

# COVID-19 COE Completion

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Effective today, recruiters may complete COEs through the following methods:

- Virtually (Video chat or phone interview)
- In person (Distanced Face-to-face interview)



# Virtual COE

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Attempt to use all available resources to “see” the interviewee.

If this is unavailable or impractical, complete the eligibility interview over the phone.



# Virtual COE

Document in the Comments section: "Due to the Coronavirus pandemic, the interviewee verified by [phone, Zoom, FaceTime, etc.] the eligibility information, had the FERPA rights read to them, and gives permissions as selected in the signatures section."

## Qualifying Moves & Work

Items 1 - 6   Comments

General Comments

Due to the Coronavirus pandemic, the interviewee verified by phone the eligibility information, had the FERPA rights read to them, and gives permissions as selected in the signatures section.

# In-person COE

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If you do complete an eligibility interview in person,  
**maintain a 6 ft. distance** from the interviewee and  
**do not obtain a signature**





# In-person COE

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If the interview was completed in person, document in the Comments section:

"Due to the Coronavirus pandemic, the interviewee verified, from a 6-foot distance, the eligibility information, had the FERPA rights read to them, and gives permissions as selected in the signatures section."



# COVID-19 COE Completion

The recruiter will write “COVID-19 COE” in the Interviewee signature section and input the interviewee’s relationship to the child(ren), and date.

Migrant Staff Recertify

### Parent / Guardian / Spouse / Worker Signature

I understand the purpose of this form is to help the State determine if the children/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 have provided to the interviewer is true.

The rules for migrant eligibility, services, student record transfer, and the Family Educational Rights and Privacy Act (FERPA), R.S. 17:3914 have been explained to me. I hereby authorize this school district and the State Educational Agency to release, transfer and/or receive my child's education and health records, including immunization records and standardized test results, to/from other school districts, educational agencies, and other pertinent agencies. In order to potentially qualify for more educational, health, or social services, I further agree that student/family information, otherwise confidential under the provisions of FERPA and R.S. 17:3914, may be shared with organizations that provide services under the following: the projects of the State Migrant Education Program (MEP), the College Assistance Migrant Program (CAMP), the High School Equivalency Program (HEP), the Migrant Education Even Start Program (MEES), child nutrition programs, and other programs that work in partnership with Louisiana's MEP.

FERPA Language:

ACCEPT Interviewee gives permission to release/transfer and/or receive child's records

**COVID-19 COE**

Sign Date

Relationship to child

Signed By



# COVID-19 COE Completion

## Before the Interview

- Prepare resources for the family
- Prepare yourself for the interview

## During the Interview

- Take extra time to review the COE information carefully
- Follow "Outreach Protocol" for in-person visits
- Read them all MEP and FERPA statements in the signature section
- Write "COVID-19 Call" and do NOT collect an interviewee signature
- Input the statement about the inability to sign because of the pandemic into the Comments section

## After the Interview

- Thank the interviewee for their time
- Ask if there is anything else that the MEP can do for them
- Send the family their COE



# LMEP ID&R Team

Please reach out to the LMEP ID&R Team at [idr.team@louisiana-mep.org](mailto:idr.team@louisiana-mep.org). The ID&R Team is available to assist with ID&R questions, recruitment efforts or anything else that may come up.

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