Louisiana Migrant Education Program
ID&R Team

MERIL2 Certificate of Eligibility (COE) Instructions

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Header

- **COE Date:** MERIL2 automatically generates the date the COE was created.
- **COE ID:** MERIL2 automatically generates a unique ID for every COE. The first two letters are the state (LA) the next numbers are the recruiter's ID followed by a dash (LA81-) and the last five numbers are the specific COE Identification number (Example: LA81-27670 or LA1007-27489).
- **View Log:** The COE Log shows the path that the COE has taken in the review process, who currently owns the COE and the reasons for a rejection. Click "View Log" in the upper right hand corner of MERIL2 to see the COE Log.
- **COE Status:** A COE will always have one of five statuses automatically generated by MERIL2:
    - "**Incomplete**" – The recruiter has created a new COE but it has not yet been submitted.
    - "**New**" – The COE is submitted but waiting for review by the initial COE reviewer
    - "**Eligible**" – The COE has passed the first stage of review for eligibility and consistency.
    - "**Verified**" – The student information on the COE has been verified in the MERIL2 and MSIX databases for spelling, DOBs, etc.
    - "**Reviewed**" – The COE has been reviewed for eligibility, consistency, compliance with these MERIL2 COE Instructions and is ready for state approval.
    - "**Accepted**" – The COE and all migratory student information has been approved by the state DOE.
    - "**Rejected**" – The COE has been sent back to the recruiter for revisions. The reason(s) for rejection will be noted in the COE Log.
- **Navigation:** The following buttons are located below the "Search" button in the top left hand corner of MERIL2.
    - [|<] Previous COE
    - [>] Next COE
    - [>|] Last COE
    - [+] Add/Create a New COE
    - [–] Delete a COE

- o [✓] Save Changes (many actions auto-save)
- o [X] Cancel Edits (can't cancel after certain actions that save)
- o Note: Changing tabs automatically saves changes

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General Instructions/Tips

- **Navigation:** An easy and fast way to navigate through the different fields of MERIL2 is using the tab key on your keyboard.
- **Blank Fields:** Complete all sections and fields of the COE. If the field is free text, it may be left blank. If the field is a dropdown, a selection must be made.
- **CAPS:** Input text using all capitals. MERIL2 automatically turns on CAPS lock when the program is opened.
- **Identification:** Ask for identification from all families/students to confirm the students' names, birthdates, addresses, places of birth, etc.
- **Comments:** Provide comments only as required and indicated throughout this document. Do not input anything into the comments section that is irrelevant and not required by these instructions or the National COE Instructions.
- **Dates:** When entering dates, use the two-digit number that refers to the month and day, and the last two digits of the year. For example, September 20, 2003, would be written as 09/20/03. MERIL2 takes this MM/DD/YY format and automatically converts it to a MM/DD/YYYY format.
- **Dropdown lists:** When using dropdown lists, start typing the appropriate selection and the rest will autofill. Note: MERIL2 saves the entries inputted into many dropdown lists. If an entry is spelled incorrectly, it will save the misspelled entry. Take care to review these dropdown lists when inputting COEs.

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Upload Instructions

- **Submit:** Once a COE is complete and ready to submit, press the "Submit" button in the upper left hand side of MERIL2 next to the "show incomplete only" and "show approved only" checkboxes.
  - o Once you press the submit button, the COE log will pop up. This log is where a recruiter enters any information they think is important for the review team to know regarding the COE. The COE log is where all activity on the COE will be recorded. Submitting the COE will change the COE status to "**New**"
  - o If there are any necessary fields missing any information, the COE log will show you what fields are required before you can submit the COE.
- **Upload Changes:** Once a COE is submitted and ready to upload, go to the "Procedures section" at the very top of the MERIL2 window and select "Upload Changes"
  - o The system will check for updates first before uploading each time. Make sure the system completes the check for updates before uploading.
  - o If there are no updates, a message will appear indicating "There are not updates available at this time." Select OK.
  - o Select "Begin Upload" in the new window.

- o If the Upload is successful, a new window will display "Your upload completed successfully"
- o Once upload is successful, press close and your COE is ready for review!
- o **Checking COE Status:** In order to check for COE status, follow the directions in step two and then view the COE Log to see if the COE's status has changed.
    - If the COE says "Rejected" the COE is in your system and you must correct any errors and resubmit and upload changes. In order to see the reason for the Rejection in the COE log, press the "View Log" button in the top right corner.
    - Once you press "View Log" the COE log will pop up with the reason for the rejection. If you make a correction to the COE, write your comments about the corrections in the log before submitting the revised COE.

