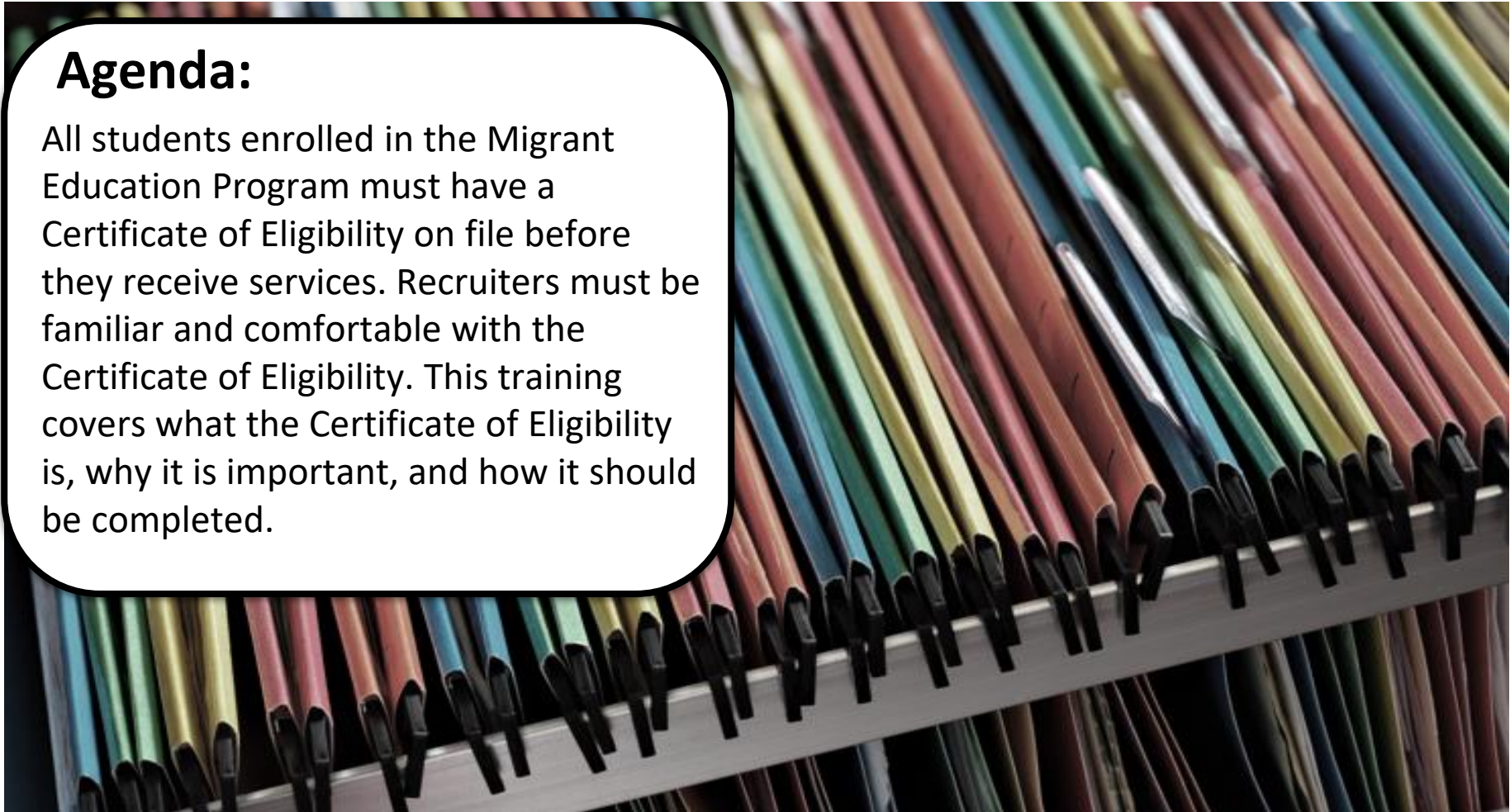


RECRUITER 101

Lesson 5: Getting Familiar With the COE

Agenda:

All students enrolled in the Migrant Education Program must have a Certificate of Eligibility on file before they receive services. Recruiters must be familiar and comfortable with the Certificate of Eligibility. This training covers what the Certificate of Eligibility is, why it is important, and how it should be completed.



WHAT IS THE CERTIFICATE OF ELIGIBILITY?

The Certificate of Eligibility should clearly demonstrate the necessary information for **why** a state determined a child to be eligible for the Migrant Education Program.

