

*This Manual has being created to assist  
the recruiter with issues they might  
confront while completing an ECOE.  
For any problems or concerns please  
contact Will Messier at  
wmessier@nycap.rr.com  
or the ID&R Office at 518-289-5618*

# **The Electronic Certificate of Eligibility Manual (ECOE) for Recruiters**

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*NYS Migrant Education Program  
Identification & Recruitment Office*

Revised on November, 2015

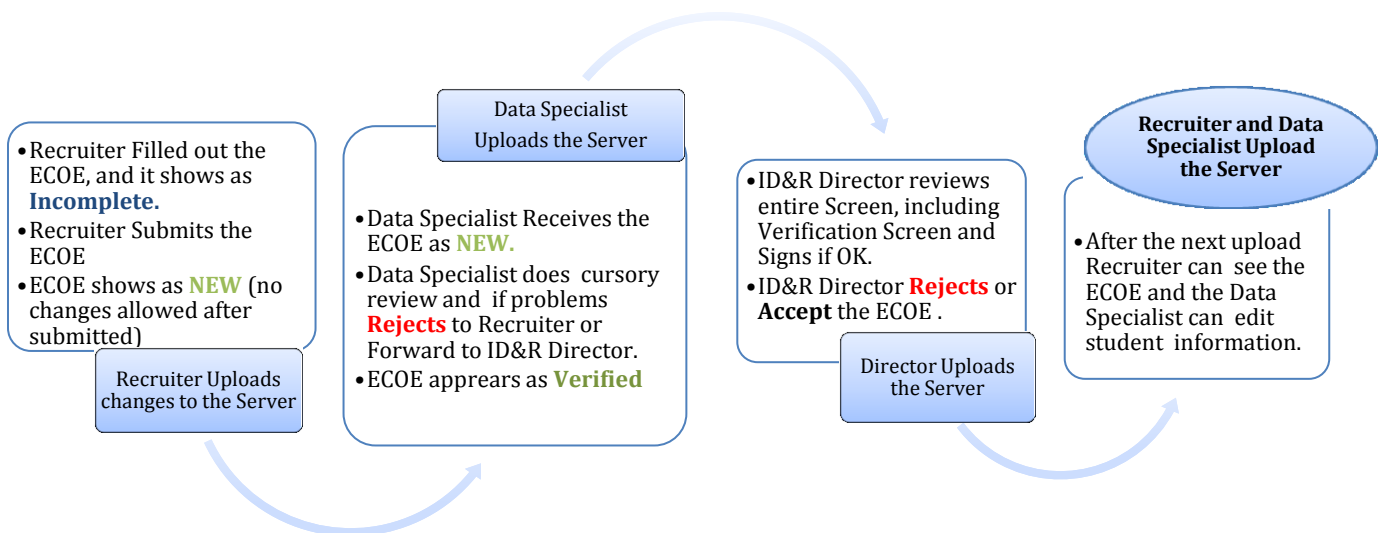
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## USEFUL TIPS:

*To make an easier transition from the paper COE to the Electronic COE we recommend:*

- Have paper COE available in case you encounter a problem with the tablet.
- If necessary, you can create an ECOE for another METS Region.
- The information you enter saves automatically, **DO NOT** click SUBMIT until ready to send the ECOE to the Data Specialist.
- Upload changes right after you submit the ECOEs.
- Upload changes, check for upgrades and back up the database twice a day.
- If a mistake is made, request the Data Specialist to Reject the COE.
- Make sure your Tablet is charge before going to work.
- Have different stylus available.
- Don't shut down your tablet between visits. Keep it in standby.
- Utilize the tablet every day to learn the programs and systems installed.
- If desktop doesn't rotate to the wanted screen, press Ctrl+Alt+↑

## ECOE Flow



*Before we start the steps to create an ECOE, we will break down each section by page to learn the basics of the system.*

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

**COE Data**

COE Number: 1001-1001214

(+) Insert a new Record  
(-) Delete the Record

Search COE

Program: [dropdown] County: [dropdown] School District: [dropdown] Residency Date: [dropdown]

Created: 11/17/2013 9:33:58 AM  
Modified:

View Log

Use the arrows to look for previous ECOEs. The ECOEs are in the order they were entered. The arrows (<I or >I) can take you to the first or last ECOE.

METS Program, County, School District and Residency Date

Dated created, modified and approved

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

**COE Data**

COE Number: 1001-1001229

The first 4 digits are the recruiter ID# plus the ECOE Assigned number.

Search COE

Program: BROCKPORT METS County: Monroe School District: BROCKPORT CSD Residency Date: 1/1/2013

Created: 12/18/2013 4:12:39 PM  
Modified: 12/18/2013 4:14:34 PM

**ECO Status**

Incomplete

Show Incomplete Only  
Show Approved Only

Submit

Submit tab will show when ECOE complete the minimum Data requirements and have both Migrant and Recruiter signatures.

To narrow the search, select Show Incomplete Only or Approved Only

McKinney-Vento Act services.

