

*Date:* November 4, 2019

*To:* District Administrators and ESEA Coordinators

*From:* Jonas Zuckerman, Director Title I, and School Support Team

*Subject:* Annual count of students for Title I-D program funding, collected during October 2019

Annually, locally operated residential institutions for identified neglected and delinquent children and youth are asked to provide a child count that will generate federal Title I-D funds.

Each ESEA coordinator should work collaboratively with the education director at institutions located within the public school boundaries to complete the form. The completed form must be signed by a district representative and an institutional representative, and submitted to the Department of Public Instruction (DPI) by **December 13, 2019**.

The child counts, when reported to the U.S. Department of Education (USDE), will be used to determine available 2020-2021 Title I-D program funds. These federal funds are made available to serve neglected and delinquent children and youth located within the boundaries of public school districts.

Completing this form generates funding for the state, but a district is not required to accept funding for Title I-D and it does not necessarily ensure a district will receive Title I-D funds. DPI will notify district representatives that have completed the annual count when funds are available for 2020-2021 Title I-D supplementary education programs.

**This packet includes:**

- 1) Essential components of Title I-D, Subpart 2 handout and flow-chart
- 2) Instructions and guidelines to complete the annual child count
- 3) Annual count form

Please submit the completed and signed annual count form to Clara Pfeiffer, grants specialist, by **December 13, 2019** at [clara.pfeiffer@dpi.wi.gov](mailto:clara.pfeiffer@dpi.wi.gov). For further questions about the annual count process, please contact Clara Pfeiffer or Kristine Nadolski at [kristine.nadolski@dpi.wi.gov](mailto:kristine.nadolski@dpi.wi.gov).

JZ:cap

# Title I-D, Subpart 2 Neglected or Delinquent

Annually, locally-operated residential institutions for identified neglected and delinquent children and youth are asked to provide a child count that is submitted to the U.S. Department of Education. Completing this form generates funding for the state, but a district is not required to accept funding for Title I-D and it does not necessarily ensure a district will receive Title I-D funds. While LEAs are not required to complete an annual count, participation in the annual count ensures the state receives Title I-D funds to distribute to LEAs to serve students who are neglected, delinquent, or at-risk. DPI is asking each LEA with a neglected or delinquent institution located within school district boundaries to please fill out the Wisconsin Title I-D Annual Count form.

## Essential Components for Title I-D Annual Count



**Collaboration** LEAs must work with their local neglected or delinquent institutions to ensure the data for the annual count is accurate.



**Eligible Institutions** The institution must be licensed by the state as a child caring institution serving school-aged neglected or delinquent youth ages 5-17.



**Eligible Youth** Resident students between 5-17 years old are eligible to be counted if they are enrolled at an institution for at least one day within the 30-day count window (of which one day must be in October).



**Enrollment** For a student to be counted, they must be enrolled in at least 20 hours of instruction per week if they reside in a juvenile institution, or 15 hours of instruction per week if they reside in an adult institution.



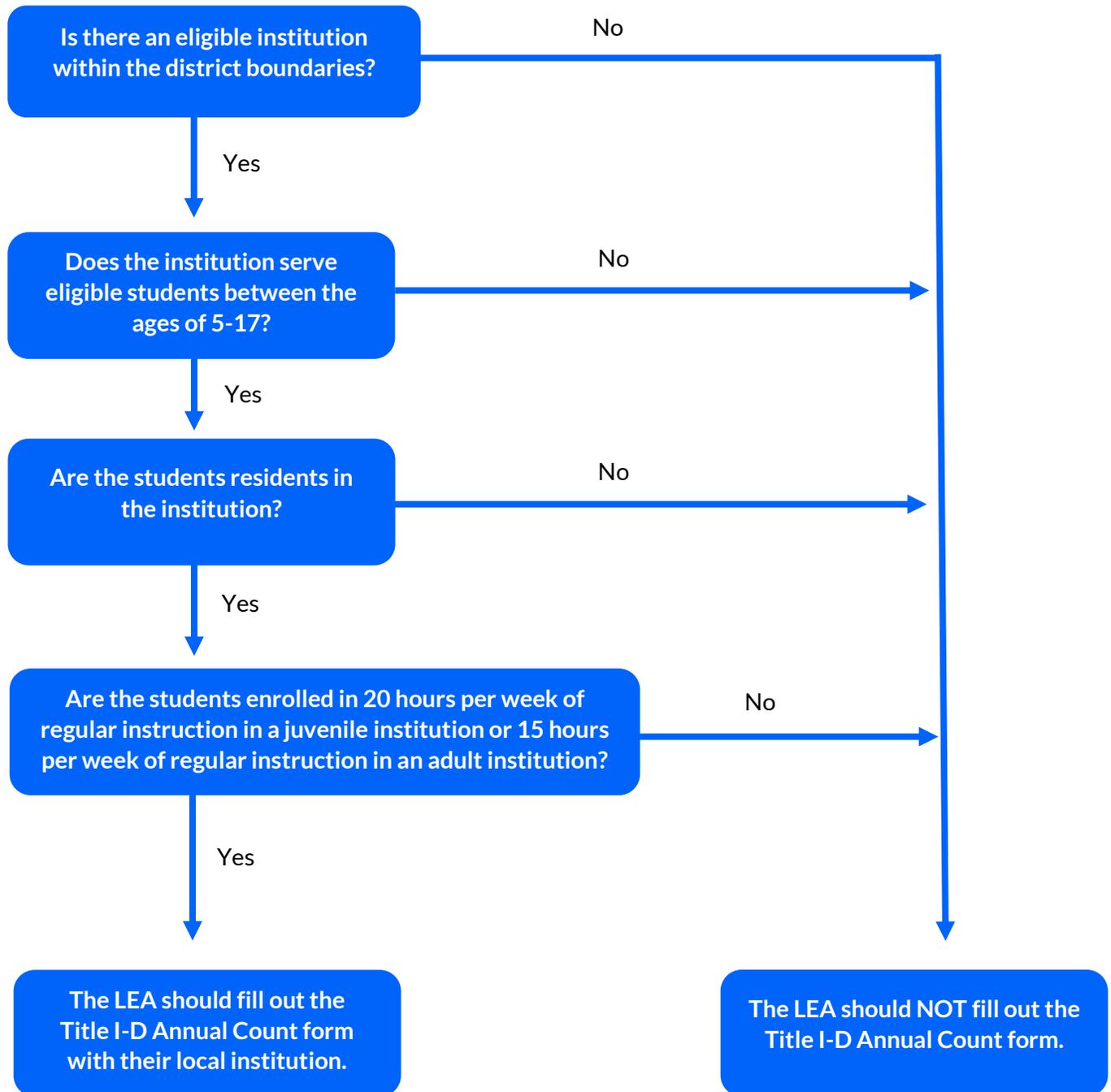
**Academic Programming** A regular program of instruction is an educational program, not beyond grade 12, that consists of classroom instruction in basic subjects such as reading, mathematics, and vocationally-oriented subjects funded from non-federal sources.