NATIONAL CERTIFICATE OF ELIGIBILITY										
I. FAMILY DATA										
Parent/Guardian 1:		Last Name	First Name			Parent/Guardian 2:		Last Name	First Name	
Current Address:					City	State	Zip	Telephone		
II. CHILD DATA										
Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MB	Code	Residency Date	
III. QUALIFYING MOVES & WORK							IV. COMMENTS (Must include 2(a), 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable)			
1. The child(ren) listed on this form moved due to economic necessity from a residence in _____ School District / City / State / County to a residence in _____ School District / City / State / County.										
2. The child(ren) moved (complete both a. and b.): a. <input type="checkbox"/> as the worker, OR <input type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker. 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. i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on _____ IMMEDIATELY. The worker moved on _____ IMMEDIATELY. (provide comment) 3. The Qualifying Arrival Date was _____ IMMEDIATELY.										
4. The worker moved due to economic necessity on _____ IMMEDIATELY from a residence in _____ School District / City / State / County to a residence in _____ School District / City / State / County. 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. <input type="checkbox"/> actively sought new qualifying work. AND has a recent history of moves for qualifying work. (provide comment)										
5. The qualifying work ^a _____ (write description in listing) _____ (make a selection in both a. and b.): a. <input type="checkbox"/> seasonal OR <input type="checkbox"/> temporary employment <input type="checkbox"/> if applicable, check _____ b. <input type="checkbox"/> agricultural OR <input type="checkbox"/> fishing work <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. <input type="checkbox"/> employer's statement (provide comment), OR c. <input type="checkbox"/> State documentation for _____ Employer _____										
V. INTERVIEW 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 _____			
VI. ELIGIBILITY DATA CERTIFICATION							I certify that based on the information provided to me, which in all relevant respects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. §1999 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 _____			
National COE Template							Attachment 2			

TIP FROM A RECRUITER!

It helps to read and look over the whole COE. Look at every single part of the COE, understand, and know what each line means.

- Recruiter from Missouri

NATIONAL CERTIFICATE OF ELIGIBILITY

I. FAMILY DATA

Parent/Guardian 1: Last Name _____ First Name _____ Parent/Guardian 2: Last Name _____ First Name _____

Current Address: _____ City _____ State _____ Zip _____ Telephone _____

II. CHILD DATA

Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MB	Code	Residency Date

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 / _____ to a residence in _____ School District / City / State / _____

2. The child(ren) moved (complete both a. and b.):
 a. in 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 _____ IMMIGRANT / _____ (provide comment)

3. The Qualifying Arrival Date was _____ IMMIGRANT / _____

4. The worker moved due to economic necessity on _____ IMMIGRANT / _____ from a residence in _____ School District / City / State / _____ to a residence in _____ School District / City / State / _____
 a. engaged in new qualifying work soon after the move. (provide comment if worker engaged more than 60 days after the move), OR
 b. actively sought new qualifying work, AND has a recent history of moves for qualifying work. (provide comment)

5. The qualifying work is _____ (Identify appropriate job title) _____ with (make a selection in both a. and b.):
 a. seasonal OR temporary employment If applicable, check: _____
 b. agricultural OR fishing work 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 _____ (provide comment)

IV. COMMENTS (Must include 2b, 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable.)

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 _____

VI. ELIGIBILITY DATA CERTIFICATION

I certify that based on the information provided to me, which in all relevant respects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399 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 _____

National COE Template Attachment 2

CERTIFICATE OF ELIGIBILITY

Separate COEs are needed for any child who has a different Qualifying Arrival Date or for any child who has different eligibility criteria than the rest of the children in the family such as an OSY who is themselves a migratory agricultural worker.

NATIONAL CERTIFICATE OF ELIGIBILITY																	
I. FAMILY DATA																	
Parent/Guardian 1:			Last Name			First Name			Parent/Guardian 2:			Last Name			First Name		
Current Address:																	
City				State				Zip		Telephone							
II. CHILD DATA																	
Last Name 1		Last Name 2		Suffix	First Name			Middle Name		Sex	Birth Date	MB	Code	Residency Date			
III. QUALIFYING MOVES & WORK											IV. COMMENTS (Must include 2b, 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable.)						
1. The child(ren) listed on this form moved due to economic necessity from a residence in _____ School District / _____ City / _____ State / _____ County, to a residence in _____ School District / _____ City / _____ State / _____ County.																	
2. The child(ren) moved (complete both a. and b.):																	
a. <input type="checkbox"/> as the worker, OR <input type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker.																	
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.																	
i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on _____ date(s). The worker moved on _____ date(s). (provide comment)																	
3. The Qualifying Arrival Date was _____ date(s).																	
4. The worker moved due to economic necessity on _____ date(s) from a residence in _____ School District / _____ City / _____ State / _____ County, to 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. <input type="checkbox"/> actively sought new qualifying work, AND has a recent history of moves for qualifying work (provide comment)																	
5. The qualifying work _____ available/applicable in fishing port _____ was (make a selection in both a. and b.):																	
a. <input type="checkbox"/> seasonal OR <input type="checkbox"/> temporary employment <input type="checkbox"/> If applicable, check: _____																	
b. <input type="checkbox"/> agricultural OR <input type="checkbox"/> fishing work <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. <input type="checkbox"/> employer's statement (provide comment), OR																	
c. <input type="checkbox"/> State documentation for _____ location _____																	
V. INTERVIEWEE SIGNATURE											VI. ELIGIBILITY DATA CERTIFICATION						
Signature _____											Relationship to the child(ren) _____						
Date _____											Date _____						
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.																	
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 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 _____						
National COE Template											Attachment 2						

