

COMPLETING THE COE

General Instructions

The COE serves as the official record used by Kentucky to enroll eligible migrant children into the Migrant Education program. The National Certificate of Eligibility instructions have been integrated into Kentucky's COE instructions. The interviewer must be authorized by the State Education Agency (SEA) to assure his/her knowledge about eligibility criteria in order to make correct eligibility determination and to be able to convey information about the services available for eligible students. Educational and support services cannot be provided until the child has been determined eligible and the COE form is completed in writing.

Each section must be completed. Do not leave any item blank. Use "N/A" or dashes (-) to acknowledge that an inquiry has been made. The clerk cannot enter the data into MIS2000 without this information. If more than five children are in the family, begin a new COE.

The COE must be completed in blue ink through a personal interview with the family. It is mandatory that the COE be completed by the recruiter, not the family member being interviewed. The information must print legibly. Use of correction fluid is not permitted. Any changes made on the COE must be initialed and dated by the person making the change. If changes are made for Qualifying Activities and /or comments, a new COE must be completed. Instructions for completing the COE are on the reverse of the COE. If additional space is needed to clarify the information on the COE, please use an additional sheet of paper.

Remember: A COE must be completed every time a child makes a new qualifying move.

The completed form should include the names of all migrant children who traveled with the family. This included preschool children, children attending school and children not attending school. The recruiter must not include any child who:

- (1) were born after the qualifying move
- (2) is not eligible to receive a free public school education [e.g., has graduated from a United States high school or obtained a General Educational Development (GED) certificate]
- (3) did not make the qualifying move described on 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 out of school youth (OSY) who may have moved on his or her own. In general, the QAD is the date that both the child and worker completed the move for the worker to find qualifying work. There are special cases that are described in the instructions for the section titled "Qualifying Move and Work Section."

After the form has been completed and signed by the parent and recruiter, it should be forwarded within the workweek to the regional office. It is recommended that the recruiter make copies of the COEs for his/her working files. Once the COE is received at the regional office, the clerk and coordinators review it before the clerk keys in the information into MIS2000. Any needed corrections must be made prior to keying the information into MIS2000.

District Name

List the name of the school district where the child(ren) reside.

COE ID#

The clerk will enter this when the COE is entered into MIS2000.

Enrollment Date

This is the date when the child(ren) enroll in the school district. An enrollment date is required for all students in the MEP. For all preschool, UG and OSY students, the enrollment dates are determined by the same calendar as a regular child enrolled in school. During the regular school year, use the QAD date; during the summer, use the QAD date unless they were found after the regular school year has already started, then use the first day of school (i.e., QAD is 7/11/12, and you found them 9/21/12). If you found them after they have been residing in the district for a while, use the first day of the current school year (i.e., QAD is 12/12/11, and you found them 9/21/12).

Residency Date

If the "Residency Date" is different from the QAD, record the date (MM/DD/YYYY) that the child(ren) entered the present school district. If the child(ren) qualified for the MEP on a move prior to the move to the present school district, the residency date will be later than the QAD. If the child(ren) moved prior to the worker's move, the residency date would precede the QAD. If the "Residency Date" is the same as the QAD, write a dash (-) or "N/A."

Section I: Family Data

1. Male Parent/Guardian: Record the name of the male (if any) currently responsible for the child(ren). Record this individual's legal last name (or names) and legal first name. If the male parent has two last names or a hyphenated last name, record the male parent's last name(s) as it legally exists. If the "child" is the worker (an OSY) and is male, write the child's name for this data element.
2. Female Parent/Guardian: Record the name of the female (if any) currently responsible for the child(ren). Record this individual's legal last name (or names) and legal first name. If the female parent has two last names or a hyphenated last name, record the female parent's last name(s) as it legally exists. If the "child" is the worker (an OSY) and is female, write the child's name for this data element.

Remember: The term "parent" on this form includes a legal guardian or other person who is standing in the place of the parent or in loco parentis (such as a grandparent, spouse or stepparent with who the child lives who is responsible for the welfare of the child).

3. 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 not available, include as much other identifying information as possible (e.g., trailer number, rural route, migrant camp or landmark). If the physical address is different from the mailing address, provide the mailing address in the Comments section of the COE.

4. City: Record the name of the city or town where the child(ren) currently resides.
5. State: Record the postal abbreviation used by the U.S. Postal Service for the state where the child(ren) currently resides.
6. Zip Code: Record the five- or nine-digit zip code where the child(ren) currently resides. The U.S. Postal Service has an online zip code directory service at <http://zip4.usps.com/zip4/welcome.jsp>.
7. Telephone: Record the telephone number, including area code, of the family. If no telephone number is available, write a dash (-) or "N/A."

