a. and b.): a. <input type="checkbox"/> seasonal OR <input type="checkbox"/> temporary employment <input type="checkbox"/> agricultural OR <input type="checkbox"/> fishing work <input type="checkbox"/> If applicable, check <input type="checkbox"/> personal subsistence (provide comment) 6. Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on: a. <input type="checkbox"/> worker's statement (provide comment), OR b. employer's statement (provide comment), OR c. state documentation for _____ employee 7. PP 2021-23 Recertification Date MM/DD/YYYY Interview Initials SEA Reviewer Initials PP 2022-23 Recertification Date MM/DD/YYYY Interview Initials SEA Reviewer Initials PP 2023-24 Recertification Date MM/DD/YYYY Interview Initials SEA Reviewer Initials PP 2024-25 Recertification Date MM/DD/YYYY Interview Initials SEA Reviewer Initials																																		
<b>SECTION IV: COMMENTS (Must include C23a, C24a, C24b, C25a, C26a and C26b of the Section V Qualifying Moves &amp; Work Section, if applicable.)</b>																																		
<b>SECTION V: INTERVIEWEE SIGNATURE</b> I understand the purpose of this form is to help the State determine if the child(ren)'s youth listed on this form were eligible for the Title I Part F Migrant Education Program. To the best of my knowledge, the information I provided to the interviewer is true. Signature _____ Relationship to the child(ren) _____ Date _____ Check off all that apply: 1. I give my permission for my child(ren) to participate in the Title I Migrant Program. <input type="checkbox"/> Yes <input type="checkbox"/> No 2. I give my permission for my child(ren) to be given emergency medical referral services. <input type="checkbox"/> Yes <input type="checkbox"/> No																																		
<b>SECTION VI: ELIGIBILITY DATA CERTIFICATION</b> I certify that based on the information provided to me, which, in all relevant respects is reflected above as written, that these children are migratory children as defined in 20 U.S.C. 4802(c) and implementing regulations, and thus eligible as such for MEP services. I have certified 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 Interviewee _____ Date _____ Signature of Designated SEA Reviewer _____ Date _____																																		

**Selected Chapters Revised  
March 2017**

**U.S. Department of Education**  
**Office of Elementary and Secondary Education**

# The Interview

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The MEP interview involves science and art:

- Recruiters use their ability to talk to people one-on-one to elicit information that may be very personal.



# Types of Questions

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VS



**Leading Questions**

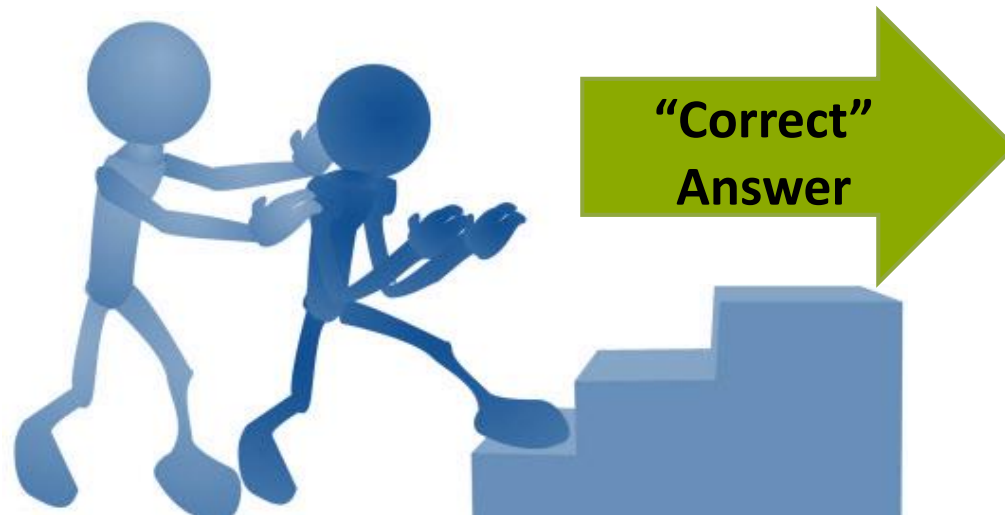
**Open Ended Questions**



# Types of Questions

## Leading Questions:

- ▶ When a question is leading, the interviewer uses language that suggests a particular answer – most often a simple ‘yes’ or ‘no’ answer.
- ▶ These questions contain the information or suggest the particular answer the examiner is looking to confirm.



# Types of Questions

## Open-ended Questions:

An open-ended question is designed to encourage a full, meaningful answer using the subject's own knowledge and/or feelings.

- ▶ Develop an open conversation
- ▶ Elicit longer answers than “yes” or “no”
- ▶ Solicit additional information from the interviewee
- ▶ Discover more details



# Types of Questions

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- ▶ You guys usually move out right after school ends and return when school starts, right? **LEADING**
- ▶ What type/kind of work were you looking for? **OPEN-ENDED**
- ▶ You're back because the work ended, right? **LEADING**
- ▶ What brought you back to this area? **OPEN-ENDED**

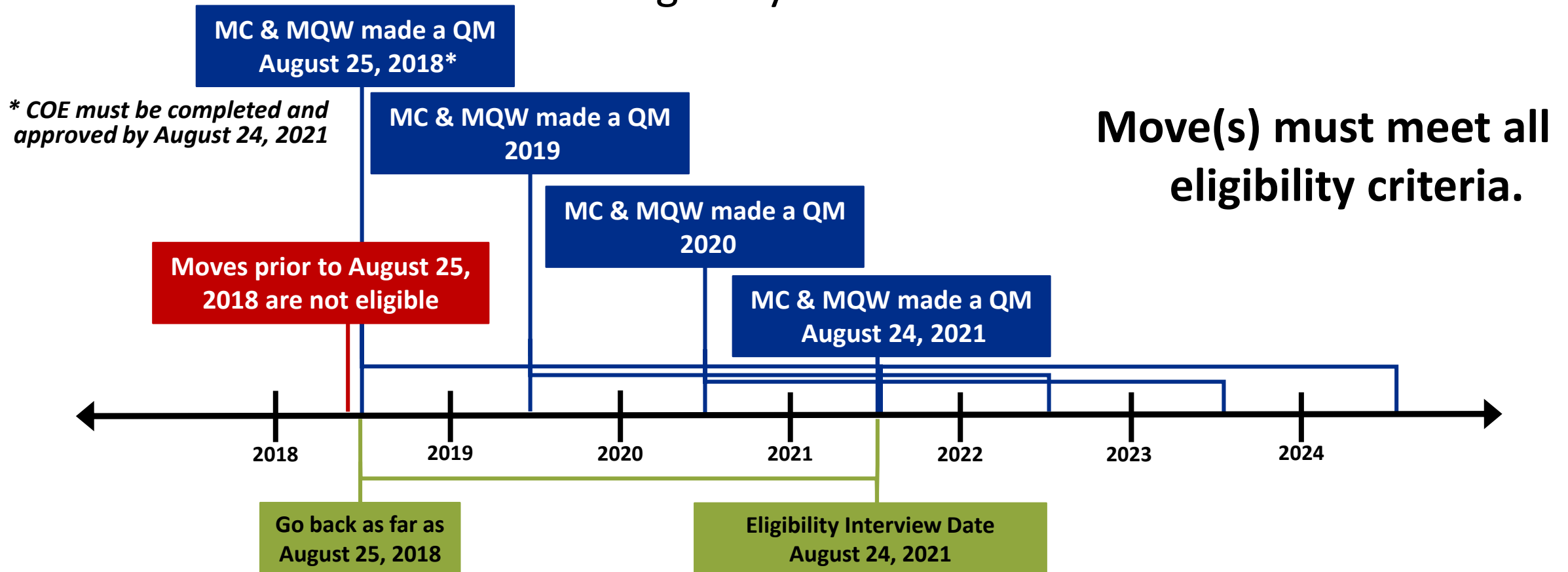
# Types of Questions

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- ▶ When you return to this area, you work in the tomato harvest, right? **LEADING**
- ▶ What type of work are you currently doing? **OPEN-ENDED**
- ▶ The type of work you do is seasonal, right? **LEADING**
- ▶ How long are you employed at this location? **OPEN-ENDED**

# Creating a Timeline

To establish a **Qualifying Arrival Date (QAD)**, the recruiter must focus on the moves that occurred within the **preceding 36 months** of the eligibility interview.



# Migrant Eligibility Per Federal Regulations

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During the interview you are trying to establish the most recent time the Migratory Child made a Qualifying Move ***as, with, or to join/precede*** a Migratory Qualifying Worker.

