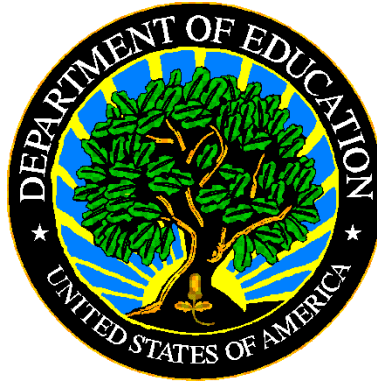


**Education of Migratory Children under Title I, Part C of the  
Elementary and Secondary Education Act of 1965**



**NATIONAL  
CERTIFICATE OF ELIGIBILITY (COE)  
INSTRUCTIONS**

**U.S. Department of Education  
Office of Elementary and Secondary Education**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0662. Public reporting burden for collection of information is estimated to average 1 hour and 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary, but the information is needed to obtain or retain benefit under Title I, Part C of ESEA, as amended (P.L. 115-64). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact the Office of Migrant Education (202-260-1164) directly.

# The National Certificate of Eligibility

## Purpose

The State Educational Agency (SEA) is required to document every migratory child’s eligibility for the Migrant Education Program (MEP) on the national Certificate of Eligibility (COE) created by the U.S. Department of Education (ED). The COE serves as the official record of the State’s eligibility determination for each individual child. A child must have an SEA-approved COE before MEP services may be provided.

## Table of Contents

<b>Overview .....</b>	<b>1</b>
<b>Electronic COEs .....</b>	<b>2</b>
<b>General instructions .....</b>	<b>3</b>
<b>Completing the Required Data Elements of the COE (part I) .....</b>	<b>3</b>
Family Data. ....	3
Child Data. ....	5
<b>Completing the Required Data Sections of the COE (part II) .....</b>	<b>6</b>
Qualifying Moves & Work Section.....	6
Comments Section .....	11
Interviewee Signature Section.....	13
Eligibility Certification Section.....	14
<b>Attachments .....</b>	<b>15</b>

## Overview

ED has created a standard national COE that all States are required to use. The national COE is comprised of three parts:

- (1) **Required Data Elements**, which States can organize according to State preference and need. Required Data Elements must be worded as they appear in these instructions, and cannot be changed or shortened, with specific exceptions noted (e.g., Multiple Birth Flag may be shortened to “MB” and Birth Data Verification Code may be shortened to “Code”.);
- (2) **Required Data Sections**, which States can place according to State preference and need, but that must be maintained in whole and unaltered (e.g., order, numbering, and wording of items within the Qualifying Moves and Work section must remain the same),

with specific exceptions noted (e.g., the Comments section must be self-contained and include at a minimum, the required comments, but may be divided into subsections for each required comment); and

(3) **State Required/Requested Information**, where space is available, that States can use to collect other data. State-specific required/requested information may be placed anywhere on the COE, *except* inside any of the Required Data sections. State instructions may neither negate nor contradict any of the Required Data Elements or Required Data Sections. States may choose their own header (e.g., State name) on the COE, as long as it identifies the form as the Certificate of Eligibility. States may also include their State logos or seals.

NOTE: States must maintain any additional documentation the SEA requires to confirm that each child found eligible for the program meets all of the eligibility definitions. State responsibilities for documenting the eligibility of migratory children are found in 34 C.F.R. § 200.89(c).

Attached are two documents. The first summarizes the required data elements and required data sections in a one-page format. The second is a template that demonstrates how the required data elements and required data sections might be arranged on the COE. Note that this template does not necessarily include elements that are required to be collected for other ED data collections (e.g., the Migrant Student Information Exchange). States can either use the template as-is, or they can modify it, within the parameters explained in (1), (2) and (3) above, to collect this or any other State required/requested information.

