



Migrant Education Program



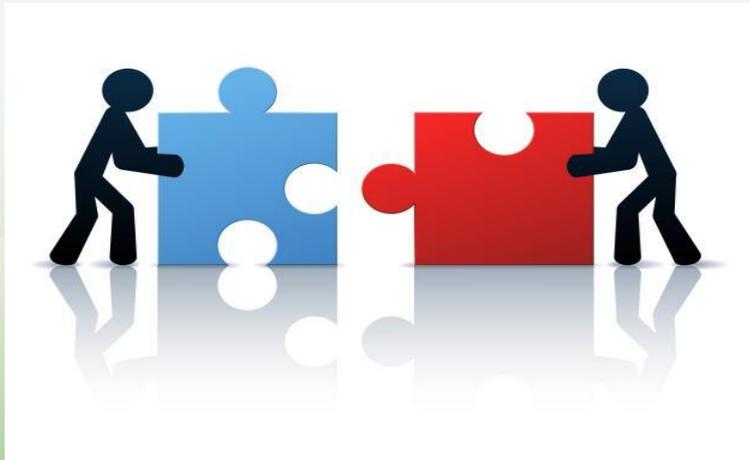
Reporting Timelines Reporting Responsibilities

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Responsibilities

Reporting Responsibilities

Federal law governs our reporting responsibilities. Our funding is based on student counts.



Responsibilities



Chapter II: Child Eligibility [Non-Regulatory Guidance — August 2010] (PAGE 45 in your binder)

K. Documenting Eligibility

K1. What responsibility does an SEA have to document eligibility determinations?

An SEA must document eligibility determinations in order to comply with § 76.731 of EDGAR, which provides that “[a] State and a subgrantee shall keep records to show its compliance with program requirements.” As the MEP statute and regulations provide that only eligible migrant children (i.e., those who meet the definitions contained in section 1309(2) of the MEP statute and § 200.81 of the MEP regulations) may be counted for and served by the MEP, each SEA must maintain documentation to confirm the eligibility of each child whom the SEA considers to be eligible for the program. In this regard, § 200.89(c) of the regulations requires an SEA and its local operating agencies to use the Certificate of Eligibility (COE) form established by the Secretary to document the State’s determination of the eligibility of migratory children. (For more information about ID&R quality control requirements, see Chapter III titled Identification, Recruitment, and Quality Control.)

Migrant Timeline

- Send **Certificates of Eligibility (COE)** to DPI within 7 days of **completion**.
- **Completion** – COE is signed and dated by parent/guardian, recruiter, and reviewer



Responsibilities

Completion versus Validation

- **Completion – signed and dated by parent/guardian, recruiter, and reviewer**
- **Validation – occurs at the state level**



Responsibilities

State Level Validation



Chapter II: Child Eligibility

[Non-Regulatory Guidance — August 2010]

page 47 in your binder

K11. Must someone else review the information on the national COE?

Yes. As part of a sound system of quality control, § 200.89(d)(4) of the MEP regulations (as revised on July 29, 2008) requires that the system of quality control that an SEA establishes must include “[a]n examination by qualified individuals at the SEA or local operating agency level of each COE to verify that the written documentation is sufficient and that, based on the recorded data, the child is eligible for MEP services.” Therefore, the SEA may designate someone at the State, regional, or local level to assume this responsibility. This person must sign and date the national COE to indicate that this level of review has occurred.

Responsibilities

Federal Quality Control Guidance

Chapter III: Identification & Recruitment
[Non-Regulatory Guidance — October 2003]
page 52 in your binder



A13. What does the Department consider to be the components of an acceptable system of quality control at the **SEA level**?

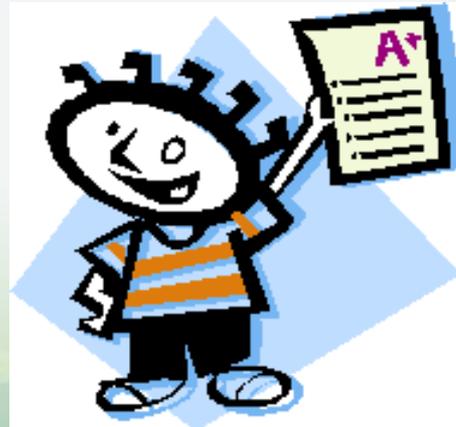
A quality control system should include at least the following components:

...2. A designated reviewer for each COE to verify that, based on the recorded data, the child is eligible for MEP services;

