Process for Reviewing COEs and SDFs for Accuracy

Recruiter completes a COE and SDF, and submits the COE and eligibility documentation to the ESC Reviewer/Approver.

If the ESC is serving as Review/Approver, the COE and documentation are submitted to the appropriate ESC staff member.

If eligibility concerns exist, the ESC Reviewer/Approver should not sign the COE, and

- The initial recruiter may need to revisit the family to obtain additional information, or
- A second recruiter may be asked to visit the family to clarify information obtained by the inital recruiter.

If after seeking clarification and additional information the ESC Reviewer/Approver no longer has eligibility concerns, eligibility determination is made.

If all eligibility requirements are NOT met, the family is determined ineligible for the MEP. The ESC Reviewer/Approver will notify the LEA immediately of this determination.

If all eligibility requirements are met,

the ESC Reviewer/Approver signs the COE.

- A copy of the COE is sent to the parents after the Reviewer/Approver signs the COE.
- A copy of the COE is provided to the TX-NGS Data Entry Specialist
  - If using a paper COE to encode the data into TX-NGS and current enrollments line, or
  - if using an ECOE to enter the current enrollment line.

If the ESC Reviewer/Approver is unsure about a particular case, they MUST contact the State MEP immediately.

- The ESC should maintain a copy of every COE and supporting documentation forwarded to TEA, including email correspondence.

The ESC will contact the LEA in writing with the determination by TEA and ensure any necessary next steps are addressed.