### **Electronic COEs**

States may use paper or electronic versions of the COE. For purposes of the MEP, an electronic COE is one for which information is entered by the recruiter/interviewer at the time of interview using an electronic device (e.g., tablet). COEs that are completed on paper at the local level and entered electronically for transmission to the State, are not electronic COEs for the purposes of the MEP. States must collect the required information, including required signatures, in a manner that follows the COE instructions, regardless of whether they use paper or electronic COEs. States should also be able to print the COE according to the format required by the instructions.

Each State has its own procedures for ensuring that electronic signatures are valid and authentic. ED would consider an electronic signature (e.g., captured via stylus, PIN code) to be equally acceptable for audit purposes, and would hold States accountable for any failure to implement its own procedures. We recommend that States:

- Consult with the State's auditors, Attorney General, or other appropriate State personnel who know and understand electronic signatures, to validate that the State will be able to rely on such signatures for purposes of identifying the person signing the document; and
- Keep the assurance referenced above on file for audit purposes.

## General instructions

- A COE must be completed every time a child makes a new qualifying move that would renew the child's eligibility for the MEP.
- All attempts should be made to complete all data elements and sections of the COE. In cases where a response may not be required or does not apply, flexibility has been built into the instructions. In these cases, the recruiter must write a dash (-) or "N/A" in the appropriate blank. All other information must be provided.
- With the exception of the "Qualifying Moves and Work Section," if the instructions ask for additional information in the Comments section and the State has required this information as a State data element, the recruiter does not need to provide the information again in the Comments section. For example, the instructions recommend that recruiters record the first and last names of the child's legal parent/guardian(s) in the Comments section if different from the current parent/guardian(s). However, if the State includes data elements for legal parent/guardian information, the recruiter would not have to repeat this information in the Comments section.
- 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 as the worker. The QAD is the date that both the child and worker completed moves to the same school district (listed in #1 of the Qualifying Moves and Work section.) There are special cases that are described in the instructions for the section titled "Qualifying Moves and Work Section." If more than one COE is necessary, the recruiter must complete all sections on each form.
- The recruiter must not include any child who:
  - Was born after the qualifying move described on the COE in #1 of the Qualifying Moves and Work section;
  - Is not eligible to receive a free public education through grade 12 under State law; or
  - Did not make the qualifying move described on the COE in #1 of the Qualifying Moves and Work section.

## Completing the Required Data Elements of the COE (part I)

**Family Data.** In this section of the COE, the recruiter will record the contact information for the child(ren) and name of the child(ren)'s parent(s)/guardian(s).

- *Parent/Guardian 1 [Last Name(s), First Name].* Record the name of the individual (if any) currently responsible for the child(ren). Record this individual's legal last name (or names) and legal first name. If the parent/guardian has two last names or a hyphenated last name, record the individual's last name(s) as it legally exists. The term "parent/guardian" on this

form and in other sections of these instructions includes a legal guardian or other person who is standing in the place of the parent (*in loco parentis*), such as a grandparent, or stepparent with whom the child lives. If the child(ren)'s legal parent/guardian is different from the current parent/guardian, we recommend providing the name of the child(ren)'s legal parent/guardian in the Comments section. If there is no parent/guardian information disclosed, or if the child is responsible for his or her own welfare (e.g., emancipated youth), write a dash (-) or "N/A."

- *Parent/Guardian 2 [Last Name(s), First Name]*. Record the name of the second individual (if any) currently responsible for the child(ren). Record this individual's legal last name (or names) and legal first name. If the parent/guardian has two last names or a hyphenated last name, record the individual's last name(s) as it legally exists. The term "parent/guardian" on this form and in other sections of these instructions includes a legal guardian or other person who is standing in the place of the parent (*in loco parentis*), such as a grandparent or stepparent with whom the child lives. If the child(ren)'s legal parent/guardian is different from the current parent/guardian, we recommend providing the name of the child(ren)'s legal parent/guardian in the Comments section. If there is no parent/guardian information disclosed, or if the child is responsible for his or her own welfare (e.g., emancipated youth), write a dash (-) or "N/A."
- *Parent/Guardian 1 Email Address*. Record the email address of the individual currently responsible for the child(ren). If no email address is available, write a dash (-) or "N/A."
- *Parent/Guardian 2 Email Address*. Record the email address of the second individual currently responsible for the child(ren). If no email address is available, write a dash (-) or "N/A."
- *Parent/Guardian 1 Telephone*. Record the telephone number, including area code, of the individual currently responsible for the child(ren). If no telephone number is available, write a dash (-) or "N/A."
- *Parent/Guardian 2 Telephone*. Record the telephone number, including area code, of the second individual currently responsible for the child(ren). If no telephone number is available, write a dash (-) or "N/A."
- *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, landmark). If the physical address is different from the mailing address, we recommend providing the mailing address in the Comments section of the COE.
- *City*. Record the name of the city or town where the child(ren) currently resides.
- *State*. Record the postal abbreviation used by the U.S. Postal Service for the State where the child(ren) currently resides.