- ▶ **Is there someone who meets the definition of a Migratory Qualifying Worker?**
  - ▶ Made a Qualifying Move within 36 months prior to the eligibility interview date
  - ▶ Engaged in qualifying work, soon after the move or;
  - ▶ Actively Sought qualifying work soon after the move and has Recent History of Moves
- ▶ **Does the child meet the definition of a Migratory Child?**
  - ▶ Under 22 years of age
  - ▶ Entitled to a free and public education in the state (not graduated or obtained a GED)
  - ▶ Made a Qualifying Move within 36 months prior to the eligibility interview date
  - ▶ Qualifying Move made; ***as, with, or to-join/precede*** a Migratory Qualifying Worker



# Applying Interview Skills

*-Establishing a Migratory Qualifying Worker on Current Move*



# Establishing a Migratory Qualifying Worker: **Current Move**

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- ▶ “When did you most recently arrive (return) to this area?”
  - ✓ Establishes the **Established Worker Date (EWD)** and/or **Qualifying Arrival Date (QAD)**.  
*Make sure the move occurs within 36 months of the eligibility interview.*
  
- ▶ “Where did you move from? What brings you to this area?”
  - ✓ Determines if this move was a qualifying move  
*(i.e., due to economic necessity, from one residence to another, and across school district lines).*
  
- ▶ “Who made this most recent move with you?”
  - ✓ Makes sure to capture everyone who made the move, including additional children adults/MQWs that may be missed otherwise.



# Establishing a Migratory Qualifying Worker: **Current Move**

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- ▶ “What type of work are you/your spouse/anyone in the home currently engaged in?”
  - ✓ *Determines if the work is qualifying or non-qualifying.*
- ▶ “How long after your arrival did you/your spouse/anyone in the home start working?”
  - ✓ *Determines if the work was engaged in “soon after the move” –within 60 days.*

# Establishing a Migratory Qualifying Worker: **Current Move**

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If the work currently being done is **NOT** qualifying work

- ▶ “Have you/your spouse/anyone in the home looked for/engaged in other work? If so, what type of work?”
  - ✓ *Individual may have engaged in qualifying work prior to the interview or have actively sought qualifying work but did not engage. Make sure that any qualifying work is engaged in “soon after the move.”*
  
- ▶ “Are/were you/your spouse/anyone in the home interested in other work?”
  - ✓ *May determine this move to be an “actively sought” move.*

# Establishing a Migratory Qualifying Worker: **Current Move**

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## If the work is being done in a location that is in operation year-round:

- ▶ “How long is the work going to last?”
  - ✓ *Remember: Temporary work requires a time frame of 12 months or less.*
  
- ▶ “How long you will remain employed?”
  - ✓ *This can be determined by the individual himself, or by an employer.*
  - Remember: If the length of time of 12 months or less cannot be established, the work is **NOT** considered temporary work.*

# Establishing a Migratory Qualifying Worker: **Current Move**

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## If the work is being done in a location that is in operation year-round:

- ▶ “Have you ever done this type of work before? If so, how long did you remain employed at that job site?”
  - ✓ *This can determine whether or not the individual has worked at year round job sites (more/less than 12 months).*
- ▶ “Thinking back on how long you’ve worked at these types of job sites, how long do you think you’ll remain employed here?”
  - ✓ *Makes one final attempt at establishing a pattern of temporary or permanent work.*



# Applying Interview Skills

*-Establishing a Migratory Qualifying Worker Based on Prior Moves*



# Establishing a Migratory Qualifying Worker: **Prior Move**

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If the individual **did not engage or actively seek** qualifying work during the current move

- ▶ “Where did you move from before moving here? What brought you to that location?”
  - ✓ *Determines if this move was a qualifying move.*
  
- ▶ “When did you arrive there?”
  - ✓ *Determines if this move occurred within 36 months of the eligibility interview date.*
  
- ▶ “What type of work did you/your spouse/anyone in the home do there?”
  - ✓ *Determines if the work was qualifying work or non-qualifying work.*

# Establishing a Migratory Qualifying Worker: **Prior Move**

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- ▶ “How long after your arrival to (prior location) did you or your spouse start working?”

- ✓ *Determines if the work was engaged in “soon after the move” (within 60 days).*

*If the work done (in prior location) was **NOT** qualifying work*

- ▶ “Did you/your spouse/anyone in the home look for/engage in other work? If so, what type of work?”

- ✓ *Individual may have engaged in qualifying work prior to the interview or have actively sought qualifying work but did not engage. Make sure that any qualifying work is engaged in “soon after the move.”*

# Establishing a Migratory Qualifying Worker: **Prior Move**

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If the work is being done in a location that is in operation year-round:

- ▶ “How long did the employment last?”
  - ✓ *Remember: Temporary work requires a time frame of 12 months or less.*

*You would continue this same line of questioning until you have either found a qualifying move that established a **Migratory Qualifying Worker**, or the 36 month time frame has expired.*





# Applying Interview Skills

*-Establishing a Migratory Child Based  
on the Current Move*



# Establishing a Migratory Child: **Current Move**

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- ▶ “How many of the children made this most current move with you?”
  - ✓ *Determines if any/all of the children moved **with** or **to join** the Migratory Qualifying Worker.*
  
- ▶ “When did the child(ren) arrive?”
  - ✓ *Determines the possible QAD. Make sure it occurred within 36 months of the eligibility interview date.*
  
- ▶ “How old are the children as of today’s date?”
  - ✓ *Determines the children’s age matches their dates of birth.*
  
- ▶ “Have any of the children graduated from high school or obtained their GED?”
  - ✓ *Determines if the children are still eligible for free public education in your state.*

# Establishing a Migratory Child: **Current Move**

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*If any children moved **before/after** the MQW:*

- ▶ “When did the child(ren) arrive to this area?”
  - ✓ *Determines the child’s date of arrival (possible QAD). Make sure the move occurred within 12 months of the worker’s move.*
  
- ▶ “Why didn’t the child(ren) move with you (MQW)?”
  - ✓ *Establishes the reason for the child(ren)’s move to-join or precede the MQW.  
Remember: Record the reason for the two different move dates, and whether the MQW moved from a different location than the children in the comment section.*



# Applying Interview Skills

*-Establishing a Migratory Child Based  
on Prior Moves*



# Establishing a Migratory Child: **Prior Move**

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- ▶ “Which of the children made the move to the (prior) area?”
  - ✓ *Determines if any/all of the children moved **with** or **to join** the MQW during the move to the prior city/county/state.*
  
- ▶ “When did the child(ren) arrive to the (prior) area?”
  - ✓ *Determines the possible QAD. Make sure the move occurred within 36 months of the eligibility interview date.*

# Establishing a Migratory Child: **Prior Move**

---

*If any children moved after/before the MQW:*

- ▶ “When did the child(ren) arrive to this prior area?”
  - ✓ *Determines the child’s date of arrival (possible QAD). Make sure the move occurred within 12 months of the worker’s move.*
  
- ▶ “Why did the child(ren) arrive before/after the (MQW)?”
  - ✓ *Establishes the reason for the child(ren)’s move to-join or precede the MQW.  
Remember: Record the reason for the two different move dates, and whether the MQW moved from a different location than the children in the comment section.*





# Applying Interview Skills

*-Asking Additional Probing Questions*



# Asking Additional Questions

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As a recruiter, you will experience times when you feel like you need **additional information** to make a valid eligibility determination.

## Reasons for asking additional questions:

- ▶ Interviewee statements are unclear
- ▶ Recruiter is unfamiliar with qualifying work (prior or current location)
- ▶ 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



# Establishing a more accurate QAD or EWD

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To get accurate dates, try referencing important events like birthdates, anniversaries, or holidays:

- ▶ When did you (and your family) arrive in this area?
- ▶ Was it before/after school started?
- ▶ Was it before/after (someone's) birthdate?
- ▶ Was it before/after (holiday/event)?
- ▶ Do you remember celebrating (holiday/event) here?
- ▶ How was the weather? Was it cold? Was it hot?
- ▶ Could you show me on a calendar?

*Remember: A child may be identified as a “migratory child” if that child has made a Qualifying Move as, with, to join, or precede someone who is a “migratory qualifying worker”.  
The QAD and the EWD may be different dates.*

# Establishing **Economic Necessity**

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The Migratory Qualifying Worker and Migratory Child's move must have occurred because there was some financial need or hardship in order to establish **Economic Necessity**.

- ▶ If work was still available here (or in previous location), would you still have moved?
- ▶ Did you take any time off from work to travel to (new location)?
- ▶ Did you have paid time off from work during your travel to (different location)?