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Family Tab

- **Male Parent/Guardian (Last, First):** Record the full, legal name of the male parent (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 parent/guardian's last name(s) as it legally exists. If the parent/guardian currently responsible for the children is not the legal guardian, provide the full name of the legal guardian in the comments section. *Provide Comments*
    - o Student without a parent/guardian (OSY, emancipated youth, etc.): If the child(ren) does not list a parent or guardian currently responsible for them, leave this field blank.. A child cannot be their own guardian.

- **Female Parent/Guardian (Last, First):** Record the full, legal name of the female parent/guardian (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 female parent's last name(s) as it legally exists. If the parent/guardian currently responsible for the children is not the legal guardian, provide the full name of the legal guardian in the comments section. *Provide Comments*
    - o Student without a parent/guardian (OSY, emancipated youth, etc.): If the child(ren) does not list a parent or guardian currently responsible for them, leave this field blank. A child cannot be their own guardian.

- **Cell Phone:** Record the cell phone number, including area code, of each parent/guardian when applicable. If the phone number is from outside of the United States, record the entire number with the country code.

- **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 mailing address is different from the current address, provide the mailing address in the Comments section of the COE. *Provide Comments*

- **City:** Record the name of the city or town where the child(ren) <u>currently</u> resides.

- **State:** Record the postal abbreviation used by the US Postal Service for the state where the child(ren) <u>currently</u> resides. This section shall always read "LA"

- **Zip:** Record the five-digit zip code where the child(ren) currently resides. The US Postal Service has an online zip code directory at http://zip4.usps.com/zip4/welcome.jsp

- **Phone:** Record the telephone number, including area code, of the family. If the phone number is from outside of the United States, record the entire number with the country code.
  - o OSY: When recruiting OSY, it is important to record contact information. If the youth does not have a working phone or they are unwilling to give their number, this number may belong to a family member/neighbor/friend/Leaseholder/employer as long as you get permission from the phone's owner.

- **Email:** Record the email address that can be used to get in touch with the family/youth.

Eligibility tab

Qualifying Moves and Work Section:

Tips: Focus on sections 4, 5 and 6 of the Qualifying Move and Work section first in order to determine the migratory qualifying worker and finish with sections 1, 2 and 3 in order to determine the migratory child(ren) and the Qualifying Arrival Date (QAD).

- Sections 4, 5 and 6 detail when, during the preceding 36 months, the migratory qualifying worker made a qualifying move and engaged in qualifying work soon after the move.
- Sections 1, 2 and 3 show the COE reviewer the last time the migratory child made a qualifying move as, with or to join the migratory qualifying worker, thus resulting in a QAD and the beginning of a child's 36 months of eligibility in the MEP.

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).**

   The qualifying move information in this section will correspond with section 2 and 3 of the Qualifying Moves and Work section of the Eligibility tab. This move is the last move the migratory child made as, with, or to join a migratory qualifying worker.

   - o **from a residence in _____ (School District/City/State/Country).**

- This location is the child(ren)'s last place of residency immediately prior to the last qualifying move as, with, or to join or precede the migratory qualifying worker.
- Note that the child(ren) might have made subsequent non-qualifying moves that would not be included in this section.
- If the school district is outside of the country, input the name of the country into the school district field.
- Refer to the MERIL2 Mexico States, Cities and Villages Codes, the MERIL2 Country Codes and the MERIL2 Central American Codes. If the state code is not listed in these documents, input "00" into the state field.

- o **to a residence in _____ (School District/City/State).**
  - This location is where the child(ren) resided immediately following the qualifying move as, with or to join the worker.
  - A qualifying move can *only* be made *to* the United States. This includes each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the outlying areas: American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the United States Virgin Islands.
  - As mentioned previously, the child(ren) might have made subsequent non-qualifying moves that would not be included in this section.
  - Always record the school district to which the migratory child moves as, with, or to join or precede the migratory qualifying worker.