- *Zip.* 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>.

**Child Data.** Child data includes the name, sex, birth date, etc. of each child. A recruiter should include all children with the same family and eligibility data on the same COE. Any child who has different (1) current family [see “Family Data” above for additional definition] or (2) eligibility data—including a different QAD—must be documented on a separate COE.

- *Residency Date.* Record the date (MM/DD/YY) that the child(ren) moved to (i.e., arrived in) the present school district. Use the two-digit number that refers to the month and day, and the last two digits of the year. For example, May 20, 2016, would be written as 05/20/16. 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. Note, although it is possible to record a residency date that precedes the QAD, a COE cannot be completed, and a child cannot be enrolled in the MEP until after the child and worker each make a qualifying move.
- *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).
- *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.”
- *Suffix.* Where applicable, record the child’s generation in the family (e.g., Jr., Sr., III, 3<sup>rd</sup>). Otherwise, write a dash (-) or “N/A.”
- *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., Lupe or Lupita for Guadalupe).
- *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., Lupe or Lupita for Guadalupe). If the child does not have a middle name, write a dash (-) or “N/A.”
- *Sex.* Record the child’s sex: “Male,” “Female,” or “Other.” States may abbreviate these responses as “M,” “F,” or “O,” respectively. If no child sex information is provided, write a dash (-) or “N/A.”
- *Birth Date.* Record the month, day and year the child was born. Use the two-digit number that refers to the month and day, and the last two digits of the year. For example, September 20, 2023, would be written as 09/20/23.

- *Multiple Birth Flag (MB)*. Record “Yes” if the child is a twin, triplet, etc. Write “No” if the child is not a twin, triplet, etc. States may abbreviate these responses as “Y” or “N,” respectively.
- *Birth Date Verification Code (Code)*. Record the four numbers that correspond to the evidence used to confirm each child’s birth date (see the codes and corresponding evidence listed below). States may choose to abbreviate the codes listed below by recording only the last two digits.

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; or
- 9999 – other.

If written evidence is not available, the interviewer may rely on the interviewee’s verbal statement. In such cases, the interviewer should record “1007” – the number that corresponds to “parent’s affidavit.”

## **Completing the Required Data Sections of the COE (part II)**

**Qualifying Moves & Work Section.** In this section, record the qualifying move and qualifying work information which the State believes documents the child’s eligibility for the program. Note that exceptions apply for moves within States comprised of a single school district and school districts of more than 15,000 square miles. See #1 (immediately below) for how to document these exceptions.

Throughout this section, the term “worker” refers to the child(ren)’s parent/guardian or spouse who is a migratory agricultural worker or migratory fisher, or the child if the child meets the definition of migratory agricultural worker or migratory fisher. The term “qualifying work” as used in this section refers to new temporary or seasonal employment (or personal subsistence) in agriculture or fishing. The “qualifying moves” documented in this section are the qualifying moves that meet the MEP-eligibility criteria [i.e., #3 documents the move soon after which the

worker engaged in qualifying work (or after which he or she actively sought qualifying work), and #1 documents the child(ren)'s move as, or with, or to join, the worker].