*Remember: A person who leaves a place where he or she lives to, for example, (1) visit family or friends, (2) attend a wedding or other event, (3) take a vacation, (4) have an educational or recreational experience, or (5) take care of a legal matter, would not have "changed residence due to economic necessity" because the person did not go to the new place because of financial need.*

# Establishing Seasonal Employment

---

Seasonal employment is employment that occurs only during a certain period of the year because of the cycles of nature.

- ▶ Can an individual work at this location 365 days a year?
- ▶ Is this location only open during certain periods of the year?
- ▶ Does this type of work have a beginning and end date?
- ▶ Does this location close down at anytime during the year?

*Remember: The phrase “cycles of nature” is used to describe the basis for why certain types of employment in agriculture or fishing work only occur during certain, limited periods in the year. Seasonal employment may not be continuous or carried on throughout the year.*

# Establishing Temporary Employment

---

Temporary employment means “**employment that lasts for a limited period of time, usually a few months, but no longer than 12 months.**” It can be determined by a worker’s or employer’s statement.

- ▶ Can an individual work 365 days a year at this location?
- ▶ Does this location close down at any time during the year?
- ▶ Does this work happen only during a holiday or event?

*Remember: Jobs that occur only during a certain time of the year because of a holiday or event (e.g., Thanksgiving, Christmas, Mother’s Day etc.) should be considered temporary employment because the time of year that the work is performed is not dependent on the cycles of nature, but rather the holiday or event.*

# Establishing To Join Moves

---

For **to-join** moves, we need the reason for the two different move dates and whether the worker moved from a different a location than the child.

- ▶ Why didn't the child(ren) travel with you?
- ▶ Why did the child(ren) stay behind?
- ▶ Why did you move before/after the child(ren)?
- ▶ When (month/year) did the child(ren) arrive?
- ▶ What city/state did the child(ren) move from?

*Remember: The child(ren) must join the MQW within 12 months. The child(ren)'s move must also meet the Qualifying Move criteria, this includes economic necessity. Also, record the reason for the two different move dates, and whether the MQW moved from a different location than the child(ren) in Section IV Comments on the COE.*

# Establishing **Actively Sought**

---

For **Actively Sought**, we need to establish that the individual took positive actions to seek such work.

- ▶ How long after your arrival did you (spouse/anyone in the household) look for (*qualifying work sought*)?
- ▶ How did you know this type of work would be available?
- ▶ Did you or anyone on your behalf apply for (*qualifying work sought*)?
- ▶ Who did you speak with regarding (*qualifying work sought*)?

***Remember: A statement from the individual is sufficient to establish that he/she actively sought qualifying work. No additional documentation is required beyond the individual's statement and the recruiter's use of Section IV Comments on the COE.***

# Establishing Recent History of Moves

---

For **Recent History of Moves**, we need two separate moves that must have resulted in the engagement of qualifying work.

- ▶ How long ago (*month and year*) did you engage in (*qualifying work*)?
- ▶ In what city/state did you engage in (*qualifying work*)?
- ▶ Are there any other cities/states where you have done similar work?
- ▶ If so, in what city/state did you engage in (*qualifying work*)?
- ▶ How long ago (*month and year*) did you engage in (*qualifying work*)?

*Remember: RHMs must have occurred within 36 months from the eligibility interview date. They **DO NOT** have to be across school district lines but they **must be** due to economic necessity and from one residence to another. Individual's statement is sufficient to establish RHMs. Provide RHMs information in Section IV Comments on the COE.*

# Seasonal or Temporary Employment



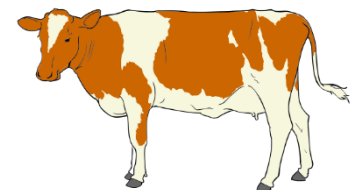
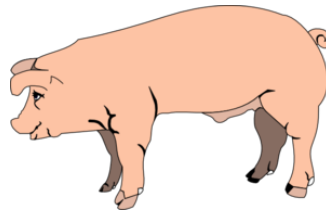
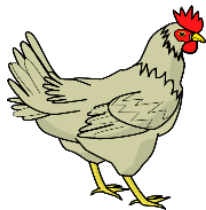


# Seasonal or Temporary Qualifying Work

**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.

- ▶ **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.

*NRG Chapter II F1*

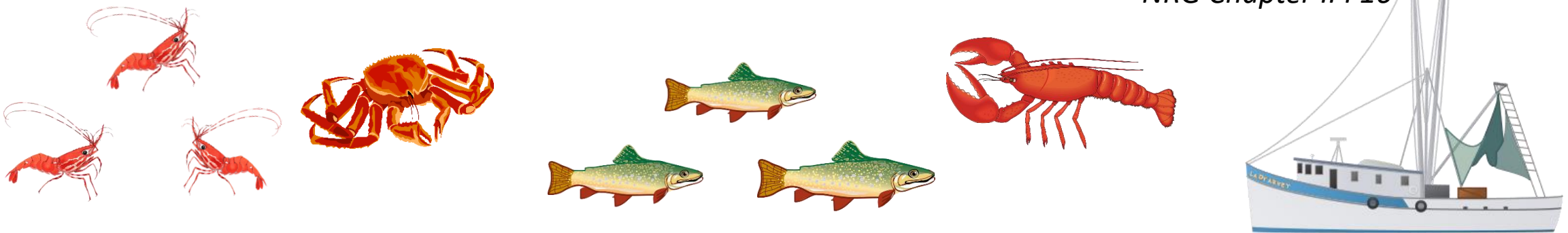


# Seasonal or Temporary Qualifying Work

**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.

*NRG Chapter II F16*



# Seasonal or Temporary Qualifying Work

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



**Initial processing = Working with the raw product**



*NRG Chapter II F2 and F20*



# Seasonal or Temporary Qualifying Work

Initial processing = Would **not** include:



# Seasonal 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.

*NRG Chapter II 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*

# Seasonal 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							

*NRG Chapter II G1, G2, G3*



# Knowledge Check

---

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?

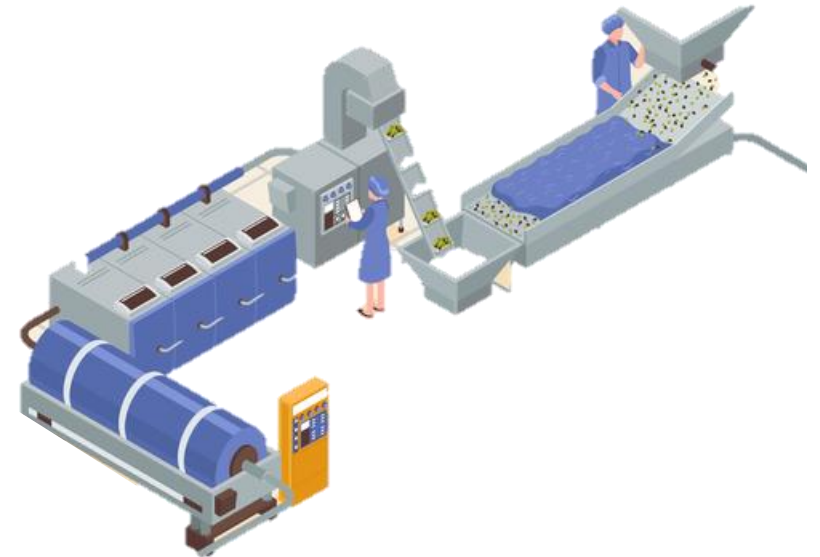
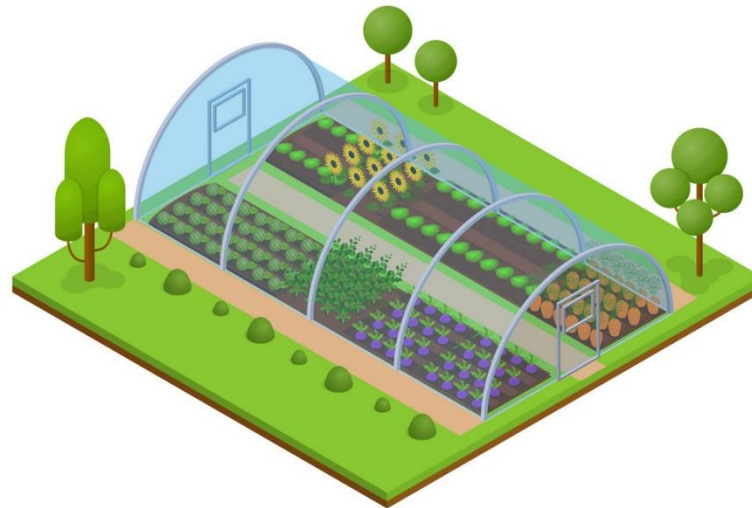
**Yes.** Workers who are hired to work for more than 12 months by the same employer, **regardless of how many different jobs they perform, are not “engaged in new seasonal or temporary employment.”**