Female Parent / Guardian Last: DEL PUEBLO First: JUANA MI: [dropdown] Search

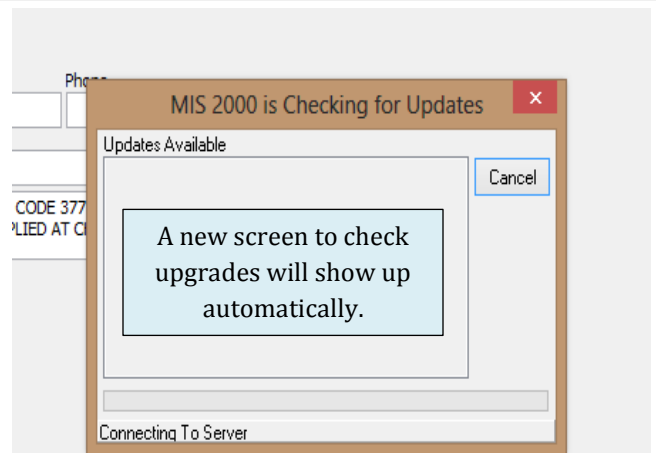
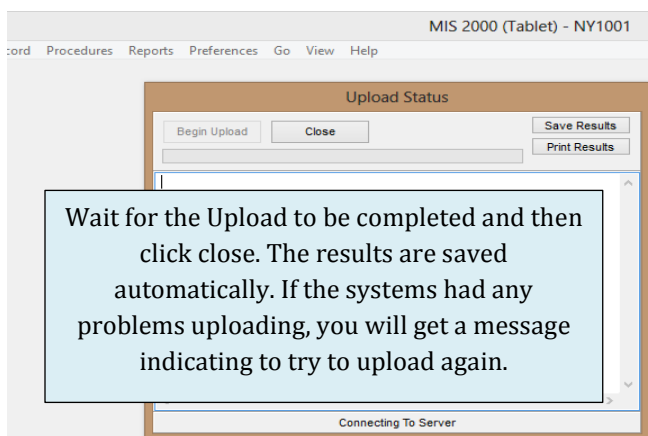
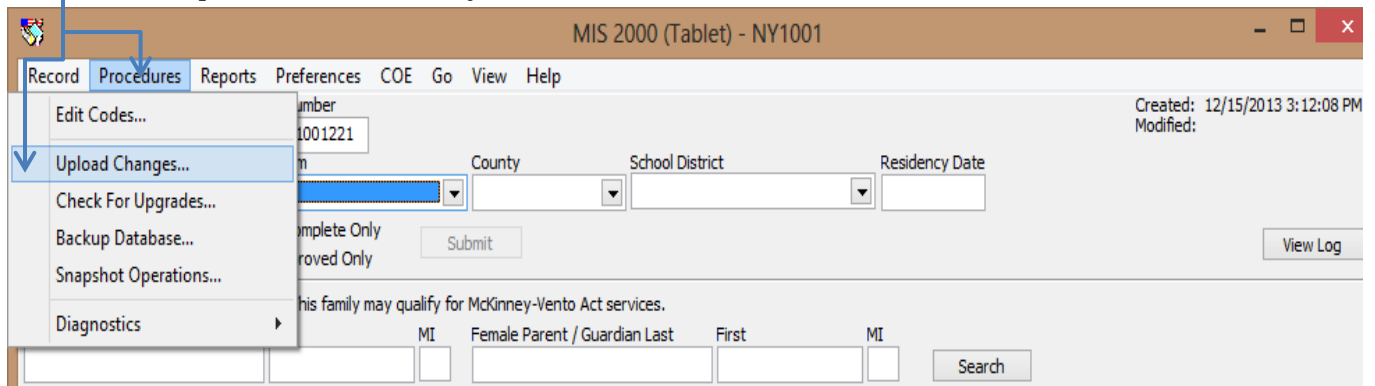
Depending on the Interview you can switch Tabs to prioritize which information you would like to enter first.

Census Qualifying Child(ren) Signatures Elig Comments

## Uploading the System

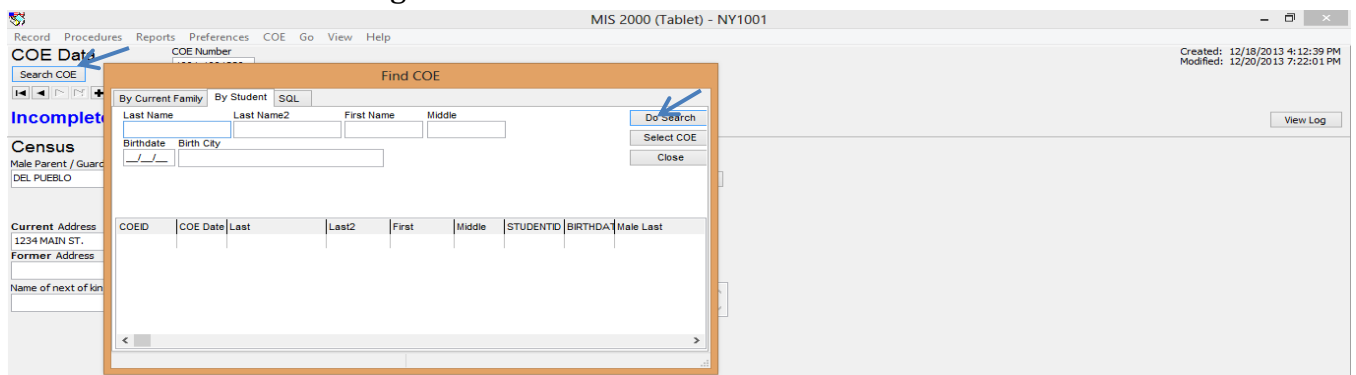
For this Step you will need Internet connection.

