The Kentucky Migrant Education Program Certificate of Eligibility (COE) Form is the only acceptable document utilized in Kentucky for the proper identification and recruitment of migratory children. The COE must be printed legibly and completed in blue ink. Each box is required to be completed with the exception of Comments. Use "same", "N/A" or dashes to acknowledge that an inquiry has been made for each item. Use of correction fluid is not permitted. Corrections are to be dated and initialed. This form shall be completed after each qualifying move. The completed form shall be submitted within 1 week to the regional office.

District Name: Fill in the name of the School District

COE ID#: The records clerk will enter the computer generated COE id.

Enrollment Date: Enter the moth, day and year child(ren) enroll in school.

Residency Date: Enter the month, day and year that the children entered the present school district. If same as QAD, write a dash.

SECTION I: FAMILY DATA

1. Name of the male parent or guardian (last name, first, MI).
2. Name of the female parent or guardian (last name, first, MI).
3. Enter the current address of the worker or parent/guardian/spouse.
4. Enter the current city.
5. Enter the current state.
6. Enter the current zip code.
7. Enter the telephone number where someone can be reached. If none, use dashes (-) or N/A.

SECTION II: CHILD DATA

1. Grade Level of Child (P0 = under age 1; P1-4 = ages 1-4; P5 = 5 yrs. old and not in in kindergarten; K = enrolled in kindergarten; 1-12 = graded 1-12; OS = out-of-school youth; UG = ungraded)
2. District or school code where child resides
3. Record the legal last name of each eligible child in the family. If the child has A multiple or hyphenated last name, record the first part of the name.
4. If the child has a multiple or hyphenated last name, record the second part of the name. If the child does not, write a dash (-) or N/A.
5. Record the legal first name. Do not record nicknames or shortened names.
6. Record the legal middle name. Do not record nicknames or shortened names. If the child does not have a middle name record a dash (-) or N/A.
7. Suffix: When applicable, record the child's generation in the family (Jr., Sr.). Otherwise, record a dash (-) or N/A.
8. Sex: Indicate the child's sex by entering M for male and F for female.
9. Ethnic Code: 1= American Indian or Alaskan Native; 2 = Asian or Pacific Islander; 3 = Black, not Hispanic; 4 = Hispanic; 5 = White, not Hispanic; 6 = other
10. Date of Birth: Enter the two-digit number for the month, day and four-digit number for the year (eg. 06/07/1982).
11. Age: Enter the age of the each eligible child or youth
12. MB: Multiple Birth. Enter "Y "for "yes" if the child is a twin, triplet etc. Record a dash (-) for not applicable.
13. Code: Verification. Record the digits that corresponds to the evidence used to confirm each child's DOB.

03 – Baptism or Church Certificate	07 – Parents Affidavit*	11 – State-issued ID	99 - other
04 – Birth Certificate	08 – Passport	12 – Driver's License	
05 – Entry in Family Bible	09 – Physician's Certificate	13- Immigration Documents	
06 - Hospital Certificate	10 – Verified School Records	82 - Life Insurance Policy	

* If written evidence is not available, the interviewer may rely on a parent's or youth verbal statement. in such cases, the interviewer should record "07" – the number that corresponds with "parents affidavit".

14. Birthplace: Enter the city, state and country of the child's birth. If the child was born in a foreign county, enter only the name of the city and country.
15. Student ID: Clerks will enter the computer generated student id.

SECTION III: QUALIFING MOVE & WORK

1. "From a residence in ____". This location is the last place of residency before the child(ren) and the parent, spouse or guardian moved due to economic necessity in order to obtain qualifying work.
   "To a residence in ___".. This location is the place of residency where the child(ren) and the parent, spouse or guardian moved due to economic necessity in order to obtain qualifying work.
2. a. Mark the appropriate box to indicate if the child(ren) made a move on own as a worker, with the worker (parent, spouse, or guardian or other family member); or to join or precede the worker.
   b. Record the first and last name of the worker (i.e. self, parent, spouse or guardian) who sought or obtained the qualifying work. Mark the appropriate box that indicates the child's relationship to the worker.
      i. (Complete if "to join or precede" is checked in 2a). Record the date (MM/DD/YYYY) the worker moved in order to obtain the qualifying work. Also record the date (MM/DD/YYYY) the child(ren) moved in order for the parent, spouse or guardian to obtain qualifying work. Also, record the reason for the different moves and/or dates in the eligibility comment section.
3. Record the Qualifying Arrival Date (QAD) using the two-digit numbers for the month and day, and four-digit number for the year (MM/DD/YYYY).
4. Mark on the box (either a, b or c) that represents the circumstances in which the worker moved due to economic necessity in order to obtain temporary or seasonal employment in agricultural or fishing work.
   a. Mark (a) if the worker moved and obtained qualifying work.
   b. Mark (b) if the worker moved to obtain <u>any</u> work and soon after the move (within 3 months) obtained temporary or seasonal employment in agricultural or fishing work.
   c. Mark (c) if the worker moved to obtain temporary or seasonal employment in agricultural or fishing work, but did not obtain that work. If this box is marked, also mark box (i), box (ii) or both (when applicable).
      i. Mark this box to indicate that the worker has a prior history of moving to obtain temporary or seasonal employment in agricultural or fishing work. Explain the history in the eligibility comment section.
      ii. Mark this box to indicate that there is other credible evidence that the worker actively sought qualifying work but the work was not available or reasons beyond the worker's control. Explain this evidence in comment section.
5. Using an action verb and a noun (crop, livestock or seafood), describe the qualifying work.
   a. Mark the appropriate box – select "temporary" or "seasonal". If "temporary", continue and complete #6. If "seasonal", write N/A in 6c (employer's name) in this section.
   b. Mark the appropriate box – select "agricultural" or "fishing work".
6. Mark how the work was determined to be temporary, whether based on (a) the worker's statement, (b) the employer's statement or (c) state documentation. Provide explanatory comments in the eligibility comment section. Document the name of the employer in 6c.

SECTION IV: COMMENTS

Use this space to provide further clarification of the child(ren)'s eligibility. At a minimum, comments must explain items 2bi, 4c, 5, 6a and 6b of the Qualifying Move & Work Section, if applicable.

SECTIONS V & VI: SIGNATURES

1. & 2. Mark "X" in the appropriate box for each statement. Procure a signature or mark of legal/current parent/guardian/spouse or youth and date. Any person unable to sign his or her name should place an X on the line. The interviewer should then print the name of this person on the signature line, write that's person's relationship to the child, and include the interviewer's initials.

Person conducting the interview signs and dates the COE on the day the interview is conducted. Procure the signature of the Regional Migrant Program Coordinator or designee and enter the date signed (month, day and year). The person conducting the interview and the person certifying eligibility cannot be the same.

SECTIONVII: CONTINUED RESIDENCY VERIFICATION

1. Funding year for verification signature – eg. 2010-2011
2. Signature of parent/guardian during the 2nd funding year, following the initial signing date. Return a copy to the regional office immediately for clerk to forward to the state office. Anyone other than a parent/guardian signing the form must write in the comment section the date and location they physically saw each child. For the 3rd funding year, follow the same protocol.
3. Relationship to the child(ren).
4. Date the parent/guardian gave the verification signature.
5. Signature of the MEP representative obtaining the verification signature.
6. Date the MEP representative signed and obtained the signature.

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