

Hardee Migrant Program

Quality Control Procedure for COE Forms Identification Procedure

Parents are interviewed annually at home by the home school liaison or at the school site by the migrant advocate.

Home school liaisons often work together as a team to interview families.

If there is any questionable information on the Certificate of Eligibility (COE), the home school liaison will go to the home and re-interview the family.

All Certificates of Eligibility (COEs) are reviewed by two staff members who are trained in identification and recruitment.

Finally the Certificate of Eligibility is reviewed by the designated LEA reviewer and the COE is signed.

Re-interviewing Procedure

1. Re-interview window: April
2. Two per recruiter/advocate and or 5% of the COEs will be re-interviewed. The person who originally completes the COE does not re-interview the family. Another recruiter/advocate conducts the re-interview.
3. If any discrepancies are found on the COE then another recruiter/advocate will re-interview the family again. If necessary corrections are made to the COE.

Ineligibility Procedure

1. If the eligibility period expires the family is interviewed and a COE completed.
2. If a family is not eligible then a COE is not completed.
3. Discontinue migrant services.

4. Notify parent of ineligibility.
5. Delete migrant information from data base.
6. File folder(s) in the In-Active files.

Parent/Guardian or OSY indicates they no longer wish to be served as migrant

1. A new COE is completed. However in section IV: “no” must be marked and the COE must be signed for documentation.
2. A comment must be made on the COE stating that the parent/guardian and/or OSY no longer wishes to be identified as migrant.
3. Data must be deleted from the database.