# Temporary 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.



*NRG Chapter II G6*



# Temporary 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.**

## Knowledge Check

**Is an individual working at a facility that is in operation year-round engaged in qualifying work?**

---

**Yes, if the individual is/was employed on a temporary basis (no longer than 12 months).**

**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***

# COE Fundamentals



## Florida Migrant Education Program – Certificate of Eligibility (COE) Checklist

### Basic Review Steps:

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

<input type="checkbox"/> District/Agency is entered	<input type="checkbox"/> District COE number is entered (when applicable )
<b>Section I: Family Data</b>	
<input type="checkbox"/> Written as last name(s), first name(s)	<input type="checkbox"/> Address and phone number are documented
<b>Section II: Child Data</b>	
<input type="checkbox"/> #2 Dash (-) written if there is no Last Name 2	<input type="checkbox"/> #10 Two-digit Birth Verification Code is used
<input type="checkbox"/> #4 Middle name is written (not initial)	<input type="checkbox"/> #13 Grade 30 Only for out-of-school youth (OSY)
<input type="checkbox"/> #7 & #8 Birthdate and Age match	<input type="checkbox"/> #14 Residency Date (date child arrived) is completed
<input type="checkbox"/> #9 Multiple Births (MB) is answered (required)	
<input type="checkbox"/> #15 Comments regarding health conditions, non-eligible children in the household, additional phone numbers and emails are entered (when applicable)	
<b>Section III: Qualifying Moves &amp; Work</b>	
<input type="checkbox"/> #1 Child moved across school district line (from/to)	
<input type="checkbox"/> #2a Only <u>one</u> is checked	<input type="checkbox"/> #2b Worker is the child/parent/guardian/spouse
	<input type="checkbox"/> #2b.i is completed if "to join/precede" is checked
<input type="checkbox"/> #3 The QAD is within last 36 months	
<input type="checkbox"/> #4 Worker moved across school district line (from/to)	<input type="checkbox"/> #4a OR #4b Only <u>one</u> is checked
<input type="checkbox"/> #5 Qualifying work includes an action verb (-ing tense) and a noun (crop, livestock, or seafood)	
<input type="checkbox"/> #5a Only <u>one</u> is checked	<input type="checkbox"/> #5b Only <u>one</u> is checked
<input type="checkbox"/> #6a <u>or</u> #6b is completed if temporary employment is checked in #5	
<input type="checkbox"/> #7 Recertification is dated and initialed (when applicable)	
<b>Section IV: Comments</b>	
<input type="checkbox"/> Comments regarding eligibility are entered (when applicable)	
<input type="checkbox"/> #2b.i "to join/precede"	<input type="checkbox"/> Stopover or drop-off move explanation
<input type="checkbox"/> #4a More than 60 days to engage in QW	<input type="checkbox"/> Short duration move
<input type="checkbox"/> #4b Did not engage in new QW	<input type="checkbox"/> MQW is not listed in Section I or Section II
<input type="checkbox"/> #5* Personal subsistence	<input type="checkbox"/> Unusual employment
<input type="checkbox"/> #6a Worker statement	<input type="checkbox"/> Other
<input type="checkbox"/> #6b Employer statement	
<b>Section V: Interviewee Signature</b>	
<input type="checkbox"/> Interviewee signature or mark is obtained	<input type="checkbox"/> Relationship to the child is documented
<input type="checkbox"/> #1 and 2 Permission information is explained and appropriate boxes are checked	
<b>Section VI: Eligibility/Data Certification</b>	
<input type="checkbox"/> Recruiter signature, SEA Reviewer signature, and dates are completed correctly	

# COE Checklist

- ▶ This tool ensures all sections have been completed and no blanks have been missed.
- ▶ It does not ensure accuracy of information.

### Florida Recruiter Code of Ethics

To ensure consistency and professionalism throughout Florida, recruiters are expected to follow the guidance of the Florida Recruiter Code of Ethics. The Code of Ethics is found in *Appendix C*.

This Code will assist all recruiters to understand the State's minimal expectations of how a recruiter shall conduct themselves while they work with and represent the MEP in their local communities.

### LOA Responsibilities

The LOA must comply with all Federal and state guidelines regarding ID&R. The ID&R Office highly suggests the following guidelines for LOAs.

- Develop and implement a local ID&R Plan.
- Develop and implement written local quality control procedures.
- Prepare a detailed local job description for recruiters.
- Ensure local recruiters attend all recruitment training provided by the ID&R Office and the SEA.
- Assist the ID&R Office in the logistical coordination of recruitment training.
- Provide recruiters ample time to conduct ID&R activities such as: conducting interviews and follow-ups, gathering documentation, and visiting schools and employers.
- Provide flexible work hours to perform ID&R activities during nights and weekends.
- Provide supervision, annual review, and evaluation of the ID&R practices of individual recruiters (with support from the ID&R Office).
- Provide interpreters/translators to assist non-bilingual recruiters during recruitment efforts.
- Demonstrate efforts towards active ID&R of migrant students at all levels and locations of MEP children, including preschool, in-school, and OSY.
- Collect and maintain data on all recruitment efforts.
- Ensure 100% accuracy in all eligibility determinations – discrepancies identified by the ID&R Office are resolved with 10 business days of receiving the notification by the ID&R Office.
- Implement all MEP quality control measures required by the ID&R Office and SEA.
- Submit copies of completed COEs by the 5<sup>th</sup> of every month.
- Submit notification if no COEs were completed by the 5<sup>th</sup> of every month.
- Submit any documentation and reports requested by the ID&R Office as authorized by the SEA.

# COE Submission Procedures

## Florida ID&R Manual pg. 12

The ID&R Office highly suggests the following guidelines for submitting COEs.

- ▶ Ensure 100% accuracy in all eligibility determinations – discrepancies identified by the ID&R Office are resolved with 10 business days of receiving the notification by the ID&R Office
- ▶ By the 5<sup>th</sup> of every month, submit to the ID&R Office:
  - ▶ Copies of the COEs completed in the previous month; or
  - ▶ Notification that no COEs were completed in the previous month.



2021-2022  
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 State Country	12. School	13. Gr.
1.						/ /						
2.						/ /						
3.						/ /						
4.						/ /						
5.						/ /						

14. RESIDENCY DATE MM/DD/YY

15. 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 Employer.
7. ☐ 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  
☐ PP 2024-25 Recertification Date MM/DD/YY Interviewer Initials SEA Reviewer Initials

SECTION IV: COMMENTS (Must include ☐ 2bi, ☐ 4a, ☐ 4b, ☐ 5\*, ☐ 6a and ☐ 6b of the Section III: Qualifying Moves & Work Section, if 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	Yes / No
Check all that apply			
1. I give my permission for my child(ren) to participate in the Title I Migrant Program.			<input type="checkbox"/>
2. I give my permission for my child(ren) to be given emergency medical referral services.			<input type="checkbox"/>

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





# Section I: Family Data



# Section I: Family Data

## SECTION I: FAMILY DATA

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

Current Parent Guardian 2: (Last Name, First Name)

- ▶ Current Parent/Guardian 1 & 2 – who the child(ren) reside with in the current location.
- ▶ For out-of-school youth (**OSY**) that do not reside with a parent/guardian:
  - Draw a dash (-) or write N/A in #1



# Section I: Family Data

## SECTION I: FAMILY DATA

2. Current Address: (Street, Rural Route, Lot Number –Physical Address Only)

City

State

Zip

3. Telephone ☐ Check if mobile number

- ▶ Current address – where the children **currently reside**.
- ▶ Telephone – Check the box only if the phone number provided is a mobile number. **Include area code**.
- ▶ Make sure there are **no blank fields**.

## Section II: Child Data



# Section II: Child Data

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. Birth Place City State Country	12. School	13. Gr.
1.												
2.												
3.												
4.												
5.												
14. RESIDENCY DATE MM/DD/YY		15. 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										

- ▶ **#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 (-).

# Section II: Child Data

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. Birth Place City State Country	12. School	13. Gr.
1.												
2.												
3.												
4.												
5.												
14. RESIDENCY DATE MM/DD/YY		15. 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										

- ▶ **#7 Birth Date** – Make sure to use **MM/DD/YY** format.
- ▶ **#8 Age** – Make sure the age matches the birth date (**check the recruiter's math**).
- ▶ **#13 Grade** – If OSY, mark 30 for their grade.

