General Certificate of Eligibility Process & Procedure

The purpose of reviewing and verifying COE information is to ensure proper Migrant Education Program eligibility has been determined and accurate data is recorded and entered in MIS2000. Careful review and verification will minimize the approval process time for prompt services. Potential migrant children are not eligible until final approval of the COE by the Migrant Education Services Manager. Do not share copies of COEs without the MESM's signature and date. *Recruiter refers to any trained and certified staff determining eligibility regardless of job title at Tri-Valley Opportunity Council or Local Education Agencies.*

Process for Reviewing, Verifying and Approving Electronic COEs (eCOEs)

1. **1st Review** – Recruiter reviews the eCOE with interviewee to ensure accurate information has been recorded. ***Before submitting eCOE:***

   - Verify MN school district of residence in the MDE website
   - Verify Homebase school district in the School District Locator website.
   - Review eCOE for any typos, errors or missing information before submitting.

2. **2nd Review** – Migrant Education Services Data Coordinator (MESDC) does second review and verifies students listed on the eCOE.
   a. If it needs updates or has missing information, it is rejected back to the Recruiter with comments in the View Log.
      i. Recruiter must follow up with the family if necessary or update based on the information they have gathered, save their work and resubmit eCOE.
   b. If MESDC approves, the eCOE goes to the Migrant Education Services Manager (MESM).

3. **3rd Review** – MESM does third and final review of eCOE.
   a. If more information is needed, it is rejected back to the MESDC with comments in the View Log.
   b. MESDC will reject the eCOE back to the Recruiter for updates (repeat step under 2a.i.).

Final Approval – If MESM approves the eCOE, Migrant Education Services can begin.

Process for Reviewing, Verifying and Approving Paper COEs

1. **1st Review** – Recruiter reviews the COE with interviewee to ensure accurate information has been recorded.
   a. Verify MN school district of residence in the MDE website
   b. Verify Homebase school district in the School District Locator website.

c. Recruiter (or person with MIS2000 account) ***** enters data from the paper COE in MIS2000.

d. Review eCOE for any typos, errors or missing information before submitting.

e. Scan and email a protected copy of the paper COE to the MESDC.

f. Mail paper COE to: *Tri-Valley Opportunity Council, Inc., attn.: Kathy Skluzacek, 200 East Bowler St., Le Center, MN 56057*

*If you or anyone at your district/site are unable to access MIS2000 or enter the COE data, please scan a protected copy to Kathy for her to enter as soon as possible. Any issues with MIS2000 should be reported to Linda Fournier for technical assistance.

2. 2ⁿᵈ Review – Migrant Education Services Data Coordinator (MESDC) does second review of the paper COE and compares it to the eCOE.

a. If it needs updates or has missing information, the MESDC will send the Recruiter an email requesting the necessary information.

   i. Recruiter must follow up with the family if necessary or update based on the information they have gathered. Make any updates with red ink on ***copy of paper COE*** and email back to the MESDC.

   ii. MESDC will update any changes in red ink on ***original paper COE. ***** The eCOE will also be updated and changes saved.

b. MESDC will verify students listed on the eCOE and approve it for third review by the Migrant Education Services Manager (MESM).

c. Original paper COE is also forwarded to the MESM.

3. 3ʳᵈ Review – MESM does third and final review of original paper COE and eCOE.

a. If more information is needed, eCOE is rejected back to the MESDC with comments in the View Log and/or email sent to Recruiter and MESDC requesting the necessary information.

   i. Recruiter must follow up with the family if necessary or update based on the information they have gathered. Make any updates with red ink on copy of paper COE and email back to the MESDC.

   ii. MESDC will update the original paper COE ****** and eCOE, save changes and resubmit.

   iii. MESM makes sure all information on the original paper COE is the same on the eCOE. If necessary, any updates are made in purple (or other color pen). ******

Final Approval – If MESM approves the eCOE, Migrant Education Services can begin.

a. The SEA signature date will be the same on the original paper COE and eCOE.

**Any updates to the paper COE should have the initials of the person making these changes.