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| **FORM** | **SUBMISSION PROCEDURE** | **DATE** |
| **IDENTIFICATION AND RECRUITMENT** |
| Certificate of Eligibility (COE) | Uploaded to Secure Server | Within 5 days of completion |
| COE Review Form | Attach to Original COE and maintain on site. | Prior to COE submission |
| Re-interview Forms | Maintain on site. | Variable |
| Re-interview Challenge Form | Send to MEP Admin, only if re-interview results challenge is necessary. | Variable |
| ID&R Plan | Submit as part of CCIP upload. | Aug. 31 |
| **DATA MANAGEMENT** |
| Re-Enrollment Certification | Submit as part of CCIP upload. | July/September |
| Number of Priority for Service (PFS), English Learners (EL), or Exceptional Children (EC) | Upload to the secure server | As requested by NC MEP Prog. Admin. for evaluation purposes  |
| MEP CCIP Application | Upload to CCIP | Aug. 31 |
| **SERVICE PROVISION** |
| Supplemental Service Report (SSR) | Upload Monthly; notify Data Specialist. | By the 5th of each month |
| Out of School Youth (OSY) Survey/Needs Assessment (English and Spanish) | Upload to Secure Server or fax to OSY NC MEP Lead (984) 236-2099 | Variable |
| Migrant Education Program Evaluation Form | Submit as part of CCIP upload. | Aug. 31 |
| Continuation of Services (COS). Record Form | Maintain on site, and send COS Code to Data Specialist on Services Record Form. | Variable |
| Priority for Services Record (PFS) Form | Maintain on site, but send PFS Code to Data Specialist on Services Record Form. | Variable |