*The Every Student Succeeds Act of 2015,  
Sections 1005 and 1006*

# Title I-D, Subpart 2 Neglected or Delinquent

Still unsure if your LEA should submit an Annual Count form?

Use this flow-chart to determine if your LEA should complete the annual count form.



## Instructions and Guidelines:

### PART I – Institution and District Information

Enter the official name of the institution in **Box 1** and the local school district within whose boundaries the institution is located in **Box 2**.

**A separate form must be completed for each institution.**

### PART II – Basis for Eligibility

If the answer is **no** to any of these questions, the institution does not qualify and the annual count form does not need to be completed. **If the answer to all three questions is yes, proceed to Part III and complete the form for submission.**

**Regular program of instruction:** an educational program (not beyond grade 12) that consists of classroom instruction in basic subjects such as reading, mathematics, and vocationally-oriented subjects, supported by non-federal funds.

In order to be counted as enrolled, a child must be enrolled in a State-funded regular program of instruction for at least:

- 20 hours per week if in a juvenile institution; or
- 15 hours per week if in an adult institution.

### PART III – Type of Institution and Enrollment

**Category:** If an institution has not participated in the annual count in prior years, the institution would determine whether it is neglected or delinquent based on its mission statement or program description. DPI may follow up with districts or institutions if further clarification is needed.

**Total number of students enrolled:** For the category of institution identified, provide **only** the number of resident children 5-17 years old that were enrolled in the institution's regular program of instruction for 20 hours per week for juvenile institutions or 15 hours per week for adult institutions.

Institutions may choose a 30-day window of time of which one day is in October 2019. The count includes students who resided in the institution during the chosen 30-day window. A student is not required to be in residence for 30 consecutive days, but is counted if the student was in residence for at least one day during that period.

### PART IV - Certification

The district ESEA coordinator will ensure the residential institution receives the form and instructions. An appropriate institutional official should sign the form, certifying that the information provided meets the requirements of Title I, Part D, Subpart 2, and is complete and accurate. The institution will then send the form back to the district ESEA coordinator for a signature. The district then sends the completed form to DPI.

Documentation should be retained at the residential agency verifying the procedures used and the count submitted for future audits.

# Annual Count Form: Title I, Part D, Subpart 2

Annually, locally operated residential institutions serving identified neglected and delinquent children and youth ages 5-17 are surveyed for a child count that may generate federal Title I-D funds. The child counts, when reported to the U.S. Department of Education (USDE), will be used to determine available Title I-D program funds in the following year. **Please complete one form for each institution.**

## PART I - INSTITUTION AND LOCAL EDUCATION AGENCY

- |                                                                                       |                                                                                                 |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1. Official name and address of locally operated neglected or delinquent institution: | 2. Official name of district within whose boundaries the institution named in Box 1 is located: |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

## PART II - BASIS FOR ELIGIBILITY

IF THE ANSWER TO ANY QUESTION IS NO, DO NOT COMPLETE PART III - DO NOT RETURN FORM TO DPI.

- |                                                                                                                                                                         | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Does this institution provide a regular program of instruction supported by non-federal funds?                                                                       |     |    |
| 2. Are students enrolled in this regular program of instruction for at least 20 hours per week in a juvenile institution or 15 hours per week for an adult institution? |     |    |
| 3. Is this institution licensed by the state as a child caring institution serving school-aged neglected and delinquent children and youth ages 5-17?                   |     |    |

## PART III - TYPE OF INSTITUTION AND ENROLLMENT

### Directions:

In the boxes below, report the caseload of any child ages 5-17 that resided in the institution during the window of 30 consecutive days, of which one day was in **October 2019**. If a child is 5-17 years old, and is in an institution that meets the definitions below, that child is eligible to be counted.

**Neglected Institution:** A public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable state law, due to abandonment, neglect, or death of their parents or guardians.

**Delinquent Institution:** A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision.

Total number of students enrolled:

#

Total number of students enrolled:

#

The category of an institution should not change from year to year unless there has been an official change in the purpose for which the institution is operated.

## PART IV - CERTIFICATION

I certify that the information provided meets the requirements of Title I, Part D, Subpart 2 and is, to the best of my knowledge, complete and accurate. I am aware that the data provided on this form is subject to audit and must be supportable from documented records.

Printed name of institution official                      Position                      (Signature and date)

Printed name of LEA representative                      Position                      (Signature and date)