



Louisiana Migrant Education Program Certificate of Eligibility (COE) Review Checklist



| General | |
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| Each COE reviewer reviews all COEs within one business day of receiving the COEs. | |
| Every field on the COE is reviewed for spelling and consistency. | |
| The COE has been created and submitted in a timely manner. | |
| A certified recruiter completed the COE. | |
| City, state and country names are spelled correctly and according to the MERIL2 Codes documents (MERIL2 Country Codes, MERIL2 Mexico Cities and Villages Codes, MERIL2 Central American Department Codes) | |
| If the COE was rejected, the reasons for rejection are either corrected or confirmed that the COE has the correct information. | |
| Eligibility Tab | |
| All moves in the eligibility tab are within the preceding 36 months of the COE Date. | |
| The child's relationship to the worker matches whether they moved with/as/to join or precede the Migratory Qualifying Worker. | |
| A new COE is used for each child with a different QAD or different eligibility information. | |
| The eligibility data is clear and appears reasonable (e.g., the child meets all MEP eligibility criteria, including that the worker – if the child is not the worker – meets the definition of a migratory agricultural worker or migratory fisher). | |
| The Qualifying Work activity is during the correct season/time of year. | |
| "Temporary" or "Seasonal" is selected accordingly. | |
| "Agricultural" or "Fishing" is selected accordingly. | |
| The QAD makes sense in accordance with the Residency Date and place of residence. | |
| Comments Section | |
| Clear and logical comments are provided where required according to the MERIL2 COE Instructions. | |
| If the move is of short duration (less than 15 days) there is a comment according to the Short Move Duration Policy. | |
| Child(ren) Tab | |
| If the child is OSY, the "last grade" completed section is not grade 12. | |
| The birthplace city, state and country are inputted correctly. | |
| The grades match with the students' ages. | |
| The Residency Date makes sense in accordance with the QAD and place of residence. | |
| Signature Section | |
| The interviewee is listed, and the signature matches the name. | |
| The COE is signed and dated by the recruiter on the same date as the family/student signature and the COE Date. | |
| Rejections | |
| The reasons for rejection will be detailed in the COE Log are documented with the designated tab, field and rejection reason on each field. If the mistake occurs more than once throughout the COE, this will be noted in the COE Log. | |