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

   This information corresponds with section 1 and section 3 of the Qualifying Moves and Work section of the Eligibility tab. During the move in section 1, did the child move as, with or to join or precede the migratory qualifying worker?

   a. Select from the dropdown list if the child(ren) moved "as the worker" "with the worker" or "to join or precede the worker"
   - **As the worker:** Select if the child moved as the migratory qualifying worker.
   - **With the worker:** Select if the child(ren) moved with a parent, spouse or guardian who is the migratory qualifying worker.
   - **To join or precede the worker:** Select if the child(ren) made a qualifying move either before or after the parent, spouse, or guardian who is a migratory qualifying worker. The child's and worker's moves must be within 12 months of each other to be considered "to join or precede"
     - If this box is marked, also complete "i" under 2b. *Provide comments*

   b. The worker, _____ (First and Last Name of Worker),
   Record the first and last name of the individual who is a migratory agricultural worker or migratory fisher (This will be the child(ren)'s parent/guardian or spouse, or the

child if the child is the worker). The format for the worker's name will be: Last Name, First Name. If the worker has more than one last name, record the last name(s) as they legally exist.

- MERIL2 takes the parent/guardian names from the Family Tab and places them in a dropdown list here.
- Only choose one parent/guardian to select as the worker for this section.
- If both parents/guardians engaged in qualifying work soon after the move, include this information with the name of the other parent/guardian in the comments section.
- Students without a parent/guardian (OSY, emancipated youth, etc.): If the student is an OSY, the recruiter will have to type their name into this section according to the format listed above (Last Name, First Name).

The worker, _____ is the child or the child(ren)'s

Select from the dropdown list if the worker is the child's Parent/Guardian, Spouse, or if the worker is the Child.

- **Parent/Guardian** Select "Parent/Guardian" if the migratory qualifying worker is the child's parent/guardian. The parent/guardian could be any person who stands in the place of the child's parent ("in loco parentis"), whether by voluntarily accepting responsibility for the child's welfare or by a court order.
- **Spouse**: Select "Spouse" if the migratory qualifying worker is the child's spouse. The recruiter does not have to see a marriage license or any other type of official state or federal documentation in order to determine a spousal relationship between the worker and the child.
- **Child**: Select "Child" if the migratory qualifying worker is the child.

bi. (Complete 2bi 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)

Record the dates that the child(ren) and worker made qualifying moves to join each other. The worker and the child(ren)'s moves must be within 12 months of each other.
- If the worker moved separately from the child(ren), record the date that the child(ren) moved to the school district listed in section 1 of the eligibility tab,
- Record the date the worker moved to the school district listed in section 1 of the eligibility tab.
- 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 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, 2016, would be written as 05/20/16.

- The QAD is the most recent date that the migratory child made a qualifying move as, with or to join or precede the migratory qualifying worker.
- The QAD corresponds with the qualifying moves and eligibility information in sections 1 and 2 of the eligibility tab.
- The QAD is the date that the child's eligibility for the MEP begins.
- The QAD is not affected by subsequent non-qualifying moves that the child may make without the migratory qualifying worker.
- For more information on determining the QAD, see the chart below taken from the National COE Instructions from the Office of Migrant Education.

Type of Qualifying Move The child. . .	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.

Is this move 15 days or less? Select from the dropdown list whether the qualifying move information in the Qualifying Moves and Work section of the Eligibility tab are moves that were 15 days or less.

- Y: The moves were less than 15 days and require a comment according to the Short Duration Move Policy. *Provide comment*
- N: The moves were longer than 15 days.

4. **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**:

The qualifying move information in this section will correspond with section 5 and 6 of the Qualifying Moves and Work section of the Eligibility tab. This move is the last move the migratory qualifying worker made that resulted in engagement of qualifying work soon after the move.

- **from a residence in _____ (School District/City/State/Country).**
  - This location is the worker's last place of residency immediately prior to their last qualifying move that resulted in the engagement or actively seeking of qualifying work soon after the move.
  - Note that the worker might have made subsequent non-qualifying moves and moves that did not result in the engagement of qualifying work soon after the move that would not be included in this section.

- If the school district is outside of the country input the name of the country into the school district field.
- Refer to the MERIL2 Mexico States, Cities and Villages Codes, the MERIL2 Country Codes and the MERIL2 Central American Codes. If the state code is not listed in these documents, input "00" into the state field.

- **to a residence in _____ (School District/City/State).**
  - This location is where the worker resided immediately following the qualifying move that resulted in the engagement of qualifying work.
  - A qualifying move can *only* be made *to* the United States. This includes each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the outlying areas: American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the United States Virgin Islands.
  - As mentioned previously, the worker might have made subsequent non-qualifying moves and qualifying moves that did not result in the engagement of qualifying work soon after the move that would not be included in this section.
  - Always record the school district to which the worker moves and soon after engaged in qualifying work.

4A or **4B**:
Select from the dropdown list either **A:** engaged in qualifying work soon after the move, or **B:** actively sought new qualifying work and has a recent history of moves for qualifying work.