**Do not enter Grade 30 for students on summer/intersession break or for preschool-aged non-attenders.**

# Section II: Child Data

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. Birth Place City State Country	12. School	13. Gr.
1.												
2.												
3.												
4.												
5.												
14. RESIDENCY DATE MM/DD/YY		15. 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										

- **#14 Residency Date** – Document the date the child moved into the present school district.

# Section II: Child Data

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. Birth Place City State Country	12. School	13. Gr.
1.												
2.												
3.												
4.												
5.												
14. RESIDENCY DATE MM/DD/YY		15. 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										

- ▶ **#15 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.**



# 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 2021-2022 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)

CityStateZip3. 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.	11. Birthplace CityStateCountry	12. School	13. Gr.
1.						/ /						
2.						/ /						
3.						/ /						
4.						/ /						
5.						/ /						

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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. Migratory Child

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 Employer Migratory Qualifying Worker

7. ☐ 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  
☐ PP 2024-25 Recertification Date MM/DD/YY Interviewer Initials SEA Reviewer Initials

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

SignatureRelationship to the child(ren)Date

Check all that applyYes / No

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.☐☐

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 InterviewerDate

Signature of Designated SEA ReviewerDate

ESE 047  
Rev. Date 07/01/21

DO NOT PROVIDE THE GREEN COPY TO THE PARENT/GUARDIAN/SPOUSE/WORKER

Florida Department of Education



# 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 \_\_\_\_\_ School district /  
\_\_\_\_\_ City / \_\_\_\_\_ State / \_\_\_\_\_ Country to a residence in \_\_\_\_\_ School district / \_\_\_\_\_ City / \_\_\_\_\_ State

- ▶ 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 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 III: Qualifying Moves & Work

## SECTION III: QUALIFYING MOVES & WORK

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, 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)

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

### ► **2b -Write the full name of the worker in 2b.**

The name must match the name written in:

► **Section I: Family Data:** Current Parent/Guardian 1/2 **OR**

► **Section II: Child Data** (if the child is the MQW).

*Example: Name is documented as **Jesus Ramon Gutierrez Perez** in Section I OR Section II, the name in **2b** should match.*

# Section III: Qualifying Moves & Work

## SECTION III: QUALIFYING MOVES & WORK

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, Jesus Ramon Gutierrez Perez, 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.

### ► **2b -Write the full name of the worker in 2b.**

The name must match the name written in:

► **Section I: Family Data:** Current Parent/Guardian 1/2 **OR**

► **Section II: Child Data** (if the child is the MQW).

*Example: Name is documented as **Jesus Ramon Gutierrez Perez** in Section I OR Section II, the name in **2b** should match.*

# Section III: Qualifying Moves & Work

## SECTION III: QUALIFYING MOVES & WORK

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, 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)

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

### ► **2b -Write the full name of the worker in 2b.**

The name must match the name written in:

► **Section I: Family Data:** Current Parent/Guardian 1/2 **OR**

► **Section II: Child Data** (if the child is the MQW).

*If the name of the worker is not listed in Section I or Section II, please include his/her name in the Section IV Comments and the relationship to the child. Name in 2b and Comments section must match.*

# Section III: Qualifying Moves & Work

## SECTION III: QUALIFYING MOVES & WORK

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.

## SECTION IV: COMMENTS

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

- Children stayed behind to finish the school year.
- Worker moved first to secure work and housing.
- Worker made a move from their home base in Missouri.

- ▶ **Every** “to join” move requires a comment that illustrates the reason the child and the worker didn’t move together.
- ▶ Also, **record why** the MQW moved from a different location than the child(ren) in the comment section.

# Section III: Qualifying Moves & Work

## SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/20 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. ☐ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

► If you mark **4a**, you are stating that the worker **ENGAGED** in qualifying work in **Hillsborough, Tampa, FL**, soon after the move.

# Section III: Qualifying Moves & Work

## SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/20 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. ☒ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

► 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”** new qualifying work

**AND**

2. has **“Recent History of Moves”**



# Section III: Qualifying Moves & Work

## SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/20 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. ☒ actively 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 how the worker took positive action to seek qualifying work.
- ▶ Examples of appropriate comments:
  - The worker moved on [month/year] reasonably believing [qualifying work] 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].

# Section III: Qualifying Moves & Work

## SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/20 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. ☒ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

- 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

## SECTION III: QUALIFYING MOVES & WORK

4. The worker moved due to economic necessity on 09/21/20 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. ☒ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

► Document the **where** (“from” and “to” states), **when** (month/year), and **what** (qualifying work) for **both** recent history moves in **4b**.

► Example of appropriate comments:

–“Worker moved from Jennings, FL to Georgia in July 2020 to pick watermelon, and moved from Jennings, FL to Maine in July 2019 to rake blueberries.”

# Section III: Qualifying Moves & Work

## 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 ☐ 2bi, ☐ 4a, ☐ 4b, ☐ 5\*, ☐ 6a, and ☐ 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

## 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

## SECTION III: QUALIFYING MOVES & WORK

5. The qualifying work, \* **DO NOT** \_\_\_\_\_

- ▶ Just write the crop.

*Tomatoes*

- ▶ Just write the activity.

*Picking*

- ▶ Use sentences.

*Picking tomatoes in the field*

- ▶ Write more than one activity.

*Picking strawberries & laying plastic*



# Section III: Qualifying Moves & Work

## SECTION III: QUALIFYING MOVES & WORK

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 based on:

► If temporary employment was checked in **5a**  
then you must complete **6**.



# Section III: Qualifying Moves & Work

## 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 ☐ 2bi, ☐ 4a, ☐ 4b, ☐ 5\*, ☐ 6a, and ☐ 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.
- ▶ Ensure you are using the **correct verb tense**.
  - ▶ *work is going to last 7 months vs work lasted 7 months.*

# Section III: Qualifying Moves & Work

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

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

- ▶ **6b** – employer’s statement – Check only one.
- ▶ Write how long the **employer** told you the work would last.

# Section III: Qualifying Moves & Work

## 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 ☐ 2bi, ☐ 4a, ☐ 4b, ☐ 5\*, ☐ 6a, and ☐ 6b of the Qualifying Moves & Work Section, 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 **Section IV Comments**.



# COE - Completion Accuracy



# COE Completion Accuracy

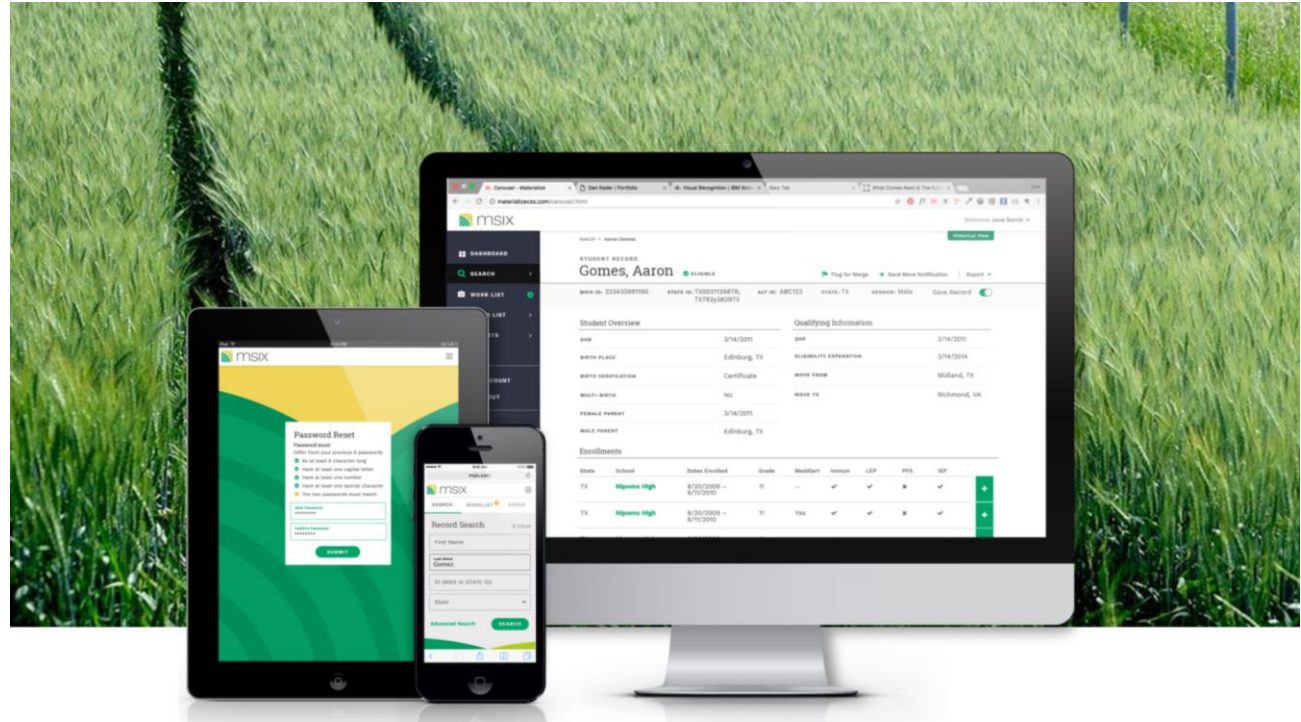
- ▶ I did not leave any blank fields
- ▶ I matched the age to the date of birth
- ▶ All eligible children in the home are listed in Section II (e.g., non-attenders, niece, nephew, etc.)
- ▶ Name of worker in Section III, matches the name documented on other COE sections (Section I, Section II, Section IV)