1. *The child(ren) listed on this form moved due to economic necessity 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 child(ren)'s last place of residency immediately prior to the qualifying move. Note that the child(ren) might have made subsequent non-qualifying moves.
- *to a residence in \_\_\_\_\_ (School District/City/State).* This location is where the child(ren) resided immediately following the qualifying move as the worker, or with, or to join, the worker. 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.
- **Exception.** If the child(ren) migrated a distance of 20 miles or more to a temporary residence in a school district of more than 15,000 square miles:
  - Record the name of the school district where the child(ren) resided immediately prior to and immediately following the qualifying move, in order to identify this move as one that meets the 20 miles criterion.
- **Exception.** If the child(ren) moved from a residence in one administrative area to a residence in another administrative area within a U.S. State that is comprised of a single school district:
  - Record the full legally or commonly used name of the administrative areas where the child(ren) listed resided immediately prior to and immediately following the qualifying move.

Provide as much of this information in these blanks as available. At a minimum (with the exception of States comprised of single school districts or school districts of more than 15,000 square miles), the State must be able to document that the child moved from one school district to another and changed residences in the process. In the case of States comprised of a single school district, the State must be able to document that the child moved from one administrative area to another and changed residences in the process. In the case of school districts of more than 15,000 square miles, the State must be able to document that the child migrated a distance of 20 miles or more and changed residences in the process.

If the child and the worker moved from different previous residences, record the child's prior residence in response to #1 and record the worker's prior residence in the Comments section.

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



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

- Mark the box “as a worker” if the child moved as the worker.
- Mark the box “with the worker” if the child(ren) moved with the worker.
- Mark the box “to join or precede the worker” if the child(ren) moved either before or after the date the worker moved. If this box is marked, also complete “i” under 2b.

b. The worker, \_\_\_\_\_ (First and Last Name of Worker), (Continued below)

- Record the first and last name of the individual who is a migratory agricultural worker or migratory fisher (i.e., the child(ren)’s parent/guardian or spouse, or the child – if the worker).

(Continued from above) ...  is the child, OR the child(ren)’s  parent/guardian  spouse. [Mark only one box]

- Mark the box that indicates whether the worker is the child or the child(ren)’s relationship to the worker (i.e., parent/guardian or spouse).

(Complete 2bi if “to join or precede” is checked in 2a.)

i. The child(ren) moved on \_\_\_\_\_ (MM/DD/YY). The worker moved on \_\_\_\_\_ (MM/DD/YY). (provide comment)

- If the worker moved separately from the child(ren), record the date that the child(ren) moved to the school district listed in #1, and record the date the worker moved to the school district listed in #1. Also record the reason for the different move dates, and whether the worker moved from a different location than the child(ren), in the Comments section.

3. The worker moved due to economic necessity on \_\_\_\_\_ (MM/DD/YY), from a residence in \_\_\_\_\_ (School District/City/State/Country) to a residence in \_\_\_\_\_ (School District/City/State), and: [Mark only one of the following boxes: either a or b.]

a.  engaged in new qualifying work soon after the move (provide comment if worker engaged in qualifying work more than 60 days after the move), OR

- Mark this box if the individual listed as the worker in #2b moved due to economic necessity from a residence in one school district to another, and, soon after doing so, engaged in new temporary or seasonal employment (or personal subsistence) in agriculture or fishing.

- Explain in the Comments section if the worker is determined to be a migratory agricultural worker or migratory fisher based on his or her engagement in new qualifying work more than 60 days after the qualifying move described in #3.

*b.  actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)*

- Mark this box if the individual listed as the worker in #2b, moved due to economic necessity from a residence in one school district to another and actively sought new qualifying work before or after the qualifying move described in #3, and has a recent history of moves for qualifying work.
- Explain in the Comments section how and when the worker actively sought new qualifying work. For example, the individual stated that he or she (or someone on his or her behalf) applied for qualifying work at a particular agricultural or fishing job site, or applied at a center that coordinates available qualifying work.
- Explain in the Comments section the worker’s recent history. For example, the recruiter could write, “worker moved from Brownsville, Texas, to Decatur, Michigan, and planted tomatoes in May 2016, and moved from Decatur, Michigan to Presque Isle, ME, and picked potatoes in October 2016.”
- An individual’s recent history of moves for qualifying work does not have to be from one school district to another and engagement in qualifying work that follows the historic moves does not have to occur “soon after” each move. However, any such historic move must meet the definition of a “move” under 34 C.F.R. § 200.81(j), which requires a change from one residence to another residence that occurs due to economic necessity.