- Click on Procedures
- Click on Upload Changes, Click on Begin Upload
- The screen for Check for Upgrades should show up automatically.
- Back up the Database daily



## To Search for COE

- Click on Search COE; a new screen will open.
- Choose search by current family or by student; you can search using a few letter for the last name or entering more information and click Do Search.



## STEPS TO ENTER A NEW ECOE

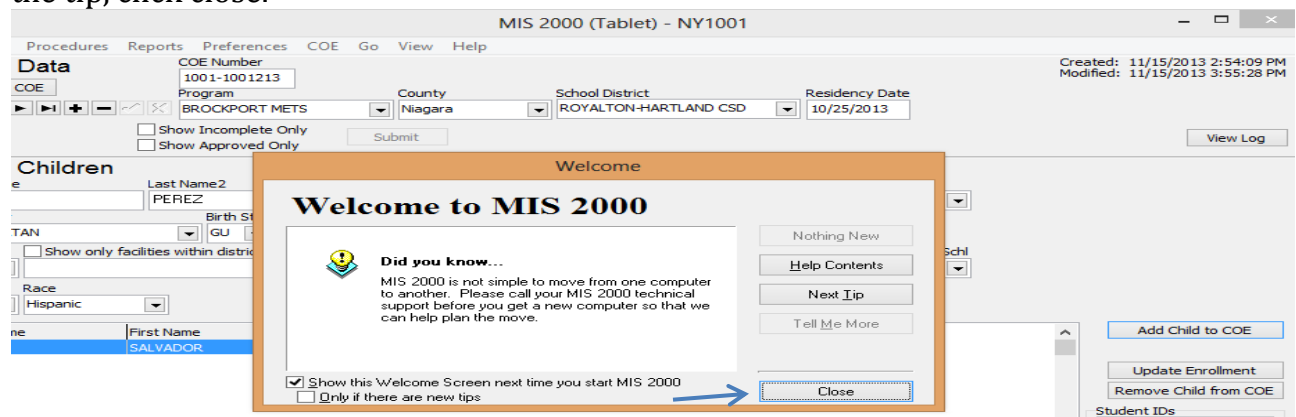
### Step 1: Access the MIS2000

Locate and click **MIS 2000\_NYF**, in the desktop screen.



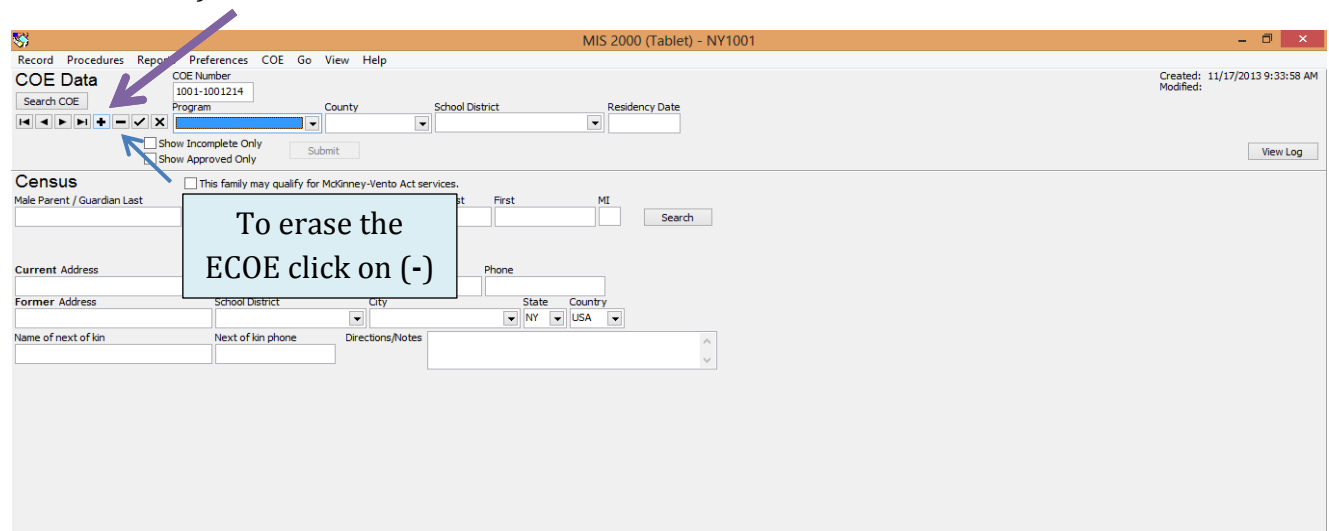
### Step 2

You have the option to receive a daily tip of tools from MIS 2000, when finished reading the tip, click close.



