Process for Reviewing COEs and SDFs for Accuracy

When the trained Designated SEA Reviewer is a district official:

District Reviewer/Approver examines all documentation.

If all eligibility requirements are met,

the District Reviewer/Approver signs the COE.

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

If eligibility concerns exist, the district 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 initial recruiter.

If after seeking clarification and additional information the District 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 Reviewer/Approver will notify the LEA immediately of this determination.

If after seeking clarification and additional information the district Reviewer/Approver still has eligibility concerns, they MUST refer the COE and the SDF to the appropriate ESC staff member.

- **The ESC Reviewer/Approver reviews the documentation submitted 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 initial recruiter.**

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 should be forwarded to the TEA, including email correspondence.

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