- **A: Engaged in qualifying work soon after the move:** Select this option from the dropdown list if the worker made a qualifying move and engaged in qualifying work soon after the move.

OR

- **B: Actively sought new qualifying work AND has a recent history of moves for qualifying work:** Select this option from the dropdown list if the worker did not engage in qualifying work soon after the move but actively sought new qualifying work soon after the move and has a recent history of moves for qualifying work. *Provide comment*

5. **The qualifying work*, _____** … (Continued below)
Select from the dropdown list the qualifying work that the migratory qualifying worker engaged in or actively sought soon after the move. Refer to the Louisiana MEP Qualifying Activities Manual for the list of qualifying activities. If the qualifying activity is not listed in this section, reach out to the ID&R team to add it to this list.

was (make a selection in both a. and b.):

a. **Seasonal** OR **Temporary** employment,

Select from the dropdown list whether the qualifying work was seasonal or temporary.

- **Seasonal:** 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.

OR

- **Temporary:** 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. *Provide comment*

b.   …**Agriculture** OR **Fishing** work.

Select from the dropdown list whether the qualifying work was agriculture or fishing.

- **Agriculture:** Mark the box for "agricultural work" if the work involves the production or initial processing of raw agricultural products such as crops, poultry, or livestock (including specialty livestock, dairy work, as well as the cultivation or harvesting of trees. The work may be performed either for wages or personal subsistence.

OR

- **Fishing:** 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. The work may be performed either for wages or personal subsistence.

> ***If applicable, check:*☐ *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" *Provide comment*

6. ***The work was determined to be temporary employment based on:***
    This will only be available if "temporary" is checked in #5a. Select from the dropdown list whether the employment was determined to be temporary based on a worker's statement or an employer's statement.

    a.   **Worker's statement:** 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. *Provide comment*

OR

b. **Employer's statement:** 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. *Provide comment*

Comments Section

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 each child is eligible. Include only what is necessary and at a minimum, the recruiter must provide comments that clearly explain items 2bi, 4a, 4b, 6a and 6b of the Qualifying Move and Work Section and the Short Duration Move Policy, if applicable.

- **#2bi (To join/precede move):** The child's move joined or preceded the worker's move. If the child(ren) joined or preceded the parent, spouse, or guardian, record the reason for child's later move or the worker's later move. Record the to and from locations and dates for all the moves involved.
    - *Example comment:*
        - "The worker moved from Brownsville, Texas to New Orleans, Louisiana first in order to secure housing before the child joined him."

- **#4b (Actively Sought and Recent History of Moves):** 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
  - *Example comments***:**
    - "The worker harvested Oranges and Grapes in Delano, CA in June 2017. Moved to Wasco, CA to clean grapes in a plant in August 2017. Applied to two local crawfish peeling plants for employment. They were told they will hire in early December."

- If both parents/guardians engaged in qualifying work soon after the move, include the name of the parent not listed in the eligibility section into the comments section.

- **Personal Subsistence:** The child(ren) qualified on the basis of "personal subsistence", meaning, "that the worker's family, as a matter of economic necessity, consumes, as a

substantial portion of their food intake, the crops, dairy products, or livestock they produce or the fish they catch." (Section 200.081 (h). Record how often they engaged in this qualifying work and how substantial the food was to their diet.

- **#6a or 6b Temporary employment:** 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 or how long the employment lasted. The comment should be of sufficient length to adequately document how the recruiter came to the decision of eligibility.
  - Example comment:
    - "The worker took the job at Guidry's catfish. The work is expected to last from November 2018- February 2019."
    - "After completing a workplace visit and speaking with the manager, Sandra, the type of work that the worker engages in is temporary with an ending date in February."
    - "The worker, Jose, worked cleaning catfish from November 2018 to February 2019."

- **Short Duration Moves:** In Louisiana, any one-time short duration moves of less than 15 days require supporting documentation on the COE to explain the recruiter's determination of eligibility. Additionally, when determining eligibility based on short duration moves, recruiters shall ascertain if there has been a series of short moves within the same season or period. The Louisiana MEP has determined that a series of moves consists of at least three moves.
  - The following information obtained through the interview must be included in the comment section of the COE:
    - series of short duration moves of three Qualifying Arrival Dates (QADs) within a season or a 6-month period (if applicable) and length of each trip.
    - total duration of current stay
    - where family resided
    - type of qualifying work
    - the individual(s) that engaged in qualifying work
  - Example comments:
    - "The child made a series of short duration moves during the summer 2018 brown shrimp season with his father. Between 5-30-18 and 8-5-18 they made 6-7 trips of 5-6 days each to st. Mary parish."
    - "The family made a series of short duration moves during the 2018 fall shrimp season to St. Mary parish. Between 8-17-18 and 11-30-18, they made at least 12 trips of 3 days each."
    - "From June 15 - July 29, 2018, the child moved with the worker to catch shrimp. There were 4 trips lasting 2-3 days."