## If applicable

- ▶ The COVID-19 statement is completed accurately
- ▶ A to-join comment is included and appropriate
- ▶ Comments in Section IV explain how the MQW actively sought qualifying work and explains the recent history of moves



# MSIX Data Requests and Move Notices





# Worklist Notification – Email from MSIX

----- Forwarded message -----

From: <[noreply-msix@ed.gov](mailto:noreply-msix@ed.gov)>  
Date: Wed, Jul 28, 2021 at 10:00 AM  
Subject: MSIX Data Request Worklist Message  
To: <[margot.disalvo@escmail.org](mailto:margot.disalvo@escmail.org)>

Hello Margarita Di Salvo,

You have received a message related to a Data Request in your MSIX worklist. Please log into MSIX and navigate to your Worklist in order to review this request.

Data Request Worklist ID: 225268  
MSIX ID:785322474214

Please use the following link to access MSIX: <http://msix.ed.gov>.

If you have questions regarding the contents of this email, you may contact the MSIX Support team at [msixsupport@deloitte.com](mailto:msixsupport@deloitte.com) or 1-866-878-9525.

DO NOT REPLY to THIS E-MAIL. This is an auto-generated email message and replies to this message are not monitored.





# Worklist Notification – Email from the ID&R Office

Good Morning Heather,  
Our office received the following MSIX **data request**. I have reassigned this **request** to you in MSIX. Could you follow up with Torrie Ruiz in Ohio?

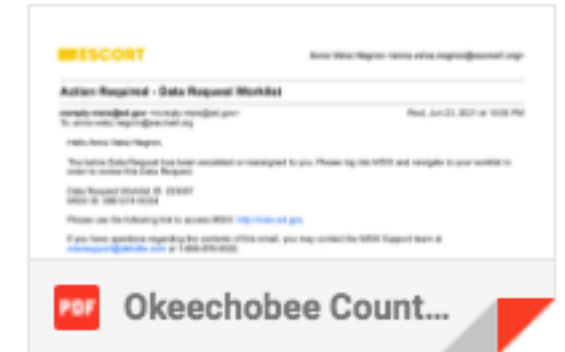
Regards,  
Anna

Anna Velez Negrón

Clerical Specialist II





ESCORT/Research Foundation  
10014 N. Dale Mabry Hwy Suite 202  
Tampa FL 33618

**O: 813.295.8008 | F: 813.964.8985**



# Login to MSIX – My Worklist

My Worklist

 DATA REQUEST 1    MERGE RECORD 5    SPLIT RECORD    MOVE NOTICE 86





# Worklist – Data Request

## Data Request

Expand the row to view details, correspond directly with the requestor, or resolve data requests assigned to you. Action must be taken within four calendar days from the request creation date.

Showing:

All Open Requests ▼

Student	State	MSIX ID	State ID	Worklist	Initiated By	Created ▼	Due In
	FL	343193311774	000050024	224834	MI	07/09/2021	Past Due  <b>Full Record</b> ▼



# Review Information from Full Record

MSIX ID: 343193311774

SUBMITTING STATES: FL, MI

ADD TO LIST

## Student Overview

Birth Date ..... (Age: 11)

Birth Place ..... Arcadia, Florida, United States

Birth Date Verification ..... Birth Certificate

Multiple Birth ..... No

Parent 1 ..... --

Parent 2 .....

State or Migrant ID ..... 000050024 (FL)

(FL)

7945298073 (MI)

MI72-27177 (MI)

Sex ..... FEMALE

## Qualifying Move Information

Qualifying Arrival Date ..... 09/08/2020

Eligibility Expiration Date ..... 09/08/2023

Qualifying Move From ..... South haven, MI

Qualifying Move To ..... Bowling green, FL

## Academic Information

Graduation/HSE Indicator ..... --

Graduation/HSE Date ..... --

Algebra I or Equivalent Indicator ..... No

# Review Information from Full Record

## Enrollments

State	School or Project	Enrollment Date	Withdrawal Date	Grade	Med Alert	Immun	EL	PFS	IEP	
FL	BOWLING GREEN ELEMENTARY SCHOOL	09/10/2020	—	05	None	Yes	Yes	No	Yes	✓
FL	HILLTOP ELEMENTARY SCHOOL	08/12/2020	09/08/2020	05	None	Yes	Yes	No	Yes	✓
MI	MIGRANT SUPPORT SERVICES	07/08/2020	08/08/2020	04	None	No	Yes	Yes	Yes	✓
FL	HILLTOP ELEMENTARY SCHOOL	11/08/2019	05/27/2020	04	None	Yes	Yes	No	Yes	✓
MI	Appleview Elementary School	10/01/2019	11/05/2019	04	Chronic	No	Yes	Yes	Yes	✓




# Correspond with Requesting State/District

## Data Request

Expand the row to view details, correspond directly with the requestor, or resolve data requests assigned to you. Action must be taken within four calendar days from the request creation date.

Showing:

All Open Requests

Student	State	MSIX ID	State ID	Worklist	Initiated By	Created ▼	Due In
[REDACTED]	FL	343193311774	000050024	224834	MI	07/09/2021	Past Due  Full Record

Gender:  
FEMALE

DOB:

Born in:

Multi-birth: Parent 1:  
No

Parent 2:

Reassign

RESOLVE

### Correspondence

Angela Gonzalez

2021-07-09 14:20:58

May we please have a copy of the students IEP or school plan

Margarita Di Salvo

2021-07-19 11:59:42

Hello, Angela. This is Margot Di Salvo, the ID&R Coordinator in Florida. Could you please provide your phone number so that we can get more information regarding your data request? Thank you.

# Reassign to Local District

HARDEE

2 selected

	Name	Email	Account	
<input checked="" type="checkbox"/>	Lori Belmarez	lbelmarez@hardee.k12.fl.us	Active	^
<input checked="" type="checkbox"/>	Luisa Villegas	lvillegas@hardee.k12.fl.us	Active	

HIGHLANDS

0 selected



HILLSBOROUGH

0 selected





# Move Notice – Email Notification

**noreply-msix@ed.gov**

to Ray.Melecio ▾

Mon, Aug 2, 4:34 PM (16 hours ago)



Hello Ray Melecio,

The below Move Notice has been escalated or reassigned to you. Please log into MSIX and navigate to your worklist in order to review this Move Notice.

Move Notice Worklist ID: 226957

MSIX ID: 533149794519

Please use the following link to access MSIX: <http://msix.ed.gov>.

If you have questions regarding the contents of this email, you may contact the MSIX Support team at [msixsupport@deloitte.com](mailto:msixsupport@deloitte.com) or 1-866-878-9525.

DO NOT REPLY to THIS E-MAIL. This is an auto-generated email message and replies to this message are not monitored.



# Login to MSIX – My Worklist

## Move Notice

Expand the row to view demographic information on children with recent move notifications. Use the correspondence section to communicate with the initiator with questions regarding the move notice. The move notices can be reassigned to other State, Regional, or District Data Administrators for their action.

Showing:


All Open Notices

Student	MSIX ID	State ID	Worklist	Move Type	Initiated By	Created	
	853614414152	46379167BFP	226767	From TX		07/23/2021 10 days in list	Full Record



# Review Information from Full Record


## Student Overview

Birth Date .....  (Age: 21)

Birth Place ..... , ,

Birth Date Verification ..... Parent's Affidavit

Multiple Birth ..... No

Parent 1 ..... 

