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

NYS Migrant Education Program
Identification & Recruitment Office

Revised on November, 2015
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.**
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.

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

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

To erase the ECOE click on (-)
Census Tab:

- Parents Information, address and contact information.

Qualifying Move & Work Tab:

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

**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.

For the school building line enter the student school district as appears in the census section. The school ID will show up automatically. The data specialist will enter this information.
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.

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.
**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.

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**The Eligibility Comments Tab**

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

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**The Electronic Certificate of Eligibility (ECOE) Manual/
NYS Migrant Education Program**
Comments for sections: 5, 6a/ b of the Qualifying Move & Work Section.

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

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

**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, mushroo.
- Fishery activities.
- Farm activities related to the harvesting and cultivating of trees.

### Movement Information

<table>
<thead>
<tr>
<th>Movement Date</th>
<th>08/01/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>5678 Main St.</td>
</tr>
<tr>
<td>School District</td>
<td>Lockport SD</td>
</tr>
<tr>
<td>City</td>
<td>Lockport</td>
</tr>
<tr>
<td>State/Country</td>
<td>NY</td>
</tr>
<tr>
<td>Zip Code</td>
<td>14094</td>
</tr>
</tbody>
</table>

**New COE# 1001-123456**

Irene Sanchez 08/05/15

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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!**