- **Self-employed**: The worker was self-employed when he or she engaged in the qualifying work soon after the move. In particular, record why the fact that the worker was self-employed did not constitute permanent employment.

It is also recommended that the recruiter provide additional comments on the COE in the following circumstances and in any other 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 worker is engaged in qualifying work with more than one crop. The additional crops would not be listed in the qualifying activity code in section 5 of the Qualifying Moves and Work Section of the eligibility tab.
- The work may be viewed by an independent reviewer as either temporary or year-round employment (e.g., collecting eggs or milking cows).
- An interviewee uses a symbol such as an "X" or other valid mark as a signature.
- 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.

Child(ren) Tab:

(***Note:*** *Any child with different family data or eligibility data, including QAD, must be noted on separate COE.)*

- **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 multiple or a hyphenated last name (e.g., Ramírez-García), record the second part of the name (i.e., García).

- **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., Ale or Alex for Alejandra).

- **Middle:** 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., Ale or Alex for Alejandra).

Some students may have two names that they consider to be their first name. Remember to clarify with the family if the second name is truly a middle name or not (e.g., Jose Luis or Juan Carlos).

- **Suffix:** Where applicable, record the child's generation in the family (e.g., Jr., Sr., III, 3rd).

- **OOS Transcript:** Select Y from the dropdown list if the student's out of state transcript is attached to the COE. Select N if the out of state transcript is not attached to the COE.

- **Ethnicity and Race:** Record the student's race using the checkboxes in this dropdown list. If the "Hispanic indicator" is chosen, another race must be chosen in addition.
  - Hispanic Indicator
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - White
  - Native Hawaiian or other Pacific Islander

- **Sex:** Select an **F** for Female child(ren) or an **M** for Male child(ren) from the drop down list.

- **Birthdate:** Record the month, day and year the child was born.

- **Age:** MERIL2 automatically calculates the child's age based on the birthdate entered previously. Confirm that you entered the appropriate age and grade for the child. If the age and grade seem mismatched, ask the family for more information (e.g., 10-year-old in 2nd grade). It is good to check this field to see if an incorrect birthdate was inputted.

- **Mult. Birth:** Record "**Y**" for "yes" if the child is a twin, triplet, etc. Record "**N**" for "no" if the student is not a twin, triplet, etc. This information helps differentiate students who have the same birthdate and similar names.

- **DOB Code:** Select from the dropdown list the code corresponding with the document used to verify student data such as date of birth, birthplace and spelling of names. If there was no supporting documentation to verify student information, choose 1007.
  - 1003-baptismal or church certificate;
  - 1004-birth certificate;
  - 1005-entry in family bible;
  - 1006-hospital certificate;
  - 1007-parent's affidavit;
  - 1008-passport;
  - 1009-physican'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."

- **Advocate:** Choose the appropriate advocate from the dropdown list. This advocate will be the LMEP staff person that provides services to the student on a long-term basis.
    - OSY: If a regional recruiter recruits an OSY, they will select the "OSY Center" as the advocate for the student.

- **Birth city, Birth State, Birth Country:** Record the City, State and Country where the student was born. If the student was born out of state, refer to the MERIL2 Mexico States, Cities and Villages Codes, the MERIL2 Central American Codes and the MERIL2 Country Codes.

- **Relationship:** From the dropdown list, choose the relationship that the child has to the worker.
    - Parent/Guardian/mother/father/grandparents/grandmother/grandfather/aunt/uncle: This is the child's specific relationship to the worker.
    - Self: The child is the worker.
    - Spouse: The child is the worker's spouse.

- **School Name:** Select the name of the school the child currently attends.
    - If the child does not attend school or attends an out of state school, select the Migrant Program according to your parish. For example, if an OSY is recruited in St. Martin Parish, select "St. Martin Migrant Program"

- **Enrollment Date:** Record the month, day and year that the child enrolled into the school listed under "School name" If the school name is the parish's migrant program, record the month, day and year that the child was recruited into the LMEP.