WORKBOOK - ACTIVITY!

Practice Completing a COE

Go to the Activity in the Recruiting 101 Lesson 5 page of the workbook. Practice scenarios are a great way of putting what you have learned about completing COEs to use! Use the information from the following scenarios to complete practice COEs. Complete each COE as best as you can. Feel free to make up names and contact information for each family when it is not provided.

TIP FROM A RECRUITER!

It is important to use a every chance we get to practice (e.g. during webinars and training) filling out the COE. The more hands-on practice one has filling out a COE, the easier it gets to understand it and familiarize with it.

- Recruiter from Missouri

NATIONAL CERTIFICATE OF ELIGIBILITY										
I. FAMILY DATA										
Parent/Guardian 1: Last Name First Name					Parent/Guardian 2: Last Name First Name					
Current Address:					City	State	Zip	Telephone		
II. CHILD DATA										
Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MB	Code	Residency Date	
III. QUALIFYING MOVES & WORK					IV. COMMENTS (Must include 2b, 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable)					
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. <input type="checkbox"/> as the worker. OR <input type="checkbox"/> with the worker. OR <input type="checkbox"/> to join or precede the worker. 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. i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on _____ MONTH/YEAR. The worker moved on _____ MONTH/YEAR. (provide comment)										
3. The Qualifying Arrival Date was _____ MONTH/YEAR.										
4. The worker moved due to economic necessity on _____ MONTH/YEAR from a residence in _____ School district / City / State _____ State, to 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. <input type="checkbox"/> actively sought new qualifying work, AND has a recent history of moves for qualifying work (provide comment)										
5. The qualifying work is _____ (provide appropriate or false) and (make a selection in both a. and b.): a. <input type="checkbox"/> seasonal OR <input type="checkbox"/> temporary employment <input type="checkbox"/> If applicable, check: <input type="checkbox"/> agricultural OR <input type="checkbox"/> fishing work <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. <input type="checkbox"/> employer's statement (provide comment), OR c. <input type="checkbox"/> State documentation for _____ (provide comment)										
V. INTERVIEWEE SIGNATURE					VI. ELIGIBILITY DATA CERTIFICATION					
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.					I certify that based on the information provided to me, which in all relevant respects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399 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 _____ Relationship to the child(ren) _____ Date _____					Signature of Interviewer _____ Date _____ Signature of Designated SEA Reviewer _____ Date _____					
National COE Template					Attachment 2					

COMPLETING THE COE - FAMILY DATA AND CHILD INFO

Code for how birth information was obtained.

Sections 1 and 2 on the COE are for family data, including contact information, and child data.

NATIONAL CERTIFICATE OF ELIGIBILITY											
I. FAMILY DATA											
Parent/Guardian 1:			Last Name	First Name		Parent/Guardian 2:			Last Name	First Name	
Current Address:						City	State	Zip	Telephone		
II. CHILD DATA											
Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MB	Code	Residency Date		

Student information. Each student should go on a new line.

Residency Date is the date the child arrived in the current school district

COMPLETING THE COE - FAMILY DATA AND CHILD INFO

Section 3 in the COE is for documenting the qualifying moves of the child and migratory agricultural worker.

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. <input type="checkbox"/> as the worker, OR <input type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker. 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. 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. <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. <input type="checkbox"/> 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. <input type="checkbox"/> seasonal OR <input type="checkbox"/> temporary employment b. <input type="checkbox"/> agricultural OR <input type="checkbox"/> fishing work <div style="border: 1px solid black; padding: 5px; display: inline-block;">*If applicable, check: <input type="checkbox"/> personal subsistence (provide comment)</div>		
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. <input type="checkbox"/> employer's statement (provide comment), OR c. <input type="checkbox"/> State documentation for _____ Employer _____.		