Parent 2 ..... --

State or Migrant ID ..... 46379167BFP (TX)

Sex ..... Male

## Qualifying Move Information

Qualifying Arrival Date ..... 07/16/2019

Eligibility Expiration Date ..... 07/16/2022

Qualifying Move From ..... Tampa, FL

Qualifying Move To ..... Mount pleasant, TX

## Academic Information

Graduation/HSE Indicator ..... --

Graduation/HSE Date ..... --

Algebra I or Equivalent Indicator ..... No

# Correspond with District/State

Gender: Male    DOB: [REDACTED]    Born in: [REDACTED]    Multi-birth: No    Parent 1: [REDACTED]    Parent 2: [REDACTED]    [Reassign](#)    [DISMISS](#)

Correspondence	
<b>Maria Calixto</b> This student moved to Mango, Florida.	2021-07-23 09:48:42
<b>Margarita Di Salvo</b> Good afternoon Hillsborough MEP (Carol, Ines, and Araceli). Please follow up on this move notice. Thank you.	2021-07-26 13:39:38
<b>Araceli Ontiveros</b> Hi Maria Calixto, do you have any contact information for this student?	2021-07-27 09:11:20
<b>Maria Calixto</b> This is the number I have for him: [REDACTED] He was with a guardian here but he moved with an aunt. Will you be contacting him? Let me know so I can give him a heads-up.	2021-07-27 12:50:27
<b>Araceli Ontiveros</b> Yes we will try calling him in the next hour or so, thank you!	2021-07-28 11:28:11
<b>Maria Calixto</b> I've messaged him but haven't received a response. I hope you can get ahold of him. Let me know if I can help with anything else.	2021-07-28 11:31:00

# Move Notices From Florida


## Move Notice

Expand the row to view demographic information on children with recent move notifications. Use the correspondence section to communicate with the initiator with questions regarding the move notice. The move notices can be reassigned to other State, Regional, or District Data Administrators for their action.

Showing:

All Open Notices



Student	MSIX ID	State ID	Worklist	Move Type	Initiated By	Created	
	191294978664	000086077	227997	From	FL	08/02/2021 0 days in list	Full Record



# Rolling Re-interviews





Re-Interview No.: \_\_\_\_\_

Student Full Name: (prepopulate)			Child's Qualifying Arrival Date (QAD) or 2bi (to-join/precede) (prepopulate): <u>mm/dd/yy</u>
District:	DOB:	Grade:	
Address: <input type="checkbox"/> Same as COE <input type="checkbox"/> Different from COE (include new address below)			
<input type="checkbox"/> Attempt #1		<input type="checkbox"/> Attempt #2	
Date: <u>mm/dd/yy</u> Time:	Date: <u>mm/dd/yy</u> Time:	Date: <u>mm/dd/yy</u> Time:	
<input type="checkbox"/> Made Contact (in-person or phone call)	<input type="checkbox"/> Made Contact (in-person or phone call)	<input type="checkbox"/> Made Contact (in-person or phone call)	
<input type="checkbox"/> Declined Interview	<input type="checkbox"/> Declined Interview	<input type="checkbox"/> Declined Interview	
<input type="checkbox"/> No one home/No Answer	<input type="checkbox"/> No one home/No Answer	<input type="checkbox"/> No one home/No Answer	
<input type="checkbox"/> Moved away (select reason below)			
<b>Moved Away</b> <input type="checkbox"/> New occupants in residence <input type="checkbox"/> Neighbor indicated family moved Indicate reason: <input type="checkbox"/> Residence empty/abandoned <input type="checkbox"/> Other:			
Interviewer (print name):			Title:
Person Interviewed (print name):			(Check relationship to student) <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Other:
<b>COE Section III No. 4 = Established Worker Date (EWD):</b> _____ (prepopulate) *Date individual established him/herself as a migratory qualifying worker.			
1. <b>When and where was</b> <u>name of worker on COE</u> <b>living before moving here?</b> <b>What type of work did he/she do?</b> (Capture recent history of moves.) <i>¿Cuándo y dónde vivió el trabajador antes de mudarse hacia acá? ¿Qué tipo de trabajo hizo?</i> <b>Move A – move to current district; Move B – move before A (if needed); Move C – move before B (if needed)</b> Enter the "From" and "To" location and the actual work. Do not write, "Moved for work." If EWD is captured in Move A, do not complete Moves B and C.			
<b>When/Cuándo</b>	<b>From-To /Desde-Hacia</b>	<b>Work/Trabajo</b>	
<b>Enter Move A Date:</b> <u>mm/dd/yy</u> Is this within 30 days of the EWD? <input type="checkbox"/> Yes <input type="checkbox"/> No	From City, ST (or Country) / To Current City, ST		
<b>Enter Move B Date:</b> <u>mm/dd/yy</u> Is this within 30 days of the EWD? <input type="checkbox"/> Yes <input type="checkbox"/> No	From City, ST (or Country) / To City, ST		
<b>Enter Move C Date:</b> <u>mm/dd/yy</u> Is this within 30 days of the EWD? <input type="checkbox"/> Yes <input type="checkbox"/> No	From City, ST (or Country) / To City, ST		
1a. <b>If the EWD is not listed in question #1 (within 30 days), ask for an explanation.</b>			
2. <b>When the worker moved on the EWD, what type of work did he/she do or actively seek?</b> Must ask #2a if "temporary" is checked. <i>¿Cuándo se mudó el trabajador en el (EWD), que tipo de trabajo hizo o buscó activamente? (pregunta #2a si marca "temporary")</i>		<input type="checkbox"/> Agricultural OR <input type="checkbox"/> Fishing <b>AND</b> <input type="checkbox"/> Seasonal OR <input type="checkbox"/> Temporary	
2a. <b>When the employment first started, how long did the worker intend to work? If the employment has ended, how long did the work last?</b> Must ask if "temporary" is checked in #2. <i>Cuando empezó el trabajo, ¿cuánto tiempo intentó trabajar?</i>		Length of employment: _____	

3. <b>Did the worker move due to economic necessity, from one residence to another, and across school district lines on the EWD?</b> <i>¿El trabajador se mudó debido a necesidades económicas, de una residencia, y cruzando distritos escolares en el (EWD)?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. <b>Did</b> <u>name of the child</u> <b>move due to economic necessity, from one residence to another, and across school district lines?</b> <i>¿El niño/niña se mudó debido a necesidades económicas, de una residencia a otra, y cruzando distritos escolares?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. <b>Did the child last move</b> <input type="checkbox"/> AS <input type="checkbox"/> WITH <input type="checkbox"/> TO-JOIN or PRECEDE (2bi) <b>the worker?</b> <i>¿Se mudó el niño/la niña como, junto con, para unirse con o antes del trabajador?</i>	
6. <b>Enter the Date the Child Moved and the From and To City, St.</b> <i>¿En qué fecha? ¿De dónde? ¿Hacia dónde?</i> <b>Date the child moved:</b> <u>MM/DD/YY</u> <b>From:</b> <u>City, ST (our Country)</u> <b>To:</b> <u>City, ST</u>	Is this within 30 days of the child's QAD or 2bi? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. <b>List full names and ages (at time of move) of the children who made the move on date listed in #6.</b> <i>¿Cuáles son los nombres y las edades de los niños que hicieron la movida/mudanza en la pregunta #6?</i>	
8. <b>Has any child who made this move graduated from high school or obtained an HSED (or GED) in the U.S.? If yes, when did they graduate?</b> <i>¿Se han graduado de la escuela superior o han obtenido un diploma de equivalencia (GED) en EE.UU. algunos de los niños que hicieron la mudada? ¿Sí? ¿Cuándo?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when (MM/YY) _____
9. <b>Re-interviewer Notes – Use this space to provide explanations if needed.</b> • If the response to #3 and/or #4 is "no", ask for an explanation. • If date in #6 is not within 30 days of the child's Target QAD or 2bi, ask for an explanation. • If any child listed in #7 is not listed on the COE, provide a clarification.	
To the best of my knowledge, the information documented on this form is correct. <i>De acuerdo a mi conocimiento y entendimiento, la información estipulada en éste documento es verdadera.</i>	
Signature of person interviewed: _____ Date: _____	
Signature of re-interviewer: _____ Date: _____	
<b>If re-interview is completed by phone –</b> Location (city, state) of person interviewed: _____ Phone number of person interviewed: _____	
<b>FOR LOCAL MEP ADMINISTRATOR USE ONLY</b> LOA Administrator Signature: _____ Review Date: _____	
<input type="checkbox"/> Eligible as documented on COE	<input type="checkbox"/> Eligible with corrections on COE or new COE required
<input type="checkbox"/> Need more information to make determination	<input type="checkbox"/> Not Eligible – Remove from MEP count
<b>FOR STATE MEP ID&amp;R OFFICE USE ONLY</b> State ID&R Office Staff Signature: _____ Review Date: _____	
<input type="checkbox"/> Eligible as documented on COE	<input type="checkbox"/> Eligible with corrections on COE or new COE required
<input type="checkbox"/> Need more information to make determination	<input type="checkbox"/> Not Eligible – Remove from MEP count