4. *The qualifying work\**, \_\_\_\_\_ *(describe agricultural or fishing work), (Continued below)*

- *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 order of common use/in any order. 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; grape pruning; detasseling corn; catching chickens; planting oysters; walking (weeding) soybeans; and crab harvesting.

*(Continued from above)...was (make a selection in both a. and b.):*

*a.  seasonal OR  temporary employment, (Continued below)*

- 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. (34 C.F.R. § 200.81(o)).
- 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. (34 C.F.R. § 200.81(p)).

b. (Continued from above)...  *agricultural* OR  *fishing work*.

- Mark the box for “agricultural work” if the work involves the production or initial processing of raw agricultural products such as crops, trees, dairy products, poultry, or livestock. (Section 1309(2) and 34 C.F.R. § 200.81(a)). The work may be performed either for wages or personal subsistence.
- 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. (34 C.F.R § 200.81(c)). The work may be performed either for wages or personal subsistence.
- Mark the box for “personal subsistence” if “...the worker and the worker’s family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products, or livestock they produce or the fish they catch” (34 C.F.R. § 200.81(m)). Also provide a comment in the Comments section.

5. (Only complete if “temporary” is checked in #4a) *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., 3 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.

c.  State documentation for \_\_\_\_\_ (employer).

- Mark this box upon verification that the State has current documentation to support that the work described in #4 is temporary employment for this particular employer.
- *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 engaged in qualifying work.

6. The child(ren) 's *Qualifying Arrival Date* was \_\_\_\_\_ (MM/DD/YY). Record the QAD, using the two-digit numbers that refer to the month and day, and the last two digits of the year. For example, May 20, 2023, would be written as 05/20/23.

The QAD is the date that both the child and worker completed the move to the school district listed in #1. The child must have moved as a worker, or with, or to join a parent/guardian or spouse who is a migratory agricultural worker or migratory fisher. 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 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 <u>The child. . .</u>	Qualifying Arrival Date (QAD)--Eligibility Begins The QAD is. . .
. . .moved <u>with</u> the worker.	. . .the date the <u>child and worker both arrived</u> in the district.
. . .moved <u>before</u> the worker moved.	. . .the date the <u>worker arrived</u> in the district where the child was residing.
. . .moved to join the worker <u>after</u> the worker moved.	. . .the date the <u>child arrived</u> to join the worker.

**Comments Section (Must include 2bi, 3a, 3b, 4, 5a and 5b of the Qualifying Moves & Work Section, if applicable. Must include the Interviewee Signature Section (explained below), if applicable).** 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, 3a, 3b, 4, 5a and 5b of the Qualifying Moves & Work Section, as well as the Interviewee Signature Section, if applicable. The Comments section must be self-contained and include at a minimum, the required comments, but States may choose to divide required comments into subsections. As mentioned previously, these items include the following scenarios documented in the Qualifying Moves and Work Section and the Interviewee Signature Section:

- #2bi: The child(ren) and worker moved separately. If the child(ren) joined or preceded the worker, record the reason for the child's later move or the worker's later move. If the worker moved from a different school district than the child(ren), record the name of the school district in which the worker resided immediately prior to the move.
- #3a: The worker engaged in new qualifying work more than 60 days after the qualifying move.
- #3b: The worker did not engage in new qualifying work soon after the qualifying move. In this case, the recruiter must document that:
  - The worker actively sought new qualifying work; AND
  - The worker has a recent history of moves for qualifying work
- #4: The worker is a migratory agricultural worker or migratory fisher on the basis of "personal subsistence," meaning "that the worker and the worker's family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products, or livestock they produce or the fish they catch." (34 C.F.R. § 200.81(m)).
- #5a or 5b: 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.
- V. Interviewee Signature: The recruiter/interviewer did not obtain the interviewee's signature. The comment must explain the circumstances that prevented the recruiter from obtaining the interviewee's signature (e.g., interview was conducted remotely, interviewee refused to sign his or her name).