Section II: Child Data

1. Grade: Record the appropriate grade level for each child listed on the COE:
 - PO = under age 1
 - P1 = 1 year old
 - P2 = 2 years old
 - P3 = 3 years old
 - P4 = 4 years old
 - P5 = 5 years old and not in kindergarten
 - K = enrolled in kindergarten
 - 1-12 = grades 1 – 12.
 - UG = Ungraded students; may include students in special education, transitional bilingual program or students working on a GED in a K-12 institution or correctional setting.
 - OSY = Out-of-school youth; may include dropout students or those working on a GED in a non K-12 institution. Exclude preschoolers.
2. School Code: Use the appropriate school code. These are given by the regional record clerk. The Kentucky code is not necessary. If the child is a preschooler or OSY, use the district code.
3. Last Name 1: Record the legal last name of each eligible child in the family. If the child has a multiple or hyphenated last name (e.g., Ramírez-García), record the first part of the name (i.e., Ramírez).
4. Last Name 2: If the child has a multiple or hyphenated last name (e.g., Ramírez-García), record the second part of the name (i.e., García). If the child does not have a multiple or hyphenated name, write a dash (-) or "N/A."
5. First Name: Record the legal first name of each eligible child in the family. This is the name given to the child at birth, baptism or during another naming ceremony, or through a legal name change. Do not record nicknames or shortened names (e.g., Ale or Alex for Alejandra).

6. Middle Name: Record the legal middle name of each eligible child in the family. This is the secondary name given to the child at birth, baptism or during another naming ceremony, or through a legal name change. Do not record nicknames or shortened names (e.g., Ale or Alex for Alejandra). If the child does not have a middle name, write a dash (-) or "N/A."
7. Suffix: Where applicable, record the child's generation in the family (e.g., Jr., Sr., III, 3rd). Otherwise, write a dash (-) or "N/A."
8. Sex: Record the child's sex: "M" for male or "F" for female.
9. Ethnicity: Enter one of the following codes for the ethnicity of each child:

1 = American Indian or Alaskan Native	4 = Hispanic
2 = Asian	5 = White, not Hispanic
3 = Black, not Hispanic	6 = Native Hawaiian or Other Pacific Islander

In the event that a child wants to be listed as more than one ethnicity, simply write both codes in the box.

10. Birth Date: Enter the child's date of birth (MM/DD/YYYY).
11. Age: Enter the age of the child.
12. Multiple Birth (MB): Record "Y" for "yes" if the child is a twin, triplet or in another multiple birth category. Write a dash (-) or "N/A" for not applicable (i.e., the child is not a twin, triplet).
13. Birth Date Verification Code (Code): Record the last two numbers that correspond to the evidence used to confirm each child's birth date (see the codes and corresponding evidence listed below). A birth certificate is the best evidence of the child's birth date, if available. If a birth certificate is not available, the interviewer may use another document to confirm the child's birth date, including any of those listed below.
 - 1003 – baptismal or church certificate
 - 1004 – birth certificate
 - 1005 – entry in 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

If written evidence is not available, the interviewer may rely on a parent’s or emancipated youth’s verbal statement. In such cases, the interviewer should record “07” – the number that corresponds to “parent’s affidavit.”

14. Birthplace: Encourage the family to correctly identify the city and state of birth. The birth city is required on the COE and MIS2000. If the child was born in a foreign country, enter the name of the city and country OR state and country.
15. Student ID: The student ID is assigned by MIS2000. This will be filled in by the records clerk.

Section III: Qualifying Move & Work

In this section, record the qualifying move and qualifying work information that the state believes documents the child’s eligibility for the program. In a case of qualifying from a previous move, fill this section based on the qualifying move.

1. *The child(ren) listed on this form moved from a residence in _____ (School District/City/State/Country) to a residence in _____ (School District/City/State).*
 - *from a residence in _____ (School District/City/State/Country).* This location is the last place of residency before the child(ren) and the parent, spouse or guardian moved due to economic necessity in order to obtain qualifying work. Note that the child(ren) might have made subsequent non-qualifying moves.
 - *to a residence in _____ (School District/City/State).* This location is the place of residency where the child(ren) and the parent, spouse or guardian moved due to economic necessity in order to obtain qualifying work. A qualifying move can **never** be made to a country outside of the United States. As mentioned previously, the child(ren) might have made subsequent non-qualifying moves.

