Appendix XII: COE Review Checklist

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| Checklist Item | Acceptable | Missing or Unacceptable |
| A trained (or certified) recruiter completed the COE. |  |  |
| The Migratory Agricultural Worker / Migratory Fisher status has not expired. |  |  |
| A new COE is used for each child with a different QAD. |  |  |
| All blanks are completed and legible (N/A or a dash is entered where needed). |  |  |
| On paper COEs, corrections are made in red ink, and initialed and dated to distinguish from the original text. Correction fluid should not be used so a record of changes can be maintained. On electronic COEs, changes must also be recorded through version control or other application functionality that indicates who, when and how. |  |  |
| All dates are in double digits (i.e., 06/30/11). |  |  |
| Date of birth is entered correctly. (Any children born *after* the move are not entered on the COE.) |  |  |
| The eligibility data are clear and appear 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). |  |  |
| “Temporary” *or* “Seasonal” is selected. |  |  |
| “Agricultural” *or* “Fishing” is selected. |  |  |
| Clear and logical comments are provided where required. (See examples of situations that warrant additional explanation in Chapter 7.) |  |  |
| City names are spelled correctly. |  |  |
| State and country abbreviations are correct. |  |  |
| The parent/guardian or spouse is listed, and the signature matches the name. |  |  |
| The COE is signed and dated by the recruiter. |  |  |