Minnesota Certificate of Eligibility Review Checklist

For complete COE instructions, use the Electronic Certificate of Eligibility and Needs Assessment Instructions. Instructions for the paper COE are the same. Some data elements of the eCOE are not included in the paper COE. *The original paper COE and Needs Assessment (NA) form must be sent to TVOC asap and should follow the review process. Any updates should be documented on both the eCOE and paper COE. Recruiters need to use blue ink to complete the paper COE and NA form. The 2nd Reviewer will use red ink for updates. The SEA will use purple for any updates.*

Check and Verify

☐ A trained and certified recruiter completed the COE.

☐ Has family has been identified?

☐ **Recruiter** - Check enrollments in MSIX for migratory patterns and QAD in MIS2000 before completing a COE. *Ask follow-up questions if necessary. If there's reasonable doubt, request verifying documentation.*

☐ **2ⁿᵈ Reviewer** - Check QAD in MSIX/MIS2000 for duplicate entries. *For a new COE with a similar QAD, verify with the state appointed SEA and ask the Recruiter to check with family for last qualifying move.*

☐ All fields are completed *(Leave blank if not applicable).*

☐ Check View Log for notes, inquiries, and updates.

☐ Review COE to make sure it has been updated.

☐ A new COE is used for each child with a different QAD or eligibility factors.

☐ The COE ID# of any other COE(s) associated with the family is included in the comments.

☐ All names in all sections of the COE *(legal parents' and children's names, cities, etc.)* are spelled correctly.

☐ **Recruiter** – Verify with interviewee that all information is accurate before submitting the COE.

☐ All updates have been saved before resubmitting a rejected COE.

☐ School Year is the current program year September 1ˢᵗ to August 31ˢᵗ.

Sections of the COE

Family Data

☐ Spelling of last name 1, last name 2 if applicable, first name, and middle name if applicable, have been verified for Parent/Guardian 1 and Parent/Guardian 2. No nicknames are used.

☐ For single parents, father is listed in Parent/Guardian 1 or mother is listed in Parent/Guardian 2.

☐ If the child is the migratory worker and an Out of School Youth, only the child worker's contact information is listed under Parent/Guardian 1 or Parent/Guardian 2.

☐ Child worker's name and date of birth are listed in the Child Data section.

☐ If parent(s) DOB indicates he/she/they are under 22 years of age, a separate COE has been filled out for the eligible parent(s) or a comment is included that they have graduated or obtained a GED.

☐ The telephone numbers have been entered *(using dashes: 123-456-7890)* for Parent/Guardian 1 and Parent/Guardian 2. If there are two parents, we need at least one telephone number. Check box if it's okay to text.

☐ Email address(es), if entered, includes the username, @ symbol, and domain or email suffix *(e.g., username@gmail.com).*

☐ Current and Home base addresses have been verified using the [MN Education Mapper](#), [TX School District Locator,](#) [Niche School Search,](#) [Niche School Search,](#) or [National Center for Education Statistics](#). Can use Google for homebase addresses outside the U.S.

☐ Zip code has been verified.

☐ County has been verified.

☐ For homebase state from other countries, the state name has been entered **only** if the family is coming from US, Mexico, or Canada; otherwise, the state field is left blank.

☐ If the mailing address is different than the current address, it is included in the Comments section.

☐ McKinney Vento Act box is checked if there is an indication that the family may be considered homeless.

☐ An emergency contact *(name and phone number)* has been listed.

☐ Family Needs Assessment, preferred language(s) and best other way to inform family are selected. Check all that apply for Parent Involvement.

Child Data

☐ **Student Verifier** – Verify student MARSS ID *(Minnesota Automated Reporting Student System).*

☐ Spelling of last name 1, last name 2 if applicable, first name, middle name if applicable, and suffix if applicable have been verified for each child listed on the COE. No nicknames are used.

☐ The racial/ethnic values are selected. Includes race(s) if Hispanic indicator is selected.

☐ Appropriate Sex, Multiple Birth and Verification Codes are selected.

☐ Date of birth is entered correctly *(Any child(ren) born after the move are not entered in the Child Data section but added in the Comments section.).*

☐ Grade is last grade completed if identifying during the summer months **or** current grade level during the school year. If the student has dropped out, do not list the last grade completed. Select OS for youth who have dropped out of school or have never attended in the United States. For those children who are not at grade level, the number following the "P" corresponds to the **age of the child on September 1** of the current program year.

☐ Dropout has been selected, if applicable.

☐ Residency date is not before QAD unless the child preceded the worker. Note: a COE cannot be filled out until after the child and the worker each make a qualifying move. For non-qualifying moves, use the last qualifying move information in Section III, but use the non-qualifying move for the Residency Date in the Child Data section.