...4. A process for the SEA to validate that eligibility determinations were properly made;

Forms (aka Alphabet soup)

- **Continuing Enrollment (CER)**
- **Electronic Student Academic Report (E-SAR)** replaces the Student Reporting Form (SRF)

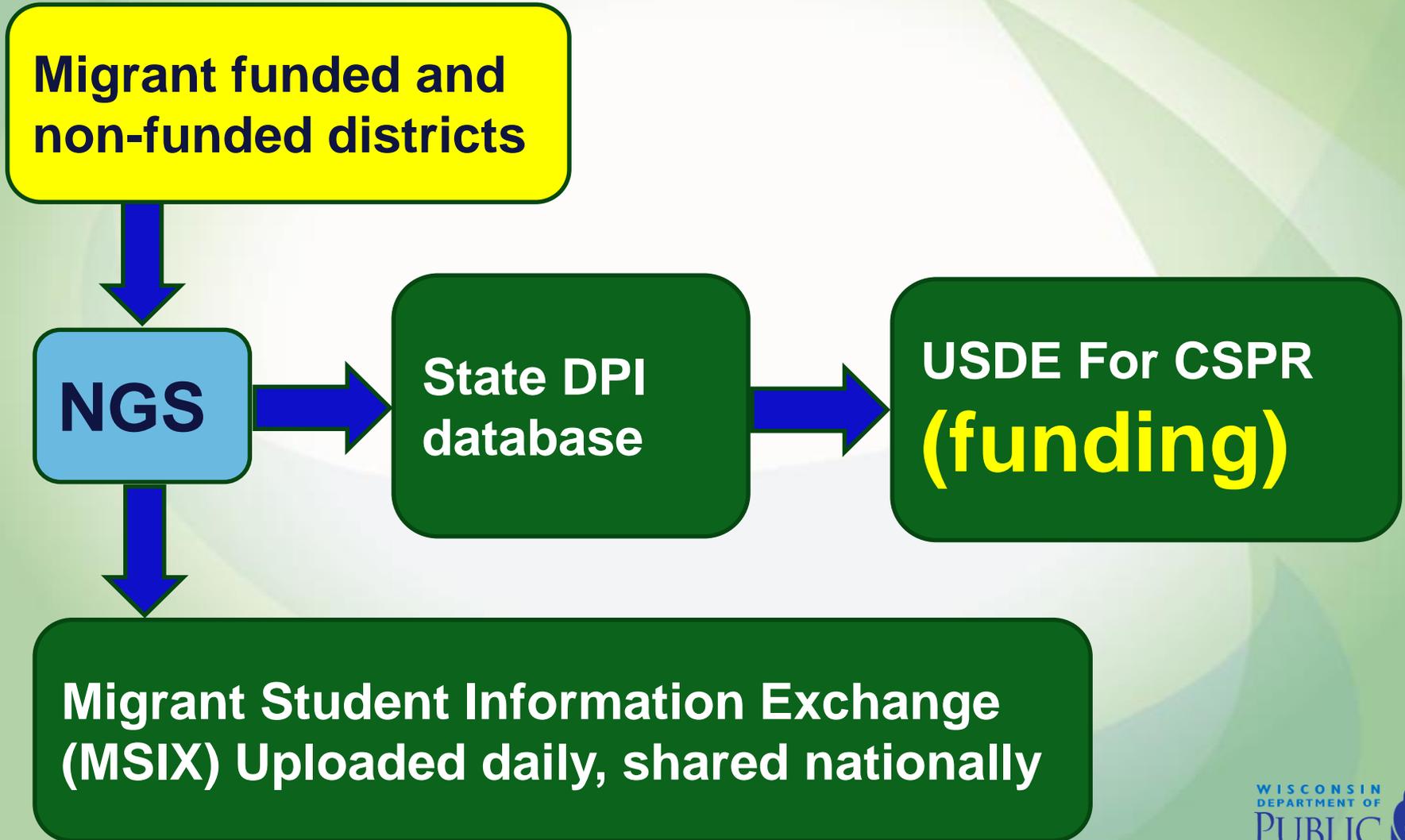


Migrant Timeline

- **CER Summer** – first week of enrollment
- **CER Fall** – by September 30
- **E-SAR, or SRF** – within 2 weeks of student withdrawal



Migrant Student Information Flowchart



Reporting Responsibilities



- **The most important reason**
- **Eligibility begins when the COE is validated**