Following are several “qualifying move” scenarios. Identify which scenario applies to the specific eligibility situation and record the necessary information.

Type of move	The child’s residence immediately prior to the qualifying move The child(ren) moved from a residence in _____ (School District/City/State/Country).	The child’s residence immediately following the qualifying move The child(ren) moved to a residence in _____ (School District/City/State).
...from one school district to another within the same U.S. city	School District, City	School District, City
...from one school district to another within the same U.S. state	City	City

...from one U.S. state to another U.S. state	City, State	City, State
...from a country other than the U.S. to the U.S.	State, Country	City, State

****If the child and parent moved from different previous residences, record the child's prior residence in response to #1 and record the parent's residence in the Comments section. In order for the child to be eligible, both the child and the parent must have moved across school district lines and changed residences in the process. ****

2. *The child(ren) moved (complete both a. and b.):*

a. on own as a worker, OR with the worker, OR to join or precede the worker. [Mark only one box]

- Mark the box “on own as a worker” if the child himself or herself moved in order to obtain qualifying work. Only complete the worker’s name in 2b.
- Mark the box “with the worker” if the child(ren) moved with a parent, spouse or guardian in order for the worker to obtain qualifying work.
- Mark the box “to join or precede the worker” if the child(ren) moved either before or after the date the parent, spouse, or guardian moved in order to obtain qualifying work. If this box is marked, also complete “i” under 2b.

b. *The worker, _____ (First and Last Name of Worker),*

- Record the first and last name of the individual who sought or obtained the qualifying work (i.e., parent, spouse, guardian or child – if on own as a worker).

...is the child or the child’s parent spouse guardian. [Mark only one box] If the child is an OSY, circle or underline the word “child.”

- Mark the box that indicates the child’s relationship to the worker (i.e., parent, spouse or guardian). Do not select one of these boxes if “on own as a worker” is checked in 2a.

i. *(Complete if “to join or precede” is checked in 2a.) The worker moved on _____ (MM/DD/YYYY). The child(ren) moved on _____ (MM/DD/YYYY). (provide comment)*

- Record the date the worker moved in order to obtain qualifying work. Also record the date the child(ren) moved in order for the parent, spouse or guardian to obtain qualifying work. Also record the reason for the different moves in the Comments section.

3. *The Qualifying Arrival Date was _____ (MM/DD/YYYY). Record the QAD, using the two-digit numbers that refer to the month and day, and the four digits of the year. For example, May 20, 2012, would be written as 05/20/2012.*

In general, the QAD is the date that both the child and worker completed the move. The child must have moved on his or her own, or with or to join a parent, guardian or spouse to enable the worker (i.e., child, parent, guardian or spouse) to obtain qualifying work. As referenced in 2a, the child and worker will not always move together, in which case the QAD would be the date the child joins the worker who has already moved, or the date when the worker joins the child who has already moved. The QAD is the date that the child’s eligibility for the MEP begins. The QAD is not affected by subsequent non-qualifying moves. For more information on determining the QAD, see the chart below.

Type of Qualifying Move The child . . .	Qualifying Arrival Date (QAD)--Eligibility Begins The QAD is . . .
. . .moved <u>with</u> the worker.	. . .the date the <u>child and worker both arrive</u> in the district where the worker will look for qualifying work.
. . .moved <u>before</u> the worker moved.	. . .the date the <u>worker arrives</u> in the district to look for qualifying work.
. . .moved to join the worker <u>after</u> the worker moves.	. . .the date the <u>child arrives</u> to join the worker.

4. *The worker moved due to economic necessity in order to obtain: [Mark only one of the following boxes: either a, b, or c.]*
- a. *qualifying work, and obtained qualifying work, OR*
 - Mark this box if the child, parent, spouse or guardian moved due to economic necessity in order to obtain temporary or seasonal employment in agricultural or fishing work, and obtained that work.

 - b. *any work, and obtained qualifying work soon after the move, OR*
 - Mark this box if the child, parent, spouse or guardian, moved due to economic necessity in order to obtain any work and soon after the move obtained temporary or seasonal employment in agricultural or fishing work. Kentucky defines soon after as 30 days after the QAD. In this situation, it is best to hold onto the COE until qualifying work has been found. If none is found within the 30 days, then the family is not eligible.

 - a. *qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work: [NOTE: Also complete box “i,” box “ii” or both.]*
 - Mark this box if the child, parent, spouse or guardian moved due to economic necessity to obtain temporary or seasonal employment in agricultural or fishing work, but did not obtain that work. If this box is marked, also mark box i, box ii or both.