### Step 3: To start a new ECOE; Click (+) Insert a Record.

- Enter the METS Program, after that you can change to the next tabs.
- Once an ECOE is started and the first “Save” happens, it will show as Incomplete.
- Complete all required fields (system will prompt if items are missing or other errors).



## Census Tab:

- Parents Information, address and contact information.

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

**COE Data**

COE Number 1001-1001083

Search COE

Program BROCKPORT MEOP County Monroe School District ROCHESTER CITY SD Residency Date 1/1/2012

**Incomplete**

Show Incomplete Only Show Approved Only Submit

**Census**

This family may qualify for McKinney-Vento Act services.

Male Parent / Guardian Last First MI Female Parent / Guardian Last First MI Search

PUEBLO JUAN LOPEZ JUANITA

Current Address City State Zip Phone

1234 MAIN ST. ROCHESTER NY 14622 585-555-2222

Former Address City State Country

111 RIDGE RD. BROCKPORT BROCKPORT NY USA

Name of next of kin Next of kin phone Directions/Notes

JUANA LOPEZ SISTER

Census Qualifying Child(ren) Signatures Elig Comments

Created: 9/3/2013 1:56:08 PM Modified: 9/3/2013 2:05:31 PM

This section will appear in every tab.

## Qualifying Move & Work Tab:

- This section splits into two tabs:
  - Section 1-5: Information regarding the move and the worker.

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

**COE Data**

COE Number 1001-1001083

Search COE

Program BROCKPORT MEOP County Monroe School District ROCHESTER CITY SD Residency Date 1/1/2012

**Incomplete**

Show Incomplete Only Show Approved Only Submit

**Qualifying Move & Work**

Items 1 - 5 Item 6

1. The child(ren) listed on this form moved from a residence in

BROCKPORT CSD BROCKPORT NY USA

To School District City State

ROCHESTER CITY SD ROCHESTER NY

to a residence in

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

a. With the worker

b. The worker, PUEBLO, JUAN is the child or the child's PARENT

i. (Complete if "to join or precede" is checked in 2a.) The worker moved on The child(ren) moved on

3. The Qualifying Arrival Date (QAD) was 1/1/2012

4. The worker moved due to economic necessity in order to obtain: A - Qualifying work and obtained qualifying Work

If worker did not obtain the qualifying work:

describe the agricultural or fishing work

5. The Qualifying work \* TRIMMING CABBAGE Personal Subistence

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

Temporary/Seasonal Fishing/Agriculture

a. Seasonal b. Agriculture

Census Qualifying Child(ren) Signatures Elig Comments

Created: 9/3/2013 1:56:08 PM Modified: 9/3/2013 2:05:31 PM

- **Section 6: Temporary Employment Information.**

- Choose who provided the temporary statement; The Worker, The Employer or by State Documentation.
- The employer information can be shared between Recruiters. Once the farm name is entered, it will save automatically in the database, and then you can enter or update the farm address.
- Include in the General Comments any additional details that clarify the reasons for eligibility.

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

COE Data  
COE Number: 1001-1001083  
Search COE: [ ]  
Program: BROCKPORT MEOP County: Monroe School District: ROCHESTER CTY SD Residency Date: 1/1/2012

Incomplete  Show Incomplete Only  Show Approved Only Submit View Log

Qualifying Move & Work  
Items 1 - 5 Item 6

6. (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:

Employer Name: MARTIN FARMS Address: 4074 REDMAN RD. City: BROCKPORT State: NY Zip: 14420 Update Employer

General Comments

Census **Qualifying** Child(ren) Signatures Elg Comments

## Children Tab:

- This section includes information about each child.
  - Click add child to the COE for every new student.
  - After entering the information, click update enrollment.
  - You can enter as many children as you need under the same ECOE number.

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

COE Data  
COE Number: 1001-1001750  
Search COE: [ ]  
Program: BROCKPORT METS County: Monroe School District: BROCKPORT CSD Residency Date: 8/1/2014

Incomplete  Show Incomplete Only  Show Approved Only Submit View Log

COE Children

Last Name	Last Name2	Suffix	First Name	Middle Name	Sex	Birthdate	Age	Mult. B.	Code
DEL PUEBLO	DEL PUEBLO		JOSE	JUANITO	M	1/1/1998	17	N	9999

Birth City: HUEHUETENANGO Birth State: GU Birth Country: GUT Last Grade Attended: 08

Grade: [ ] Show only facilities within district:  School ID: NYBPVL School Bldg.: BROCKPORT CENTRAL SCHOOL Still in Schl: OS

Lang: Spanish Race: Hispanic \* denotes read only COE data

Last Name	First Name	Enroll Date	Facility Name	Grade
DEL PUEBLO	JOSE		BROCKPORT CENTRAL SCHOOL	OS

Census **Qualifying** **Child(ren)** Signatures Elg Comments

Click to start entering the information for every new student. (Add Child to COE)

The data specialist will enter this information. (First Name)

For the school building line enter the student school district as appears in the census section. The school ID will show up automatically. (School Bldg.)

