North Carolina Migrant Education

National COE Training

http://www.dpi.state.nc.us/mep/resources/recruitment/

Revised March 20, 2012

Purpose

- **The State Education Agency (SEA) is <u>required</u> to document every migrant child's eligibility for the Migrant Education Program on the national <u>Certificate</u> <u>of</u> <u>Eligibility</u> (COE) created by the U.S. Department of Education (ED) and North Carolina's Department of Public Instruction (NC DPI).**

- **The COE serves as the <u>official</u> record of the state's eligibility determination for each individual child (it's a <u>legal</u> <u>document</u>).**

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General Instructions

- Complete a COE every time a child makes a <u>new</u> qualifying move.
- The COE must be <u>handwritten</u> in blue or black <u>ink</u>.
- Write a <u>dash</u> (-) or "<u>N/A</u>" where a response is not required or does not apply.
- Complete a <u>separate</u> COE for a child who has a <u>different</u> Qualifying Arrival Date (QAD) or different eligibility criteria than the rest of the children in the family.
- Any <u>changes</u> made on the COE must be <u>initialed</u> and <u>dated</u>.
- The COE must be <u>entered</u> into the MIS2000 database within <u>2 weeks</u> of being identified.
- The Local Educational Agency (LEA) must <u>keep</u> the COEs in a secure place for <u>11</u> <u>years</u> from the time a child is identified.
    - If you are an LEA <u>with</u> Regional Data, keep the <u>old</u> COEs and send the <u>latest</u> ones to your Data Specialist.
    - Programs that are <u>closing</u> need to send <u>all</u> COEs to DPI.

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I. Family Data (General Instructions)

- In this section of the COE, the recruiter will record the name and address of the child's current parent(s)/guardian(s). If the child is the worker, write the child's information in this section.

- Keep in mind that by "current parent(s)/guardian(s)" we are referring to the person currently responsible for the child's welfare. If the child is the worker then he/she is responsible for his/her own welfare.
  - Do not ask for parent/guardian information if the child is the worker.

- If the child has more than one male and/or female parent or if the legal parent is different from the current parent, provide the name of the other/legal parent in the Comments section; if no parent information is disclosed, write a dash (-) or "N/A".

I. Family Data (Elements)

- Record the parent's/guardian's name as it legally exists. If the child is the worker, record his/her name as it legally exists.
  - Two last names.
  - Hyphenated last name.
- Record the physical address of where the child currently resides.
  - Identifying information.
- Record the current city/town, postal abbreviation of the state, 5-digit zip code and telephone number.

II. Child/Youth Data (Names)

- Last Name – Record the <u>legal</u> last name of the child. If it's <u>legally</u> hyphenated, record it here with the <u>hyphen</u>. If the child <u>legally</u> has a <u>multiple</u> last name, record it here with a <u>space</u>.
  - Martinez-Ramirez (hyphenated name)
  - Garcia   Fernandez (multiple name)
- Record the <u>first</u> and <u>middle</u> name; where applicable, enter the child's <u>generation</u>.
- Record the mother's <u>maiden</u> name.

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II. Child/Youth Data (Race/Ethnicity)

- Race – Ask two questions during interviews:
  - 1) "Do you identify yourself (or the child) as Hispanic?"
  - 2) "Do you identify yourself (or the child) as American Indian/Alaska Native, Asian, Black, Native Hawaiian/Pacific Islander, and/or White?" Example: Question – "Con quien se identifica usted (o su hijo/a)?"
  - In the Race* column you would enter "HI" for Hispanic if the person answered "yes" to question #1. Then you would enter the answer(s) to question #2. Example: Answer – "AM" American Indian/Alaskan, "AS" Asian, "BL" Black, "HI" Hispanic, "WH" White, "PI" Native Hawaiian or other Pacific Islander. Use the Comments section if you need more space.
    - COEs will not be accepted with only an "HI" indicator for Race.
  - NCDPI Specifications: **http://www.ncpublicschools.org/data/management/race-ethnicity/specification**

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NCDPI Race Specifications

- **Hispanic:** A Hispanic person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America).

- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **Black or African American:** A person having origins in any of the black racial groups of Africa.

- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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II. Child/Youth Data (Elements)

- Sex – "M" Male, "F" Female.
- Birth Date – Two-digit numbers for month and day, and the last two-digits of the year.
- Age – Record the child's age.
- Birth Date Verification Code – Record the last two numbers that correspond to the evidence.
  - 04 Birth Certificate
  - 07 Parent Affidavit (Verbal Statement)
  - 08 Passport

II. Child/Youth Data (Elements)

- Multiple Birth – Enter a "Y" if the student has a twin or a "N" is the student does not have a twin.

- Birth Place – Enter the city, state, and country.

- Grade – Enter the <u>current</u> grade-level, enter the grade-level the student <u>would</u> <u>be</u> <u>going</u> to if he/she is recruited during the summer. Enter "<u>OS</u>" for a child that <u>does</u> <u>not</u> and <u>will</u> <u>not</u> attend school.

II. Child/Youth Data (Residency Date)

- The Residency Date is the <u>date</u> the <u>child</u> <u>entered</u> the <u>present</u> school <u>district</u>.
- <u>Record</u> the Residency Date.
  - If it is the <u>same</u> as the Qualifying Arrival Date, write a <u>dash</u> (-) or "N/A."
  - If it is <u>different</u> from the Qualifying Arrival Date, write the <u>date</u> the <u>child(ren)</u> <u>entered</u> the present school district.
- If the <u>child</u> moved <u>prior</u> to the <u>worker's</u> move, the residency date would <u>precede</u> the QAD.
- If the child qualified for the MEP on a <u>previous</u> <u>move</u>, the residency date would be <u>later</u> than the QAD.

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III. Qualifying Move & Work (Residence)

- From a residence in…
  - The <u>last</u> <u>place</u> of residency <u>before</u> the child and/or the worker <u>moved</u> in order to <u>obtain</u> qualifying work.
- To a residence in…
  - The <u>place</u> of residency where the child and/or the worker <u>moved</u> <u>to</u> <u>obtain</u> qualifying work.
- Always write the <u>School</u> <u>District</u>, and <u>City</u> in the "to" section.

III. Qualifying Move & Work (Move)

- On <u>own</u> as a worker…
  - Mark the box if the child <u>himself/herself</u> moved in order to obtain qualifying work.
- <u>With</u> the worker…
  - Mark the box if the child moved <u>with</u> a parent, spouse, or guardian.
- To <u>join</u> or <u>precede</u> the worker…
  - Mark the box if the child moved within <u>12</u> <u>months</u> either <u>before</u> or <u>after</u> the parent, spouse, or guardian.
  - Write the <u>dates</u> of the <u>worker's</u> move and the <u>child's</u> move and record the <u>reason</u> for the <u>different</u> <u>moves</u> in the Comments section.
- Write the <u>worker's</u> first and last <u>name</u> and identify his/her <u>relationship</u> to the child (parent, spouse, guardian). <u>If</u> it is "self" do <u>not</u> mark any of the boxes.

III. Qualifying Move & Work (QAD)

- The Qualifying Arrival Date (QAD) is the date that <u>both</u> the child and worker <u>completed</u> the <u>move</u> and the worker <u>obtained</u> qualifying work.

- The QAD is the date that the child's <u>eligibility</u> for the MEP <u>begins</u>.

- Qualifying Move & Arrival Date…
  - If the <u>child</u> moved <u>with</u> the worker, write the date the <u>child</u> <u>and</u> <u>worker</u> <u>arrived</u> in the district.
  - If the <u>child</u> moved <u>before</u> the worker, write the date the <u>worker</u> <u>arrived</u> to join the child.
  - If the <u>child</u> moved <u>after</u> the worker, write the date the <u>child</u> <u>arrived</u> to join the worker.