ED recommends that the recruiter provide additional comments on the COE in the following circumstances and in any 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 that one could question whether it was a move from one residence to another residence, due to economic necessity.
- The person who provided the information on the COE form (interviewee) is not the worker.
- The mailing address is different from the child(ren)'s physical residence.
- The child(ren)'s legal parent/guardian(s) differ from the current parent/guardian(s) listed.

**Interviewee Signature Section.** The interviewee signs and dates the COE on the day the interview is conducted. The interviewee must also print their name and relationship to the child.

*I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.*

*Signature, Printed Name, Relationship to the child(ren), Date*

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 interviewee is unable to sign his or her name, he or she must mark an "X" in the signature section and the recruiter must print the interviewee's name and relationship to the child, and the date the interview was completed in the Interviewee Signature section. If the 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, and the date the interview was completed in the Interviewee Signature section. If the interview was conducted remotely, the recruiter must document in the Comments section the circumstances that prevented the recruiter from obtaining the interviewee's signature and print the interviewee's name and relationship to the child, and date the interview was completed in the Interviewee Signature section.

If a State chooses to include other statements that require, for example, a parent/guardian signature specifically, the State can include those statements separately from the Interviewee Signature section. As noted on page 2 of these Instructions, State-specific required/requested information may be placed anywhere on the COE, *except* inside any of the Required Data sections. ED strongly recommends that States obtain the approval of their legal counsel to

ensure that additional statements they add comply with the applicable Federal, State, and local laws and policies.

**Eligibility Certification Section.** The recruiter signs, prints their name, 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 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, Printed Name, Date*

*Signature of Designated SEA Reviewer, Printed Name, 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, print their name, and date the COE on the day it was reviewed.

NOTE: If an SEA wishes to add to any portion of the Eligibility Certification Section, it must submit its proposed statement to the Office of Migrant Education for approval.

**Attachments**



**REQUIRED DATA ELEMENTS**

**Family Data**

Parent/Guardian 1 Last Name      Parent/Guardian 1 Telephone  
 Parent/Guardian 1 First Name      Parent/Guardian 2 Telephone  
 Parent/Guardian 2 Last Name      Current Address  
 Parent/Guardian 2 First Name      City  
 Parent/Guardian 1 Email Address      State  
 Parent/Guardian 2 Email Address      Zip

**Child Data**

Residency Date      Sex  
 Last name 1      Birth Date  
 Last name 2      Multiple Birth Flag (or MB)  
 Suffix      Birth Date Verification Code  
 First name      (or Code)  
 Middle name

**REQUIRED DATA SECTIONS**

**Qualifying Moves & Work Section**

1. The child(ren) listed on this form moved due to economic necessity from a residence in \_\_\_\_\_ School district \_\_\_\_\_ /  
 City \_\_\_\_\_ / State \_\_\_\_\_ / Country \_\_\_\_\_ to a residence in \_\_\_\_\_ School district \_\_\_\_\_ / City \_\_\_\_\_ / State \_\_\_\_\_.
2. The child(ren) moved (complete both a. and b.):
  - a.  as the worker, OR  with the worker, OR  to join or precede the worker.
  - b. The worker, \_\_\_\_\_ First Name and Last Name of Worker \_\_\_\_\_, is  the child, OR the child(ren)'s  parent/guardian  spouse.
    - i. (Complete if "to join or precede" is checked in #2a.) The child(ren) moved on \_\_\_\_\_ MM/DD/YY \_\_\_\_\_.
    - The worker moved on \_\_\_\_\_ MM/DD/YY \_\_\_\_\_. (provide comment)
3. The worker moved due to economic necessity on \_\_\_\_\_ MM/DD/YY \_\_\_\_\_, from a residence in \_\_\_\_\_ School District/ \_\_\_\_\_ City/  
 \_\_\_\_\_ State/ \_\_\_\_\_ Country \_\_\_\_\_ to a residence in \_\_\_\_\_ School District/ \_\_\_\_\_ City/ \_\_\_\_\_ State \_\_\_\_\_, and:
  - a.  engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR
  - b.  actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)
4. The qualifying work,\* \_\_\_\_\_ describe agricultural or fishing work \_\_\_\_\_ was (make a selection in both a. and b.):
  - a.  seasonal OR  temporary employment
  - b.  agricultural OR  fishing work