**COE Children**

Last Name: DEL PUEBLO, Last Name2: DEL PUEBLO, Suffix: JOSE, First Name: JUANITO, Middle Name: [blank]

Birth City: HUEHUETENANGO, Birth State: GU, Birth Country: GUT, Last Grade Attended: 08

Grade: OS, Show only facilities within district: [checked], School ID: NYBPVL, School Bldg.: BROCKPORT CENTRAL SCHOOL, Still in Schl: OS

Lang: Spanish, Race: Hispanic

\* denotes read only COE data

Last Name	First Name	Enroll Date	Facility Name
DEL PUEBLO	JOSE		BROCKPORT CENTRAL SCHOOL

If the student is an OSY, enter the last grade he/her attended school. If an In-School student, leave it in blank.

If the student is an OSY select OS, DO, or D+ (same in both sides). For In-School students select the current grade attending and under Still in School select Y. If a Pre-School student select P-0 to P-5 and under Still in School select N

### Signatures Tab:

This section split into two tabs: *Migrant Signature*

- Click on the sign tab.
  - Another screen for the signature will show up. After signing click ok.
  - If you would like to retry the signature click clear or cancel.
- The signature date will show up automatically.
- If necessary you can type the relationship of the person that signed to the child.

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

**COE Data** COE Number: 1001-1001229

Search COE: [input] Program: BROCKPORT METS, County: Monroe, School District: BROCKPORT CSD, Residency Date: 1/1/2013

Created: 12/18/2013 4:12:39 PM, Modified: 12/20/2013 2:12:00 PM

**Incomplete** [checkbox] Show Incomplete Only, [checkbox] Show Approved Only, Submit, View Log

Migrant Staff

**Parent / Guardian / Spouse / Worker Signature**

I understand the purpose of this form is to help the State determine if the child(ren) 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 have provided to the interviewer is true.

Sign Date: [input], Signed By Name: [input], Relationship to child: [input]

I authorize my child(ren) to receive medical and/or surgical treatment in case of emergency and to receive health and dental services offered by the Title I Migrant Program.

The rules for migrant eligibility, including immunization records, and other pertinent agency information otherwise confidential under the State Migrant Education Start Program (MEES), and the Family Educational Rights and Privacy Act (FERPA) have been explained to me. I hereby authorize any school district, including this one, to share my child's education and health records, including immunization records, with other school districts, educational agencies, and other pertinent agencies. I further consent that student/family information be shared under the aegis of the following: the projects of the Migrant Education Program (HEP), the Migrant Education Even

Sign, Clear, OK, Cancel

Census, Qualifying, Child(ren), **Signatures**, Elig Comments



## Staff Signature

- The recruiter needs to sign in order to submit the ECOE.
- After the ECOE has being accepted, the recruiter can print the ECOE with both Recruiter and ID&R Director Signature.
  - ✓ The Recruiter should sign the ECOE the day it was first entered on the tablet.

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

**COE Data**

COE Number: 1001-1001762  
Program: BROCKPORT METS  
County: Orleans  
School District: MEDINA CSD  
Residency Date: 7/25/2015

Created: 7/28/2015 6:47:54 PM  
Modified: 8/1/2015 12:04:25 PM

**Accepted**

Show Incomplete Only  
 Show Approved Only

Submit View Log

Migrant Staff

**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: [Handwritten Signature] Sign Date: 7/30/2015 Interviewer Name: IRENE SANCHEZ

Reviewer Signature: [Handwritten Signature] Sign Date: 8/1/2015 Reviewer Name: WILL MESSIER

Census Qualifying Child(ren) **Signatures** Elig Comments

## The Eligibility Comments Tab

This section split in two tabs: *Sections 2bi, 4c of the Qualifying Move & Work*

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

**COE Data**

COE Number: 1001-1001083  
Program: BROCKPORT MEOP  
County: Monroe  
School District: ROCHESTER CITY SD  
Residency Date: 1/1/2012

Created: 9/3/2013 1:56:08 PM  
Modified: 9/3/2013 2:05:31 PM

**Incomplete**

Show Incomplete Only  
 Show Approved Only

Submit View Log

**COE Eligibility Documentation Comment Section**

2bi, 4c 5, 6a/b

**IV. Comments Section (Must include 2bi, 4c, 5, 6a and 6b of the Qualifying Move \_Work section, if applicable.)**  
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 the child(ren) is eligible. At a minimum, the recruiter must provide comments that clearly explain items 2bi, 4c, 5, 6a of the Qualifying Move \_Work Section, if applicable. As mentioned previously, these items include the following scenarios:

2bi The child/youth moved prior to or after the qualifying worker. Record the reason for the different moves.

