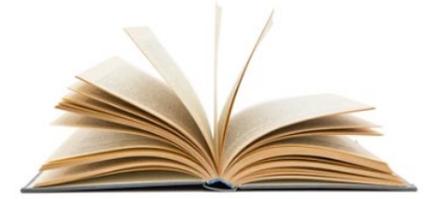




# COE GENERAL INSTRUCTIONS

*Recruiter Training Resource Series*

# THE PURPOSE OF THE COE



The COE should be like a storybook that tells the story of a migratory family.

- The recruiter obtains the information needed to complete the COE by conducting a personal interview with a migratory worker or credible family member and collects supporting documentation.
- The recruiter should only enter data on a COE if the recruiter finds the source to be credible and believable since the COE serves as the primary record of eligibility when an auditor or reviewer checks the child's eligibility.
- States often use the information from the COE to determine the number of migratory children who live in the state each year and to compile demographic information about these migratory children.
- States are required to complete a COE before the MEP provides services to a child. For these reasons, the COE is the most important document generated by the MEP, and it is vital that it is completed adequately and accurately.

# INSTRUCTIONS FOR THE NATIONAL COE



- A COE must be completed every time a child makes a new qualifying move that would renew the child’s eligibility for the MEP.
- All attempts should be made to complete all data elements and sections of the COE. In cases where a response may not be required or does not apply the recruiter must write a dash (-) or “N/A” in the appropriate blank. All other information must be provided.
- [Refer to the full guidance on filling out the COE here.](#)

# TIPS ON FILLING OUT THE COE



If the recruiter completes a COE for a family, the recruiter must fill out a separate COE for any child who has a different qualifying arrival date (QAD) or for any child who has different eligibility criteria than the rest of the children in the family, such as an OSY who may have moved as the worker.

- The recruiter must not include any child who:
  - Was born after the qualifying move described on the COE in #1 of the Qualifying Moves and Work section.
  - Is not eligible to receive a free public school education through grade 12 under state law; or
  - Did not make the qualifying move described on the COE in #1 of the Qualifying moves and Work section.

# REQUIRED DATA ELEMENTS

## Family Data

Parent/Guardian 1 Last Name  
Parent/Guardian 1 First Name

Parent/Guardian 2 Last Name  
Parent/Guardian 2 First Name

Current Address / City / State / Zip code  
Phone Number

## Child Data

Last Name 1  
Last Name 2  
Suffix  
First Name  
Middle Name  
Sex  
Birth Date  
Multiple Birth (MB)  
Birth Date Verification  
Code

## Birth Date Verification Codes

1003 – baptismal or church certificate  
1004 – birth certificate  
1005 – entry in the family Bible  
1006 – hospital certificate  
1007 – parent’s affidavit  
1008 – passport  
1009 – physician’s certificate  
1010 – previously verified school records  
1011 – State-issued ID  
1012 – driver’s license  
1013 – immigration document  
2382 – life insurance policy  
9999 – other.

# TIPS ON FILLING OUT THE COE



## **Family Data**

In this section of the COE, the recruiter will record the contact information for the child(ren) and the name of the child(ren)'s parent(s)/guardian(s).

## **Current Address**

Record the physical address, including the complete name of the street or road where the child(ren) currently resides. In cases where a formal physical address is unavailable, include as much other identifying information as possible (e.g., trailer number, rural route, migrant camp, landmark). If the physical address differs from the mailing address, ED recommends providing the mailing address in the Comments section of the COE.

## **Child Data**

Child data includes the name, sex, birth date, etc., of each child. A recruiter should include all children with the same family and eligibility data on the same COE. Any child who has a different (1) current family [see “Family Data” above for additional definition] or (2) eligibility data—including a different QAD—must be documented on a separate COE.

# QUALIFYING MOVES SECTION

This section clearly outlines what work and moves the migratory agricultural worker made as well as when the children made a move with or to join or precede this worker in a move. Be sure to review this section clearly before you fill it out the first few times.



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     .

# COMMENT REMINDERS

Make sure to note comments are needed for sections 2bi, 4a, 4b, 5, 6a, and 6b of the Qualifying Moves & Work Section, if applicable.

The “Comments section” of the COE allows the recruiter to provide additional information or details that clarify the reasons for the recruiter’s eligibility determination. The recruiter should write clear and detailed comments so an independent party who has no prior knowledge of the eligibility determination can understand the recruiter’s reasoning for determining that the child(ren) is eligible.

## 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          .

# ADDITIONAL COMMENT REMINDERS

**Additionally, a recruiter should provide comments in the following circumstances and any other circumstances in which a third party may question the eligibility determination:**



- ✓ The information on the COE needs additional explanation to be clearly understood by an independent outside reviewer.
- ✓ The basis for the preliminary eligibility determination is not obvious. For example, the work is unusual enough that an independent reviewer is unlikely to understand that it is qualifying work. An explanation is needed to enable a reviewer to understand how the preliminary eligibility determination was made.
- ✓ The work could be part of a “series of activities” that, viewed together, would constitute year-round employment (e.g., mending fences on a dairy farm and bailing hay could be two parts of year-round ranching with one employer).
- ✓ An independent reviewer may view the work as either temporary or year-round employment (e.g., collecting eggs or milking cows).

# ADDITIONAL COMMENT REMINDERS

- ✓ An interviewee uses a symbol such as an “X” or another valid mark as a signature.
- ✓ The person who provided the information on the COE form (interviewee) is not the worker.
- ✓ The mailing address is different from the child(ren)’s physical residence.
- ✓ The child(ren)’s legal parent/guardian(s) differ from the current parent/guardian(s) listed.



## **Interviewee Signature Section.**

The interviewee signs and dates the COE on the day the interview is conducted. The interviewee must also write his or her relationship to the child.

*Signature*  
.....