\*If applicable, check:  
 personal subsistence (provide comment)
5. (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:
  - a.  worker's statement (provide comment), OR
  - b.  employer's statement (provide comment), OR
  - c.  State documentation for \_\_\_\_\_ Employer \_\_\_\_\_.
6. The child(ren)'s Qualifying Arrival Date was \_\_\_\_\_ MM/DD/YY \_\_\_\_\_.

**Comment Section** (Must include 2bi, 3a, 3b, 4, 5a and 5b of the Qualifying Move & Work Section, if applicable. Must include the Interviewee Signature Section, if applicable.)

**Interviewee Signature Section**

I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true. *[This section must include fields labeled "Signature," "Printed Name," "Relationship to the child(ren)," and "Date".]*

**Eligibility Certification Section**

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 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. *[The section must include fields labeled "Signature of Interviewer," "Printed Name," "Signature of Designated SEA Reviewer," "Printed Name," and "Date" for each signature.]*

# NATIONAL CERTIFICATE OF ELIGIBILITY

## I. FAMILY DATA

Parent/Guardian 1: Last Name _____ First Name _____		Parent/Guardian 2: Last Name _____ First Name _____	
Parent/Guardian 1 Email Address: _____	Parent/Guardian 1 Telephone: _____	Parent/Guardian 2 Email Address: _____	Parent/Guardian 2 Telephone: _____
Current Address: _____		City _____	State _____ Zip _____

## II. CHILD DATA

Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MB	Code	Residency Date

## III. QUALIFYING MOVES & WORK

- The child(ren) listed on this form moved due to economic necessity from a residence in     School district    /    City    /    State    /    Country     to a residence in     School district    /    City    /    State    .
- The child(ren) moved (complete both a. and b.):
  - as the worker, OR  with the worker, OR  to join or precede the worker.
  - The worker,     First Name and Last Name of Worker    , is  the child, OR the child(ren)'s  parent/guardian  spouse.
    - (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on     MM/DD/YY    . The worker moved on     MM/DD/YY    . (provide comment)
- The worker moved due to economic necessity on     MM/DD/YY     from a residence in     School district    /    City    /    State    /    Country     to a residence in     School district    /    City    /    State    , and:
  - engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move); OR
  - actively sought new qualifying work, AND has a recent history of moves for qualifying work (provide comment)
- The qualifying work,\*     describe agricultural or fishing work    , was (make a selection in both a. and b.):
  - seasonal OR  temporary employment
  - agricultural OR  fishing work

\*If applicable, check:  
 personal subsistence (provide comment)
- (Complete if "temporary" is checked in #4a) The work was determined to be temporary employment based on:
  - worker's statement (provide comment), OR
  - employer's statement (provide comment), OR
  - State documentation for     Employer    .
- The child(ren)'s Qualifying Arrival Date was     MM/DD/YY    .

## IV. COMMENTS (Must include 2bi, 3a, 3b, 4, 5a and 5b of the Qualifying Moves & Work Section, if applicable. Must include the Interviewee Signature Section, if applicable.)

## V. INTERVIEWEE SIGNATURE

I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Relationship to the child(ren) \_\_\_\_\_ Date \_\_\_\_\_

## VI. ELIGIBILITY DATA CERTIFICATION

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 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 \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Designated SEA Reviewer \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_