COMPLETING THE COE - FAMILY DATA AND CHILD INFO

Questions 1-3 in section 3 are for documenting the **MOST RECENT** qualifying move of the eligible child(ren)

The QAD is the date the most recent Qualifying Move was completed.

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 _____. (provide comment)

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 _____

Pay attention to where and when comments are needed

COMPLETING THE COE - FAMILY DATA AND CHILD INFO

Questions 4-6 in section 3 are for documenting the **MOST RECENT** move and work history of the migratory agricultural worker

Question 6 is only to be completed if the work was temporary

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 _____

Pay attention to where and when comments are needed

COMPLETING THE COE - COMMENTS

The “Comments section” of the COE is where the recruiter can provide additional information that further explains the reasons for the recruiter’s eligibility determination. Some portions of the COE require comments to be written.

IV. COMMENTS (Must include 2bi, 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable.)		
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

Source: National COE Instructions pg. 11

COMPLETING THE COE - COMMENTS

The COE clearly indicates where comments are required by listing "provide comment on the COE". Comments are necessary when:

- Child moves to join/precede worker
- When worker engages in work more than 60 days after the move
- When finding eligibility based on a recent history of moves
- When work is temporary
- When work is for personal subsistence

Source: National COE Instructions pg. 11

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) 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 _____.

COMPLETING THE COE - COMMENTS

The National COE Instructions also encourage recruiters to provide additional comments when the eligibility determination might not be clear or when:

- Additional information is needed for COE to be clearly understood
- The legal guardian is different than the guardian mentioned on the COE
- The interviewee uses a symbol such as an “X” or other valid mark as a signature.
- The person who provided the information on the COE form (interviewee) is not the worker.

Source: National COE Instructions pg. 11

IV. COMMENTS (Must include 2bi, 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable.)		
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

TIP FROM A RECRUITER!

IDRC has lots of practice scenarios available on their website to help new recruiters become familiar with eligibility scenarios and completing the COE. You can find them here:

<https://www.idr-consortium.net/scenariostart.html>

- Recruiter from Missouri

NATIONAL CERTIFICATE OF ELIGIBILITY										
I. FAMILY DATA										
Parent/Guardian 1:		Last Name	First Name			Parent/Guardian 2:		Last Name		First Name
Current Address:					City	State	Zip	Telephone		
II. CHILD DATA										
Last Name 1	Last Name 2	Suffix	First Name		Middle Name	Sex	Birth Date	MI	Code	Residency Date
III. QUALIFYING MOVES & WORK							IV. COMMENTS (Must include 2b, 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable.)			
1. The child(ren) listed on this form moved due to economic necessity from a residence in _____ School district / _____ City / _____ State / _____ County, to a residence in _____ School district / _____ City / _____ State / _____ County.										
2. The child(ren) moved (complete both a. and b.): a. <input type="checkbox"/> as the worker, OR <input type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker.										
b. The worker _____ First Name and Last Name of State _____ is <input type="checkbox"/> the child or the child's <input type="checkbox"/> parent/guardian <input type="checkbox"/> spouse. i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on _____ MO/STATE _____. The worker moved on _____ MO/STATE _____. (provide comment)										
3. The Qualifying Arrival Date was _____ MO/STATE _____. 4. The worker moved due to economic necessity on _____ MO/STATE _____ from a residence in _____ School district / _____ City / _____ State / _____ County, to 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. <input type="checkbox"/> actively sought new qualifying work, AND has a recent history of moves for qualifying work (provide comment)										
5. The qualifying work,* _____ describe applicant's former work _____ was (make a selection in both a. and b.): a. <input type="checkbox"/> seasonal OR <input type="checkbox"/> temporary employment <input type="checkbox"/> If applicable, check: b. <input type="checkbox"/> employment OR <input type="checkbox"/> fishing work <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. <input type="checkbox"/> employer's statement (provide comment), OR c. <input type="checkbox"/> State documentation for _____ Function _____										
							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 _____			
							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 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 _____			
National COE Template							Attachment 2			

NEXT STEPS

To continue learning, read Chapter 8: Completing the Certificate of Eligibility in the National ID&R Manual located here: <https://results.ed.gov/idr-manual>

Take the *Getting Familiar With the COE* mini-quiz to test your knowledge:

<https://www.classmarker.com/online-test/start/?quiz=qgy60e14defc026f>

Then continue on to **Recruiting 101**
Lesson 6: Getting Out Into the Field