- i. *The worker has a prior history of moves to obtain qualifying work (provide comment), OR*
- Mark this box to indicate that the worker has a prior history of moving to obtain temporary or seasonal employment in agricultural or fishing work. Explain this history in the comments section. For example, the recruiter could write, “qualifying worker moved from Brownsville, Texas, to Paris, Kentucky, to set tobacco in May of 2012.” The recruiter could also check the MSIX database, or the regional office, to see if it contains a history of prior moves to obtain qualifying work and attach the print-out to the COE.
- ii. *There is other credible evidence that the worker actively sought qualifying work soon after the move (provide comment).*
- Mark this box to indicate that there is other credible evidence that demonstrates that the worker actively sought qualifying agricultural or fishing work soon after the move, but the work was not available for reasons beyond the worker’s control. For example, a local farmer or grower confirmed that the worker applied for qualifying work but none was available; newspaper clippings document that work was not available because of a recent drought, flood, hail storm or other disaster in the area. Explain this evidence in the comments section and attach supporting documentation where available.

5. *The qualifying work**, _____ (*describe agricultural or fishing work*),

- *Describe agricultural or fishing work.* When describing the specific agricultural or fishing work, the recruiter should use an action verb (e.g., “picking”) and a noun (e.g., “strawberries”). In other words, the recruiter should describe the worker’s action (e.g., “picking”) and the crop, livestock, or seafood (e.g., “strawberries”). For example: picking strawberries; thinning sugar beets; pruning grapes; detasseling corn; catching chickens; planting oysters and harvesting crabs. Be sure the activity is specific; DO NOT put “picking fruits.” You should know the type of fruit that the worker is picking.

...was (make a selection in both a. and b.):

a. *seasonal* OR *temporary employment*,

- Mark the box for “seasonal employment” if the employment occurs only during a certain period of the year because of the cycles of nature and that, by its nature, may not be continuous or carried on throughout the year. (Section 200.81(j)).

- Mark the box for “temporary employment” if the employment lasts for a limited period of time, usually a few months, but not longer than 12 months. It typically includes employment where the worker states that the worker does not intend to remain in that employment indefinitely, the employer states that the worker was hired for a limited time frame or the SEA has determined on some other reasonable basis that the employment is temporary. (Section 200.81(k)).

[NOTE: The definition of temporary employment includes employment that is constant and available year-round only if, consistent with the requirements of Section 200.81(k) of the regulations, the SEA documents that, given the nature of the work, of those workers whose children were previously determined to be eligible based on the state’s prior determination of the temporary nature of such employment (or the children themselves if they are the workers), virtually no workers remained employed by the same employer more than 12 months.]

b. *agricultural* OR *fishing work*.

- Mark the box for “agricultural work” if the work involves the production or initial processing of crops, dairy products, poultry or livestock, as well as the cultivation or harvesting of trees. (Section 200.81(a)).
- Mark the box for “fishing work” if the work involves the catching or initial processing of fish or shellfish or the raising or harvesting of fish or shellfish at fish farms. (Section 200.81(b)). The work may be performed either for wages or personal subsistence. Kentucky currently does not have any qualifying fishing work.

6. (Only complete if “temporary” is checked in 5) The work was determined to be temporary employment based on:

a. *worker’s statement (provide comment)*, OR

- Mark this box if the work was determined to be temporary employment based on a statement by the worker or the worker’s family (e.g., spouse) if the worker is unavailable (provide comment.) For example, the worker states that he or she only plans to remain at the job for a few months. Provide explanatory comments in comments section.

b. *employer’s statement (provide comment)*, OR

- Mark this box if the work was determined to be temporary employment based on a statement by the employer or documentation obtained from the employer. For example, the employer states that he or she hired the worker for a specific time period (e.g., three months) or until a specific task is

completed and the work is not one of a series of activities that is typical of permanent employment. Provide explanatory comments in comments section. Attach supporting documentation if available.