4c The worker did not obtain qualifying employment as a result of the move. In this case, the recruiter must document that the worker stated that one reason for the move was to obtain qualifying work, AND

the worker has a prior history of moves to obtain qualifying work;  
 OR there is other credible evidence that the worker actively sought qualifying work soon after the move, but for reasons beyond the worker's control, the work was not available.  
 OR both. Examples of credible evidence include a statement by a farmer that the worker applied for qualifying work but none was available, or a newspaper.

Explain why boxes are checked (in detail)

Census Qualifying Child(ren) Signatures **Elig Comments**

## Comments for sections: 5, 6a/ b of the Qualifying Move & Work Section.

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

COE Data  
 COE Number: 1001-1001229  
 Search COE: [ ]  
 Program: BROCKPORT METS  
 County: Monroe  
 School District: BROCKPORT CSD  
 Residency Date: 1/1/2013

Created: 12/18/2013 4:12:39 PM  
 Modified: 12/20/2013 7:22:01 PM

Incomplete  
 Show Incomplete Only  
 Show Approved Only  
 Submit View Log

COE Eligibility Documentation Comment Section

2bi, 4c 5, 6a/b

5 The child(ren) qualified on the basis of "personal subsistence," meaning "that 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

Explain in detail:

6a/b The employment is temporary based on the worker's statement or the employer's statement.

Length of employment  
 3 - 6 months

Worker's Statement  Employer's Statement

Signature  
 Sign [Signature Image]  
 Signed By Name: JUAN DEL PUEBLO

Elig Comments

Go to the Qualifying 2<sup>nd</sup> tab, item 6, To choose between the (a) Worker's Statement, (b) the Employer's Statement or (c) State Documentation.

## To Save the ECOE to File

- In the upper tabs you will see the following: Record, Procedures, Reports, Preferences, COE, Go View and Help. Click on COE.
- Click on Queue COE
- Click on Print and choose Print to File
- In Type choose PDF
- In Where; choose where would you like to save the PDF file, (Desktop, Documents or Pictures) and click OK

MIS 2000 (Tablet) - NY1001

Record Procedures Reports Preferences COE Go View Help

Queue COE (Shift+Ctrl+Q)  
 Print COE Queue...  
 Print Preview COE Queue...  
 Clear COE Queue...  
 Queue All New COEs  
 Queue All Students  
 View Log...  
 Include Departure Information  
 Print Blank COE...