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III. Qualifying Move & Work (Obtained)

- <u>Qualifying</u> work, and <u>obtained</u> qualifying work…
  - Mark this box if the worker was <u>looking</u> for and <u>obtained</u> qualifying work.
  - You can <u>also</u> mark this box if the worker obtained <u>qualifying work</u> within <u>36</u> <u>months</u> of his/her <u>Residency</u> Date in your LEA/Region.

- <u>Any</u> work, and <u>obtained</u> qualifying work…
  - Mark this box if the worker was looking for <u>any</u> work and <u>obtained</u> qualifying work within <u>30</u> <u>days</u> of the move.
  - You can <u>also</u> mark this box if the worker obtained <u>qualifying work</u> within <u>36</u> <u>months</u> of his/her <u>Residency</u> Date in your LEA/Region.

III. Qualifying Move & Work (Did Not Obtain)

- Qualifying work but did not obtain qualifying work…
  - Mark this box if the worker was looking for qualifying work specifically but did not obtain qualifying work.
    - Mark "i" if the worker has a prior history of qualifying work; explain this history in the Comments section.
    - Mark "ii" if there is evidence that the worker actively sought qualifying work but it was not available; explain this evidence in the Comments section.
    - Or mark both "i" & "ii" if the worker has a prior history and also actively sought qualifying work.

III. Qualifying Move & Work (Work)

- The qualifying work…
  - When describing the work, the recruiter should use an action <u>verb</u> (topping) and a <u>noun</u> (tobacco).
    - The work should be what was obtained or sought closest to the Qualifying Arrival Date.
- Seasonal…
  - Occurs only during a certain period of the year because of the <u>cycles</u> of <u>nature</u>.
- Temporary…
  - The employment lasts no longer than <u>12</u> <u>months</u>.
  - If "Temporary" is marked, go to <u>#6</u> and mark if the work is determined to be temporary <u>based</u> <u>on</u> the worker's statement, the employer's statement, or the state's documentation. Also, provide a <u>comment</u> describing the statement or documentation.
- Agricultural…
  - The work involves crops, dairy, poultry, livestock, trees, etc.
- Fishing…
  - The work involves fish, shellfish, etc.
- Personal subsistence…
  - The worker and family <u>consume</u>, as a substantial portion of their food intake, the crops, dairy products, livestock, or fish they produce or catch.

IV. Comments

- The "Comments section" of the COE allows the recruiter to provide <u>additional</u> information or details that <u>clarify</u> the <u>reasons</u> for the recruiter's eligibility determination.

- At a <u>minimum</u>, the recruiter must provide comments that clearly explain items 2bi, 4c, 5, 6a and 6b of the Qualifying Move & Work Section.

V. 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. If the interviewee is unable to sign his or her name, the interviewee must mark an "X" in the signature section and the recruiter must print the interviewee's name and relationship to the child in the Comments section. If an interviewee refuses to sign his or her name, the recruiter must document the interviewee's refusal in the Comments section and print the interviewee's name and relationship to the child.

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VI. Eligibility Data Certification

- The <u>recruiter</u> signs and dates the COE on the <u>day</u> the interview is conducted.

- At least one <u>reviewer</u> 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 <u>reviewer</u> must <u>sign</u> and <u>date</u> the COE on the day it was reviewed and <u>complete</u> a COE Review Form.