- **Type:** From the dropdown list, select the type of enrollment corresponding with the school in the school name section.
    - N Non Participant: This enrollment is for a MEP student who is not participating in MEP services.
    - P Participant: This enrollment is for a child who is participating in MEP services but is not attending school.
    - R Regular School Enrollment: This enrollment is for a child who is participating in MEP services and is attending a regular school program.
    - S Summer School: This enrollment is for a child attending an MEP summer school.

- **Grade:** Select the grade that the student is currently enrolled in from the drop down list. If student is enrolled during a summer program, please indicate the grade the student will be

enrolling in during the upcoming academic year.

- o If the child is not yet enrolled in Kindergarten, select an option between "P0-P5" that correlates with their age.
- o If the student is an OSY, select "OS"

- **Dropout:** Select Y if the student has dropped out of school. Select N if the student has not dropped out of school.

- **Last Grade:** From the dropdown list, select the grade that the student has last completed. Only complete this section if the student is a dropout or an OSY.

- **Home School:** Select Y if the student is home schooled. Select N if the student is not home schooled.

- **Res. Date (Residency Date):** Record the date (*MM/DD/YY*) that the child entered the present school district.
  - o This date is oftentimes the same as the QAD in the eligibility tab, but it is not necessarily the same date depending on the circumstances of the child's move to the current school district.

- **District of Residence:** Select from the dropdown list the name of the parish in which the student currently resides.

- **Med. Alert:** Select Y if the student has a medical condition that LMEP staff should be aware of, provide comments about this information in the LA comments section of the Child(ren) tab. Select N if the student does not have any medical conditions.

- **Imm. Avail.:** Select Y if the family has their immunizations available. Select N if the family does not have access to immunization records.

- **LA Comments:** Enter any relevant information that/school staff should be aware of including any medical conditions.

- **MSIX Comments:** Input any relevant information that is on MSIX and not listed on the COE. This will be used when examining the student MSIX records.

- **Go to Student:** Select this button to go to the corresponding student section of MERIL2. This is required for all recruited OSY students.

Signature Tab

Migrant Section

Parent / Guardian / Spouse / Worker Signature:

This is the privacy release and consent signature portion of the COE. The recruiter will explain FERPA and the purpose of this form and gather the parent/guardian/spouse/worker signature.

"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 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:** From the dropdown list, select the language that the interviewee will be able to read the FERPA consent information.
    - o   English
    - o   Spanish
    - o   Vietnamese

- **Interviewee gives permission to release/transfer and/or receive child's records:** From the dropdown list select whether or not the student accepts or declines giving permission to the state to release/transfer and/or receive the children on this form's records.
    - o   Accepts
    - o   Declines

- **Interviewee Signature Field:** After the eligibility interview is completed, the interviewee signs their name using a stylus.
    - o   If the interviewee is unable to sign their 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 in the Comments section. *Provide comments*

- **Sign Date:** This date is automatically recorded when the COE is signed by the interviewee. The

interviewee signs and dates the COE on the day the interview is conducted.

- **Relationship to Child:** This is the interviewee's relationship to the children listed on the COE. If the interview is the child himself, input "SELF" into this section.

- **Signed by:** The recruiter must select from the dropdown list the interviewee's full name using the following format (Last Name, First Name). The interviewee is the person signing the COE. If the interviewee has more than one last name, input the last name(s) as it legally exists. The format for the interviewee's name will be Last Name, First Name.
  - MERIL2 takes the parent/guardian names from the Family Tab and any child listed in the child(ren) tab as OS and places them in a dropdown list here.

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Staff Section

Staff Signatures:

"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(2) 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."

- **Interviewer Signature:** After the eligibility interview is completed and the interviewee signs the Parent / Guardian / Spouse / Worker Signature section, the recruiter signs this section using a stylus.

- **Sign Date:** This date is automatically updated when the recruiter signs in the "interviewer signature" section. This should be the same date as the COE date and the interviewee sign date.

- **Interviewer Name:** Select from the dropdown list the recruiter that completed the COE. If there is a name missing on this list, contact the Louisiana ID&R Team to add that name.

- **Designated SEA Reviewer:** The SEA Reviewer is the final approver of all COEs. Without this signature, the COE is not approved yet. Once this signature is applied, all of the students on the COE are considered eligible and present.

- **Sign date:** This date is automatically updated when the designated SEA reviewer signs in the "Designated SEA Reviewer Signature" section.

- **SEA Reviewer Name:** This will be the name of the designated SEA reviewer.