County: Orleans  
 School District: ALBION CSD  
 Residency Date: 9/12/2015

City: [ ] State: NY Country: USA

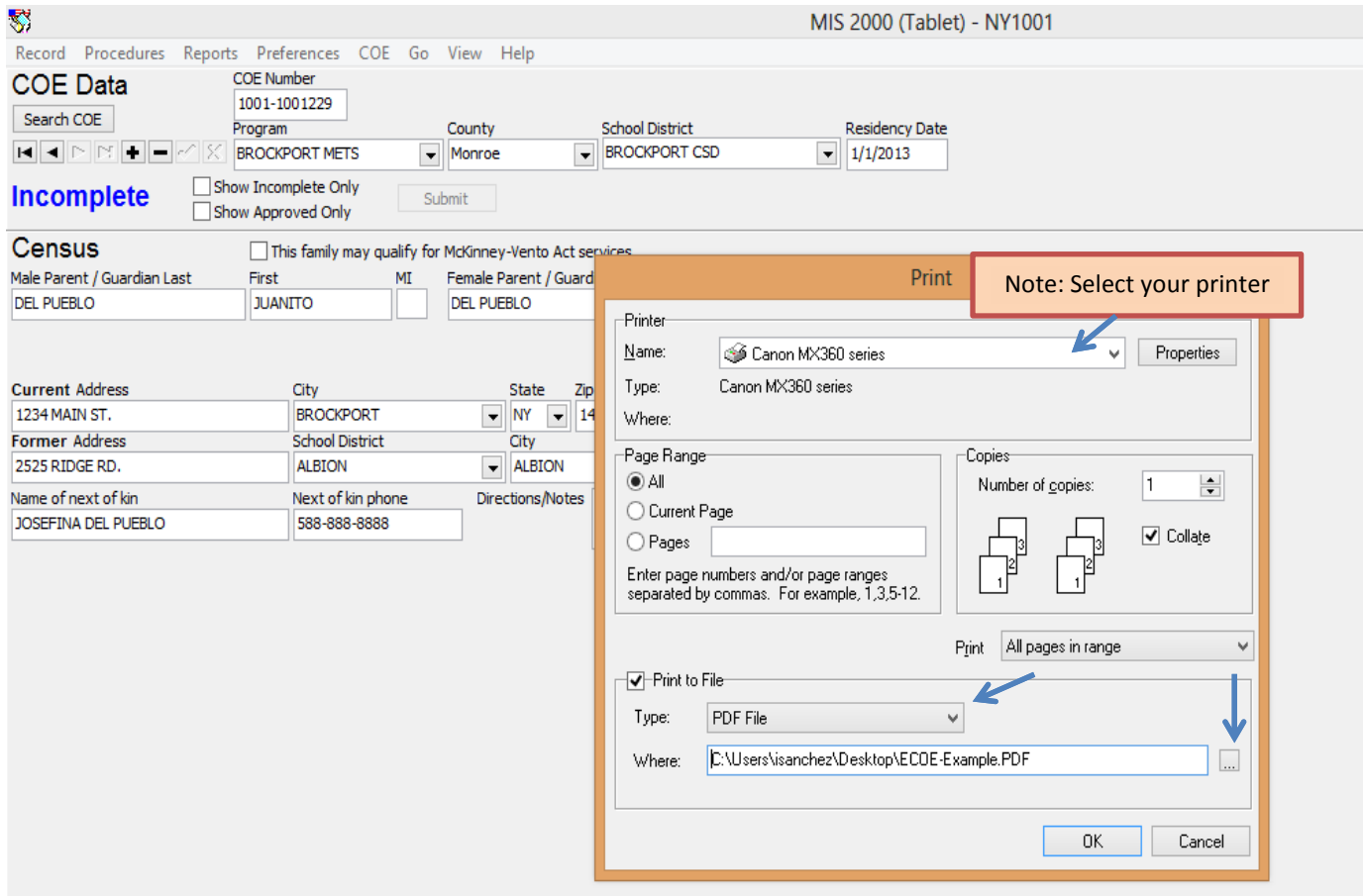
City: [ ] State: NY

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

a. [ ]

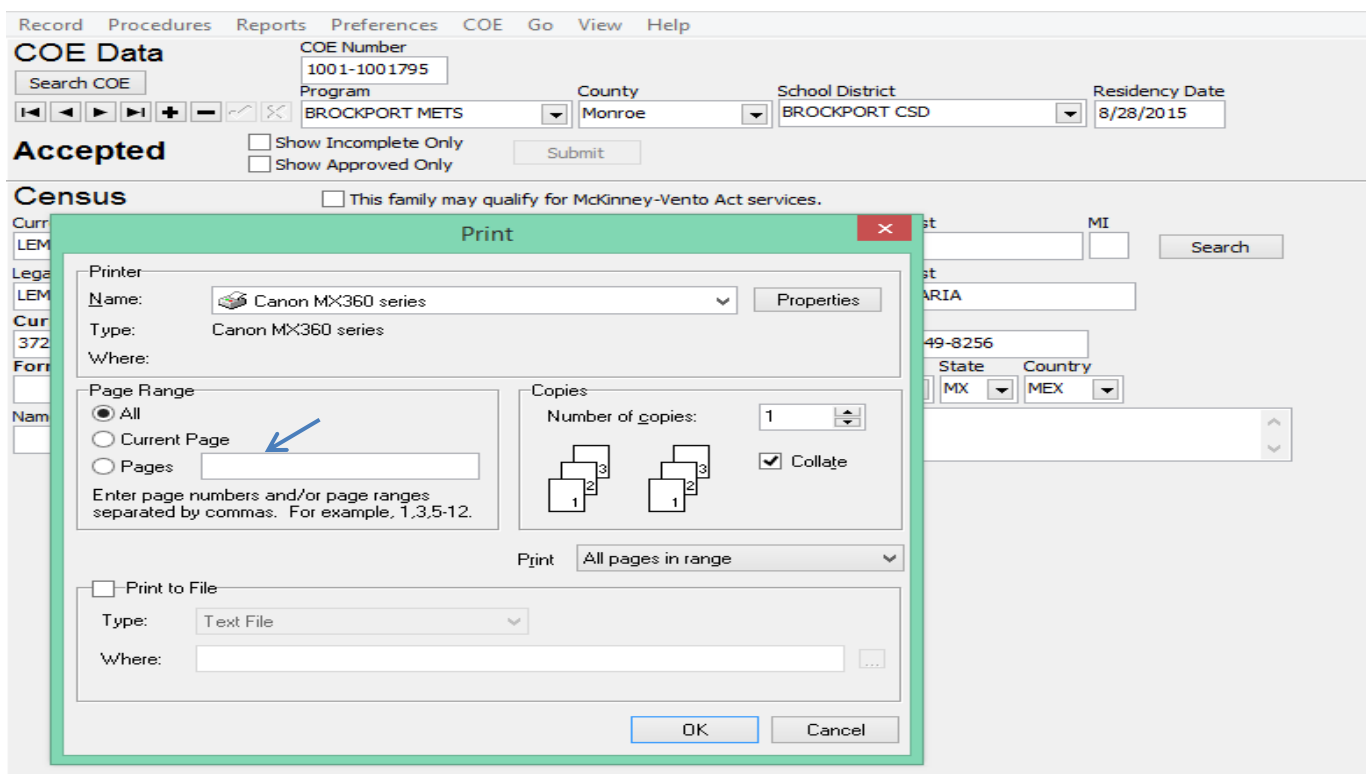
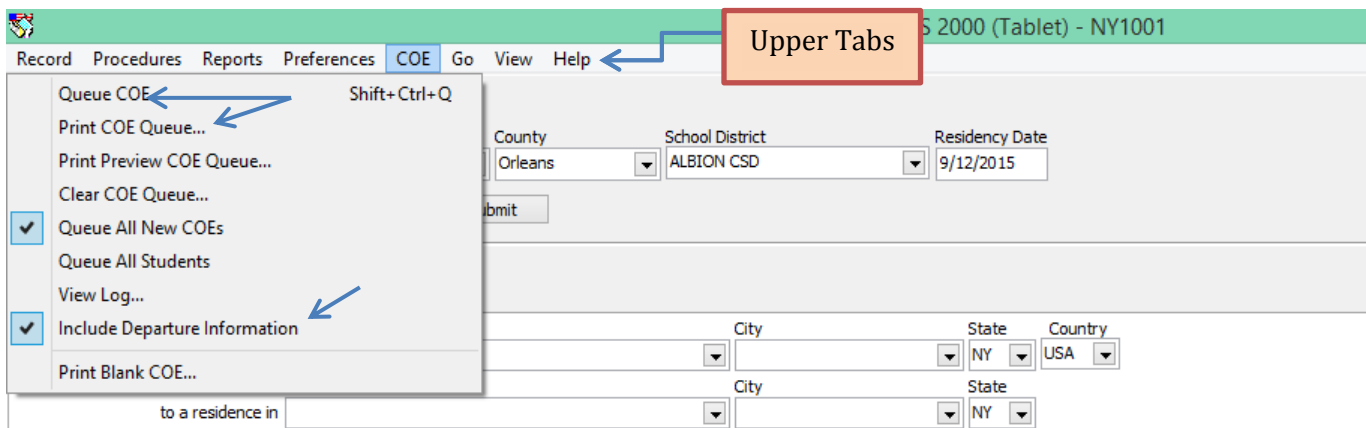
b. The worker, [ ] is the child or the child's [ ]

