



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS – MIGRANT EDUCATION

MISSOURI CERTIFICATE OF MIGRANT ELIGIBILITY (COE)

I - LOCAL EDUCATIONAL AGENCY (LEA) INFORMATION													
LEA NAME						COUNTY-DISTRICT CODE				SCHOOL YEAR			
II - FAMILY DATA													
MALE PARENT/GUARDIAN: (LAST NAME 1, LAST NAME 2, FIRST NAME)						FEMALE PARENT/GUARDIAN: (LAST NAME 1, LAST NAME 2, FIRST NAME)							
CURRENT ADDRESS						CITY, STATE, ZIP				TELEPHONE			
HOMEBASE ADDRESS						CITY, STATE, ZIP				TELEPHONE			
III - CHILD/SCHOOL DATA													
LAST NAME 1	LAST NAME 2	SUFFIX	FIRST NAME	MIDDLE NAME	SEX	DATE OF BIRTH	MB	CODE	BIRTH CITY, BIRTH STATE, BIRTH COUNTRY	SCHOOL BUILDING CODE	ENROLL CODE	GRADE LEVEL	RESIDENCY DATE
IV - ELIGIBILITY DATA						V- COMMENTS – ATTACH ADDITIONAL COMMENTS AS NEEDED							
<p>The child(ren) listed above moved from a residence in _____ School District/City/State/Country</p> <p>to a residence in _____ School District/City/State/Country</p> <p>The child(ren) moved (make a selection in both a. and b.):</p> <p>a. <input type="checkbox"/> on their own as worker <input type="checkbox"/> with the worker <input type="checkbox"/> to join or precede the worker.</p> <p>b. The worker _____ is the child's</p> <p><input type="checkbox"/> parent <input type="checkbox"/> spouse <input type="checkbox"/> guardian <input type="checkbox"/> self</p> <p>i. If "to join or precede the worker" is checked in "a" above, then complete the following and provide a comment: The worker moved on _____. The child(ren) moved on _____.</p> <p>The Qualifying Arrival Date was _____</p> <p>The worker moved due to economic necessity in order to obtain:</p> <p>a. <input type="checkbox"/> qualifying work, and obtained qualifying work, OR</p> <p>b. <input type="checkbox"/> any work, and obtained qualifying work soon after the move, OR</p> <p>c. <input type="checkbox"/> qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work:</p> <p>i. <input type="checkbox"/> The worker has a prior history of moves to obtain qualifying work (provide comment), or</p> <p>ii. <input type="checkbox"/> There is other credible evidence that the worker actively sought qualifying work soon after the move (provide comment).</p> <p>The qualifying work was* _____ (make a selection in both a. and b.):</p> <p>a. <input type="checkbox"/> seasonal, OR <input type="checkbox"/> temporary employment <input type="checkbox"/> *If applicable, check: (provide comment)</p> <p>b. <input type="checkbox"/> agricultural, OR <input type="checkbox"/> fishing work <input type="checkbox"/> personal subsistence</p> <p>Complete if "temporary employment" is checked. The work was determined to be temporary employment based on:</p> <p>a. <input type="checkbox"/> worker's statement (provide comment), OR</p> <p>b. <input type="checkbox"/> employer's statement (provide comment), OR</p> <p>c. <input type="checkbox"/> verification of State documentation for _____ employer</p>						<p style="background-color: black; color: white; padding: 2px;">VI – PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE</p> <p>I understand the purpose of this form is to help the State determine if the child(ren)/youth listed above is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, all of the information I provided that is included on this form is true.</p> <p>Entiendo que el propósito de esta forma es ayudar al Estado a determinar si los hijos o jóvenes nombrados en esta forma son elegibles para el Programa Título I Parte C del Programa de Education Migrante. La información que yo _____ he proporcionado en esta forma es correcta.</p> <p>_____ Signature Relationship Date</p> <p style="background-color: black; color: white; padding: 2px;">VII – ELIGIBILITY DATA CERTIFICATION</p> <p>I hereby certify that to the best of my knowledge, the information is true, reliable, and valid. Any false statement provided herein is subject to a fine or imprisonment pursuant to 18 U.S.C. 1001.</p> <p>_____ Signature of Interviewer Date</p> <p>I certify that these children are migratory children as defined in 2D U.S.C. 6399(2) and eligible as such for MEP services based on the information provided by the parent/spouse/guardian/worker identified in the box immediately above.</p> <p>_____ Signature of SEA Reviewer Date</p> <p>_____ Signature of SEA Reviewer Date</p>							

**MISSOURI MIGRANT EDUCATION
CERTIFICATION OF ELIGIBILITY**

Please print legibly with blue ink pen. All corrections that are made after the original interview should be made in black ink to distinguish from the original and should be initialed and dated by the person making the correction and indicate the source of the new information. (Use comment section or back of Certificate Of Eligibility (COE) if necessary).

Mail the entire form to: Department of Elementary and Secondary Education, Migrant Education, P.O. Box 480, Jefferson City, MO 65102-0480; Questions contact: Migrant Education at (573) 526-6989.

Homebase Address – Is the place the family considers home. If none is known put n/a.

MB – The first verification box is for multiple birth – mark with a yes or no.

CODE – The second verification box is for documentation of birth date. Please use one of the following codes:

- 03 – Baptismal or church certificate
- 04 – Birth certificate
- 05 – entry in family Bible
- 06 – hospital certificate
- 07 – parent’s affidavit
- 08 – passport
- 09 – physician’s certificate
- 10 – previously verified school records
- 11 – state issued ID
- 12 – driver’s license
- 13 – immigration document
- 82 – life insurance policy
- 99 – other

Enrollment Code – This is the type of school in which instruction and/or support services are given.

- 01 – Basic School Program
- 02 – Regular Term Migrant Education Program (MEP) Funded Project
- 03 – Summer School/Intersession MEP-Funded Project
- 04 – Year Round MEP-Funded Project
- 05 – Basic School Program and Regular Term MEP Funded Project
- 06 – Residency Only (None of the Above)

Record the grade level as the following:

- PS – Preschool (MEP Funded Preschool)
- PX – Unknown Preschool (Not MEP Funded)
- P0 – Age Birth
- P1 – Age 1
- P2 – Age 2
- P3 – Age 3 (Not in Kindergarten)
- P4 – Age 4 (Not in Kindergarten)
- P5 – Age 5 (Not in Kindergarten)
- KG – Kindergarten
- 00 – Out-of-School means any child who is not enrolled in school.
- 01 – Grade 1
- 02 – Grade 2
- 03 – Grade 3
- 04 – Grade 4
- 05 – Grade 5
- 06 – Grade 6
- 07 – Grade 7
- 08 – Grade 8
- 09 – Grade 9
- 10 – Grade 10
- 11 – Grade 11
- 12 – Grade 12

Recruiter Checklist

Did you:

- | | |
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| | Review all of the information that you should collect in order to complete a COE? |
| | Double check the spelling on the first and last names of the parents and children? |
| | Consider situations in which you will need to include a written explanation in the comments section or on the back of the COE? |
| | Make sure the copy is legible all the way through to the fourth copy? |
| | Make sure a different color ink is used for all corrections and initial corrections and include explanation of why correction was made. |
| | Include area code on all phone numbers |
| | Make sure the birth date is MM/DD/YYYY |
| | Make sure only one qualifying activity code is written. Use the code that best fits the job they do the majority of the time. |