- c. *State documentation for _____ (employer).*
- Mark this box upon verification that the state has current documentation to support that the work described in #5 is temporary employment for this particular employer. In other words, the state has verified that of those workers whose children were previously determined to be eligible based on the state's prior determination of the temporary nature of such employment (or the children themselves if they are the workers), virtually no workers remained employed by the same employer more than 12 months, even though the work may be available on a constant and year-round basis.
 - *Employer.* Identify the employer, whether it is the name of or code for a farmer, a grower, a business or a corporation, where the worker either sought or obtained qualifying work. **Kentucky currently does not have a state list of temporary employers. This sub-section does not apply.**

Section IV: Comments

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. At a minimum, the recruiter must provide comments that clearly explain items 2bi, 4c, 6a and 6b of the Qualifying Move & Work Section, if applicable. As mentioned previously, these items include the following scenarios:

- The child's move joined or preceded the worker's move. If the child(ren) joined or preceded the parent, spouse or guardian, record the reason for the child's later move or the worker's later move.
- The employment is temporary based on the worker's statement or the employer's statement. In particular, record the information provided by the worker or employer **regarding how long they expect the employment to last**. The comment should be of sufficient length to adequately document how the recruiter came to the eligibility decision. Temporary work can last no longer than 12 months. The comment should state a specific amount of months, (e.g., five months).
- The worker did not obtain qualifying employment as a result of the move. In this case, the recruiter must document that the worker stated that one reason for the move was to obtain qualifying work, AND

- the worker has a prior history of moves to obtain qualifying work
 - OR there is other credible evidence that the worker actively sought qualifying work soon after the move, but, for reasons beyond the worker's control, the work was not available
 - OR both. Examples of credible evidence include a statement by a farmer that the worker applied for qualifying work but none was available or a newspaper clipping regarding a recent drought in the area that caused work not to be available.
- The qualifying work is in a nursery. Many activities done in a nursery could be confused with landscaping. Therefore, it is considered best practices to include a comment clarifying what exactly is being done and specifically where it is taking place. For example, "planting trees" could also be landscaping, so an appropriate comment would be *"worker works at xxxx Nursery planting and tending trees."*
 - The work was found soon after the move. It is not always obvious that the work was found within 30 days of the QAD. A comment should be included letting a reviewer know the time frame in which it found the worker to find a job; *"worker began working 3/24/12."*

OME recommends that the recruiter provide additional comments on the COE in the following circumstances and in 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).
- The work may be viewed by an independent reviewer as either temporary or year-round employment (e.g., collecting eggs or milking cows).
- A "move" is of such brief duration or of such a short distance (or both) that one could question whether any migration has occurred (e.g., intra-city or intra-town move that is across school district boundaries).
- A parent or guardian uses a symbol such as an "X" or other valid mark as a signature.
- The person who provided the information on the COE form is not the worker.
- The qualifying move corresponds to school breaks and could be viewed by some as a return from vacation or a move for personal reasons, not a move for economic necessity whereby the worker sought or obtained qualifying work. In this case, the recruiter should explain why the move away was for economic necessity and not for personal reasons.
- The mailing address is different from the child's physical residence; provide the mailing address as a comment.

- The child(ren) and parent moved from different previous residences. Record the parent's previous school district/city/state/country of residence.
- It is a qualifying off a previous move situation. Section III will be filled out based on the moved that qualify and the QAD and RES will be different. The comment should clarify that this is a previous move situation.
- If the recruiter found the family a year after their QAD date, a comment should be made as to why it took so long to find this family.

Section V: Parent/Guardian Signature

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.

The person who signs the COE must be the source of the information contained in the document and should verify any information provided by another source. If the parent is unable to sign his or her name, the parent must mark an "X" in the signature section, and the recruiter must print the parent's name and relationship to the child in the Comments section. If a parent refuses to sign his or her name, the recruiter must document the parent's refusal in the Comments section and print the parent's name and relationship to the child.

Section VI: Eligibility Data Certification

The recruiter signs and dates the COE on the day the interview is conducted.

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

At least one SEA-designated reviewer must check each completed COE to ensure that the written documentation is sufficient and that, based on the recorded data, the child(ren) may be enrolled in the MEP. The SEA-designated reviewer must sign and date the COE on the day it was reviewed.

Section VII: Continued Residency Verification

This section is to verify that the family is still living in your district after the initial sign-up year. A family has 36 months of eligibility after the QAD date. The migrant funding year runs from Sept. 1 to Aug. 31. You may get the signatures at any time during that period. However, it is best to obtain the signatures as close to Sept. 1 as possible because families are most likely to still be

residing in your district. You will use a copy of the original COE that has been signed by the regional coordinator and have the family sign.

1. funding year for verification signature – e.g., 2011-2012
2. signature of parent/guardian during the second funding year, following the initial signing date. Return a copy to the regional office immediately for clerk to forward to the state office. Anyone other than a parent/guardian signing the form must write in the comment section the date and location they physically saw each child.
3. relationship to the child(ren)
4. date the parent/guardian gave the verification signature
5. signature of the MEP representative obtaining the verification signature
6. date the MEP representative signed and obtained the signature

For the third funding year, follow the same protocol.