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Certificate of Eligibility Review Form
North Carolina Migrant Education
Quality Assurance System

LEA: _____

Date COE was received: _____/ _____/ _____

Date COE was reviewed: _____/ _____/ _____

Student(s) Name(s): _____

_____

_____

_____

Qualifying Arrival Date: _____/ ___/____

Recruiter: _____

COE Reviewer: _____

COE item to be reviewed	Not Applicable	Yes	No (Explanation of error or missing data)	Date of corrections
Each section of the COE is complete.				
The COE was completed in blue or black ink.				
Any change made is initialed and dated by the person making the change.				
Section I: Family Data				
The parent's/guardian's name includes the first name and last name(s). If the worker is the child, his/her name is written in this section.				
The family's current address is complete.				
Section II: Child Data				
The name of each eligible child includes last name 1, mother's maiden name, first name, and middle name (when applicable).				
"**Race**" is identified for all students. Ethnicity is identified for Hispanic students.				
The "**Birth Date**" includes the month, day and year. The "**Birth Date**" is before the "**QAD.**"				
The "**Birth Place**" includes the city, state and country.				
The "**Residency Date**" includes the month, day and year. If the "**Residency Date**" is the same as the "**QAD**", then a dash (-) or N/A is included.				
Section III: Qualifying Move & Work				
1. The "**from**" and "**to**" information meets criteria of crossing established school district boundaries and change in residency.				
2.a. One of the boxes is marked for "**the child(ren) moved.**"				

COE item to be reviewed	Not Applicable	Yes	No (Explanation of error or missing data)	Date of corrections
2.j. If the **"to join or precede the worker"** box is marked, the worker and child(ren) move dates are included; correct comments are also provided in the "Comments" section.				
2.b. The **"worker's name"** includes the first name and last name(s). The relationship is marked if the worker is not the child.				
3. The **"QAD"** includes the month, day and year.				
4.a.b.c. One of the boxes is marked for **"The worker moved in order to obtain."**				
4.i. If the **"The worker has a prior history of moves"** box is marked, a correct comment is included in the "Comments" section.				
4.i. If the **"The worker has a prior history of moves"** box is marked, the **"QAD"** and **"Residency Date"** are different.				
4.i. If the **"The worker has a prior history of moves"** box is marked, the **"from"** and **"to"** reflects the previous qualifying move.				
4.ii. If the **"There is credible evidence that the worker actively sought qualifying work"** box is marked, a correct comment is included in the "Comments" section.				
5. The **"qualifying work"** specifies the activity and the crop and corresponds with the "**QAD**".				
5.a.b. The "seasonal" or "temporary" box is marked and the "agricultural" or "fishing" box is also marked accordingly.				
6.a.b. If the **"temporary"** box is marked, then the **"worker's statement"** or **"employer's statement"** box is also marked and a correct comment is included in the "Comments" section.				
Section V: Parent/Guardian/Worker Consent				
The interviewee, signed and dated the COE. The interviewee noted the relationship to the child.				
Section VI: Eligibility Data Certification				
The recruiter signed and dated the COE. The **"interview date"** is on or after the "**QAD**."				
In the case of students attending school, the interview was conducted within 30 days after the child was enrolled in a school.				
Section VII: Release of Records				
The interviewee, marked **"Accept"** or **"Decline"** ("Acepto" or "No Acepto") and signed and dated the COE if **"Accept"** ("Acepto") was marked.				
Section VIII: Pre-MEP Information				
If the student is an OSY, the **"PRE-MEP Information"** has been completed.				

VII. Release of Records

- The <u>interviewee</u> needs to describe the <u>rules</u> for migrant eligibility, services, student record transfer, and the Family Educational Rights and Privacy Act (<u>FERPA</u>).

- The <u>interviewee</u> will explain that by joining the Migrant Education Program, the school district and the State Educational Agency is <u>authorized</u> to release, transfer and/or receive education and health records to/from other school districts, educational agencies, and other pertinent agencies.

- The <u>interviewee</u> needs to explain that student/family information may be <u>shared</u> with organizations that provide Migrant <u>services</u>
  - State Migrant Education Program (MEP), the Migrant Student Information Exchange Program (<u>MSIX</u>), the College Assistance Migrant Program (CAMP), The High School Equivalency Program (<u>HEP</u>), the Migrant Education Even Start Program (MEES), child nutrition programs, and other programs that work in partnership with NCMEP.

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Questions/Comments

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