☐ District and School Name that child attends (or lives near for preschoolers and OSY) is selected from the drop-down list. Do not select a summer Migrant Education Program or Head Start Program. If open-enrolled, add district and school name to the child's comment field.

☐ District of Residence where the child lives is selected from the drop-down list based on the current address searched on the [MN Education Mapper](#) website.

☐ Homebase School is selected from the drop-down list. If no HB school, a comment has been included. For preschoolers and OSY, leave blank. If open-enrolled in a different school district, add comment to the child's comment field.

☐ Designated Graduation School is listed ONLY for students in grades 9th – 12th or "unsure of DGS" in the Comments.

☐ Student Profile is completed and dated the same date as COE.

☐ Last Grade Completed is listed from previous school year during the school year or the last grade they completed if identified during the summer. Hint: Last Grade Completed in Student Profile will be the same as Grade level in Child Data section during the summer. Grade and Last Grade Completed is the same for pre-school children.

☐ All applicable student needs are selected or None/No needs at this time is added to the comments in the Student Profile.

Qualifying Moves & Work and Comments

☐ The eligibility data is clear and appears reasonable *(e.g., the child meets all MEP eligibility criteria, including that the worker – if the child is not the worker – meets the definition of a migratory agricultural worker or migratory fisher).*

☐ Qualifying move information for the child and the worker is correct in #1 and #3. A school name, town, or municipality is used for countries without school districts.

☐ State and country are correct. The state name has been entered if the family is coming from US, Mexico, or Canada; otherwise, the state field is left blank.

☐ Dates are added in #2bi if the child and the worker moved separately. The moves are within 12 months.

☐ The Migratory Agricultural Worker/Migratory Fisher status has not expired.

☐ The Migratory Agricultural Worker/Migratory Fisher engaged in or actively sought new qualifying work within 90 days after the qualifying move.

☐ The qualifying activity should be selected from the drop-down list. If not listed, contact the state appointed SEA to check if it is qualifying work.

☐ If qualifying activity is rework, temporary is selected and a temporary comment is included.

☐ "Temporary" or "Seasonal" is selected.

☐ "Agricultural" or "Fishing" is selected.

☐ The nature of work *(worker's or employer's statement)* is selected if temporary employment is selected.

☐ The QAD is not after the sign dates and is the date that both the child and worker completed the move to the school district listed in #1.

☐ Clear and logical comments are provided where required *(See examples of situations that warrant additional explanation in the COE instructions).*

☐ A comment is included if the person who provided the information on the COE is not the worker.

☐ Additional comments are included for circumstances in which a third party may question the eligibility determination.

☐ 2bi - To join or precede comments must include why the worker or the child moved on a different date. If it's more than 12 months, the state appointed SEA must approve prior to COE submission and the state appointed SEA approval must be stated in the comments *(SEA approved due to extenuating circumstances)* along with the reason.

☐ 3a. If worker engaged more than 90 days after the move, the state appointed SEA must approve prior to COE submission and the state appointed SEA approval must be stated in the *comments (SEA approved due to extenuating circumstances)* along with the reason.

☐ 3b. Comments must include what the worker did to actively seek new qualifying work that is listed in #4, two separate move dates for the work history, where they moved from and to, and the qualifying work they did with each move.

☐ If Personal subsistence is selected, a comment is provided *(Check with the state appointed SEA to determine if personal subsistence is a qualifying activity in our state).*

☐ If the work is temporary, the Temporary Work Comments includes the necessary information, such as how soon after the move the worker engaged in qualifying work and how long they were employed or plan to work, to adequately document the eligibility decision.

☐ The name and location of the employer where the MAW/MF engaged in or actively sought new qualifying work is listed (*includes address, if known, or at minimum, the name, city and state*) and matches the location information on #4.

Parent/Guardian/Spouse/Worker Signature

☐ The parent/guardian/child or spouse is listed, and the signature matches the name.

☐ Signature on file should be checked if a paper COE was filled out and signed by the interviewee. If someone other than the Recruiter entered the paper COE in MIS2000, Signature on file should also be checked for the interviewer.

☐ The COE is signed and dated by the recruiter and person who was interviewed on the same date of the interview.

☐ The recruiter's signature matches the name selected from the drop-down list.

☐ Phone interviews require a verbal authorization, and the extenuating circumstances signature box is checked. Include the unsafe or impractical reason for the remote interview. The recruiter must provide a comment that clearly explains the "unsafe or impractical" conditions that prevented an in-person interview.

☐ **Student Verifier** – Send MSIX Move Notification that student has left their area. If applicable, request confirmation of qualifying information for child eligibility in another state.