# Changes to the Re-interview Form

Student Full Name: (prepopulate)			<b>Child's Qualifying Arrival Date (QAD) or 2bi (to-join/precede)</b> (prepopulate): mm/dd/yy
District:	DOB:	Grade:	
Address: <input type="checkbox"/> Same as COE <input type="checkbox"/> Different from COE (include new address below)			
<input type="checkbox"/> <b>Attempt #1</b>		<input type="checkbox"/> <b>Attempt #2</b>	
Date: mm/dd/yy Time:		Date: mm/dd/yy Time:	
<input type="checkbox"/> <b>Made Contact (in-person or phone call)</b>		<input type="checkbox"/> <b>Made Contact (in-person or phone call)</b>	
<input type="checkbox"/> Declined Interview		<input type="checkbox"/> Declined Interview	
<input type="checkbox"/> No one home/No Answer		<input type="checkbox"/> No one home/No Answer	
<input type="checkbox"/> Moved away (select reason below)		<input type="checkbox"/> No one home/No Answer	
<b>Moved Away</b> <input type="checkbox"/> New occupants in residence <input type="checkbox"/> Neighbor indicated family moved Indicate reason: <input type="checkbox"/> Residence empty/abandoned <input type="checkbox"/> Other:			
<b>Interviewer (print name):</b>		<b>Title:</b>	
<b>Person Interviewed (print name):</b>		(Check relationship to student) <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Other:	

## Changes to the form

- Prepopulate the QAD or the date the child moved to-join/precede the worker
  - COE Section III No. 3 or No. 2bi
- Enter the re-interview date in two-digit format - mm/dd/yy
- Contact may be in-person or by phone
- Enter the title of the person conducting the re-interview

***The person conducting the re-interview should not be the person that prepopulates the re-interview form.***

# Changes to the Re-interview Form

## COE Section III No. 4 = Established Worker Date (EWD): \_\_\_\_\_ (prepopulate)

\*Date individual established him/herself as a migratory qualifying worker.

1. **When and where was** \_\_\_\_\_ **living before moving here?**  
**What type of work did he/she do?** (Capture recent history of moves.)

*¿Cuándo y dónde vivió el trabajador antes de mudarse hacia acá? ¿Qué tipo de trabajo hizo?*

**Move A – move to current district; Move B – move before A (if needed); Move C – move before B (if needed)**

Enter the "From" and "To" location and the actual work. Do not write, "Moved for work."

If EWD is captured in Move A, do not complete Moves B and C.

When/ <i>Cuándo</i>	From-To / <i>Desde-Hacia</i>	Work/ <i>Trabajo</i>
<b>Enter Move A Date:</b> <i>mm/dd/yy</i> Is this within 30 days of the EWD? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>From City, ST (or Country) / To Current City, ST</i>	
<b>Enter Move B Date:</b> <i>mm/dd/yy</i> Is this within 30 days of the EWD? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>From City, ST (or Country) / To City, ST</i>	
<b>Enter Move C Date:</b> <i>mm/dd/yy</i> Is this within 30 days of the EWD? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>From City, ST (or Country) / To City, ST</i>	

## Changes to the form

- Now specifies Move A information is to the current district
  - Reminder - only enter information about Move B and Move C if needed
- Enter the *from* City, ST (or Country)
  - Move A – *to* current location
  - Move B or C – *to* City, ST

# Rolling Re-interviews

<b>5. Did the child last move <input type="checkbox"/> AS <input type="checkbox"/> WITH <input type="checkbox"/> TO-JOIN or PRECEDE (2bi) the worker?</b> <i>¿Se mudó el niño/la niña como, junto con, para unirse con o antes del trabajador?</i>	
<b>6. Enter the Date the Child Moved and the From and To City, St.</b> <i>¿En qué fecha? ¿De dónde? ¿Hacia dónde?</i> <b>Date the child moved: MM/DD/YY</b> <b>From:</b> City, ST (our Country) <b>To:</b> City, ST	<b>Is this within 30 days of the child's QAD or 2bi?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. List full names and ages (at time of move) of the children who made the move on date listed in #6.</b> <i>¿Cuáles son los nombres y las edades de los niños que hicieron la movida/mudanza en la pregunta #6?</i>	
<b>8. Has any child who made this move graduated from high school or obtained an HSED (or GED) in the U.S.? If yes, when did they graduate?</b> <i>¿Se han graduado de la escuela superior o han obtenido un diploma de equivalencia (GED) en EE.UU. algunos de los niños que hicieron la mudada? ¿Sí? ¿Cuándo?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when (MM/YY) _____
<b>9. Re-interviewer Notes – Use this space to provide explanations if needed.</b> • If the response to #3 and/or #4 is "no", ask for an explanation. • If date in #6 is not within 30 days of the child's Target QAD or 2bi, ask for an explanation. • If any child listed in #7 is not listed on the COE, provide a clarification.	

## Changes to the form

- #5 and #6 are about the child's last move
  - #5 – Check one
  - #6 – Enter the date in two-digit format - mm/dd/yy and enter the *from/to* locations
    - Is the date within 30 days of the prepopulated QAD or 2bi?
- #7 – Names of all the children that made the move listed in #6
- #9 – Explain information that conflicts with the COE

***The re-interviewer should review the original COE before leaving the home or ending the call and ask follow-up questions, if needed, to clarify the information.***

# Rolling Re-interviews

<b>FOR LOCAL MEP ADMINISTRATOR USE ONLY</b>			
LOA Administrator Signature:		Review Date:	
<input type="checkbox"/> Eligible as documented on COE	<input type="checkbox"/> Eligible with corrections on COE <b>or new COE</b> required	<input type="checkbox"/> Need more information to make determination	<input type="checkbox"/> Not Eligible – Remove from MEP count
<b>FOR STATE MEP ID&amp;R OFFICE USE ONLY</b>			
State ID&R Office Staff Signature:		Review Date:	
<input type="checkbox"/> Eligible as documented on COE	<input type="checkbox"/> Eligible with corrections on COE <b>or new COE</b> required	<input type="checkbox"/> Need more information to make determination	<input type="checkbox"/> Not Eligible – Remove from MEP count

## Changes to the form

- Check if eligibility determination requires that a new COE be completed

***Reminder – It is not necessary to make a correction to the original COE if the dates listed in #1 and # 6 on the re-interview form are within 30 days of the date(s) listed on the COE.***

Questions & Responses  
posted in the chat box  
during the webinar



# Webinar Questions and Answers

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**Q1: If a child was sent from a single parent to his/her grandmother (qualifying worker) to stay with in the summer. Would the child be eligible for the MEP?**

✓ **A:** The move for a child joining a parent/guardian must have an economic necessity component. We must consider if there is an economic need. Such as, the parent sends the child to stay with a grandparent because they cannot afford childcare where the worker has moved to engage in qualifying work.

**Q2: Is the August 24th date an acceptable date since the performance period begins Sept 1st?**

✓ **A:** Recruitment is ongoing. Performance period has to do with the timeframe for reporting migrant counts, which does not affect conducting eligibility interviews.

**Q3: As far as going back to 2018? Are we able to recertify for the 21-22 school year?**

✓ **A:** Recertification for the purpose of residency verification is based on an individual child's 36 months of eligibility.

# Webinar Questions and Answers

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**Q4:** We currently have a family that we need school record to be registered for school. Would we be able to have that from MSIX?

✓ **A:** If the student is in MSIX, you should be able to log in and obtain a consolidated student report (CSR). Once you find the child, you can export the information and the CSR (consolidated student report), which has the enrollment and course information currently within the system.

**Q5:** Is it ok to share that information with the family to assist registration for school for the child.

✓ **A:** Yes, the MEP can share the form with the school.

**Q6:** Are parents allowed to have a copy of their COE?

✓ **A:** Yes, the pink COE copy or a printed copy of the COE. Do not give the parent the white copy or the green copy.



# Webinar Questions and Answers

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**Q7:** Regarding the Re-interview Form, is correction tape allowed when you need to correct something you notated incorrectly?

✓ **A:** No

**Q8:** If we have resumed in-person interviews, can we do telephone or video conference in some cases? For example, when you find out that a family is sick?

✓ **A:** The COVID-19 COE Completion COE Protocol remains in effect. Interviewee signatures are not required and the interview can be contactless. In person interviews should be conducted following CDC and local district safety protocols; if conditions are not safe, interviews over the phone are acceptable following the COE completion protocol.



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