i. (Complete if "to join or precede" is checked in 2a.) The worker moved on [ ] The child(ren) moved on [ ]



### To Print the ECOE

- In the upper tabs you will see the following: Record, Procedures, Reports, Preferences, COE, Go View and Help. Click on COE
- Click on Queue COE
- If you want to Click on Include Departure Form.
- Under COE click under Print preview COE Queue or Print COE.
- If you want to print multiples COEs, you need to Queue each COE you wish to print.
- When you printing the ECOE, you are going to see the ECOE, the Eligibility Comments Section form and the Departure form.
- Select the page number you wish to print. COE (1), the Eligibility Comment Section Form (2), the Departure Form (3).
  - ✓ If the COE have more than 5 children, the COE will have two pages. The Comment Section Form will be on page 3 and the departure form on page 4.
- When you are done, you can choose to clear Queue or to Queue all new COEs.



### Printing the Departure Form

- In the upper tabs you will see the following: Record, Procedures, Reports, Preferences, COE, Go View and Help. Click on COE
- Under the COE tab, make sure to click on “Include Departure From”
- Click on Queue COE. Only Queue the COEs you wish to print
- Under COE click under Print preview COE Queue or Print COE.
- Under Pages to print, enter the numbers of the pages you would like to print.

- For example, if printing only 1 COE the departure form would be page number 3, if you are printing 2 COEs, the departure form will be pages number 3, 6. etc.
- Print in white paper. (We no longer need you to print the copies in Blue, pink or gold).
- Manually complete the movement information in the Departure Form and mail copy to METS, make a copy and keep for your records. (For more information about processing a departure look at the Recruiter’s Toolkit).

DEFINITION OF MIGRATORY CHILD

COE #	Name of FIRST Child on COE	School District
1001-1001740	PUEBLO, JUAN LUIS	ALBION CSD

MIGRATORY CHILD MEANS A CHILD:

- a) Whose parent, guardian, spouse or him/herself is a migratory agricultural worker or a migratory fisher.
- b) Who has moved within the past thirty-six months from one school district to another out of economic necessity to enable the child, the child’s guardian, spouse or a member of the child’s immediate family to obtain temporary or seasonal employment in an agricultural or fishing activity.

RELATED AGRICULTURAL ACTIVITIES:

- Farm activities related to field crops such as alfalfa, broomcorn, flax, hops, peanuts and sugar beets.
- Orchard activities related to fruit and nut trees and vines including sorting and picking.
- Farm activities related to the production of vegetables including sorting, freezing and canning.
- Farm activities engaged in the production of milk and other dairy products.
- Farm activities related to the production of poultry and poultry products.
- Farm or ranch activities related to the production of livestock and livestock products.
- Farm activities related to horticultural crops such as bulbs, flowers, plants, shrubbery, trees, herbs, mushrooms.
- Fishery activities.
- Farm activities related to the harvesting and cultivating of trees.

After printing the form, manually, enter the movement information in blue ink. Sign and date the departure form. Also include the new COE number if you have it.

**KEEP A COPY FOR YOUR RECORDS!**

MOVEMENT INFORMATION (To be completed by recruiter.) (To be filled out with complete address.)

MOVEMENT DATE: 08/01/15

DESTINATION: Street Address 5678 Main St.

School District Lockport SD

City Lockport

State/Country NY Zip Code 14094

New COE# 1001-123456

*Irene Sanchez*

08/05/15