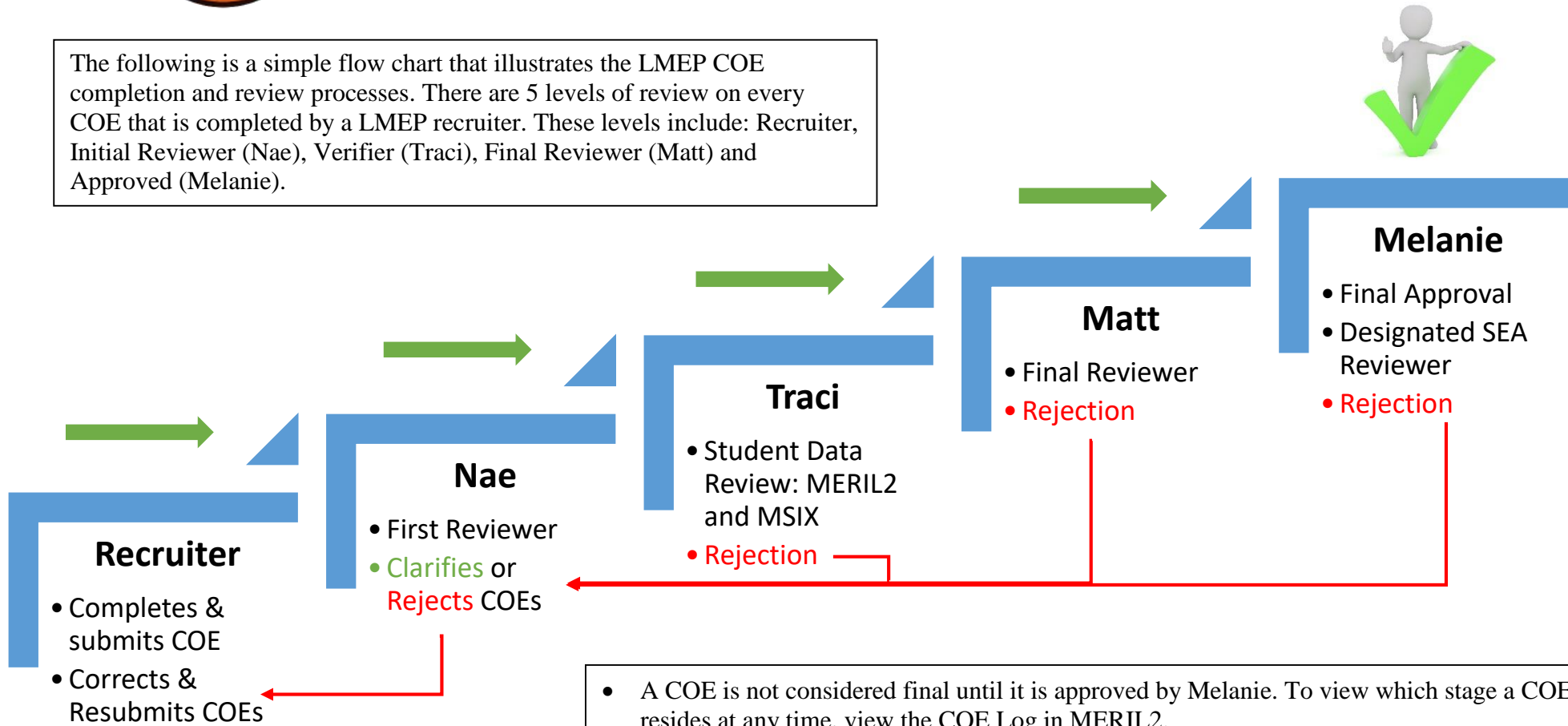




# Louisiana Migrant Education Program ID&R Team



The following is a simple flow chart that illustrates the LMEP COE completion and review processes. There are 5 levels of review on every COE that is completed by a LMEP recruiter. These levels include: Recruiter, Initial Reviewer (Nae), Verifier (Traci), Final Reviewer (Matt) and Approved (Melanie).



- A COE is not considered final until it is approved by Melanie. To view which stage a COE resides at any time, view the COE Log in MERIL2.
- Once Melanie approves a COE, services can be logged into the Student Data section of MERIL2.
- COE Reviewers complete their respective steps of this flow chart within one business day of receiving a new COE.
- COEs that are rejected for eligibility concerns are sent back to the recruiter for correction.
- Any COE that is rejected past Nae is sent back to Nae in order for her to follow up with the recruiter to determine the correcting action.