

To: Ben Jones, Education Coordinator, DOC Division of Adult Institutions  
Michelle Buehl, Education Coordinator, DOC Division of Juvenile Education

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

RE: Annual Survey of Children in Wisconsin State Agency Operated Institutions Serving Residential Juvenile and Adult Correctional Institutions or State-Funded Community Day Programs

Attached is the form for reporting the number of children or youth under age 21 who are eligible to be included in the count for 2021-22 Title I-D, Subpart 1 funding. I encourage you, and the administrative leadership at the individual juvenile and adult correctional institutions with assigned responsibilities for determining the annual count and verifying its accuracy, to carefully review the guidelines prior to completing the survey. Please keep in mind that your agency must specify the 2020 calendar date, between January 1, 2020 and December 31, 2020, that was used for taking the count and ensure that all reporting institutions under your supervision utilize this date.

Title I, Part D programs are to be operated in institutions where the average length of stay for all children in the institution is equal to at least 30-days. Each individual student residing in the institution does not necessarily have to stay 30 days. Also, to be counted, residents in adult institutions must be enrolled in a minimum of 15 hours of weekly, state-funded regular program of instruction, while residents of juvenile institutions must be enrolled in a minimum of 20 hours of weekly state-funded regular program of instruction. Regular program of instruction means an educational program, not beyond grade 12, in basic school subjects that are supported by non-federal funds. Neither the manufacture of goods within an institution, nor activities related to institutional maintenance, are considered classroom instruction.

Please provide a summary report for your respective set of juvenile or adult corrections institutions, along with a copy of the survey from each individual institution that was included in the count. Your assistance is requested in ensuring the count is completed according to the federal requirements. Appropriate documentation should be maintained in order to verify the procedures utilized to determine an accurate count. This verification information must be retained for the year of the project, plus four years, since it is subject to state and federal program monitoring.

Additionally, due to the Title I-D findings for Subpart 1 in the 2017-18 and 2018-19 fiscal years, the Department of Public Instruction (DPI) is requesting evidence to confirm the annual count data along with the annual count form attached. The DPI will send a secured data transfer message; please include data that confirms the number of students, their birth dates, and the classes they are enrolled in to confirm their hours of enrollment per week.

All completed surveys must be returned to DPI by **January 4, 2021**. DPI will report the counts to the U.S. Department of Education by January 15, 2021. If assistance is needed, please contact Kyle Peaden at (608) 266-5404 or [kyle.peaden@dpi.wi.gov](mailto:kyle.peaden@dpi.wi.gov). Return completed forms to the attention of: Kyle Peaden, Department of Public Instruction, PO Box 7841, Madison, WI 53707-7841.

JZ:wkp

Enclosures

# Annual Count Worksheet Instructions

## PART I - INSTITUTION AND STATE AGENCY

Enter the names of the institution and state agency. A separate form must be completed for each institution.

## PART II - BASIS FOR ELIGIBILITY

- Respond "yes" or "no" to each of the three questions. If the answer is "no" to any one of these questions, the institution or community day program does not qualify.
- In question 1, a "**regular program of instruction**" means an education program (not beyond grade 12) in an institution or a community day program for neglected or delinquent children that consists of classroom instruction in basic school subjects such as reading, mathematics, and vocationally oriented subjects, and that is supported by non-Federal funds. Neither the manufacture of goods within the institution, nor activities related to institutional maintenance, are considered classroom instruction.
- In question 2, a "**state agency**" means an agency of state government responsible for providing free public education for children in institutions for neglected or delinquent children, community day programs for neglected or delinquent children, and adult correctional institutions.
- In question 3, an "**average length of stay**" is calculated by determining the length of time each child entering the institution stays and dividing that number by the total number of children passing through that institution during a given year. The average length of stay for all children in the institution must equal at least 30-days. An individual child in an institution, however, would not necessarily have to stay for 30-days.

## PART III - TYPE OF INSTITUTION AND ENROLLMENT

### Category

Check the category that fits the definition of the institution's purpose. Do not report on institutions that do not meet any of the four definitions.

### Enrollment

For the category of institution checked, furnish the number of children under 21 enrolled in a state-funded regular program of instruction on a date in calendar year **2020** specified by the Department of Corrections (DOC). The date specified by the DOC must be consistent for all institutions or community day programs operated by the state agency, and the date must represent a school day within calendar year **2020**.

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 an institution for neglected or delinquent children or a community day program for neglected or delinquent children; or
- 15-hours per week if in an adult correctional institution.

#### **PART IV - ADJUSTED ENROLLMENT TO REFLECT THE RELATIVE LENGTH OF THE STATE AGENCY ANNUAL PROGRAM**

Multiply the enrollment determined in Part III by the number of days in the year that the educational program operates. Divide that number by 180 to determine the adjusted enrollment.

#### **PART V - CERTIFICATION**

The appropriate institution and DOC official should sign, certifying that the information provided meets the requirements of Title I, Part D, Subpart 1, and is complete and accurate. (Note: this data will generate Federal funds and is subject to audit and must be supportable from documented records.) Documentation records should be retained for the year of the count plus four years.

**Email or send a hard copy  
by January 4, 2021 to:**

**Kyle Peaden**  
Education Consultant  
Department of Public Instruction  
PO Box 7841  
Madison, WI 53707-7841

[kyle.peaden@dpi.wi.gov](mailto:kyle.peaden@dpi.wi.gov)  
(608) 266-5404

# ANNUAL COUNT FORM: TITLE I, PART D, SUBPART 1

Annual report of children in state agency institutions for neglected or delinquent children, adult correctional institutions, and community day programs for neglected or delinquent children

## PART I - INSTITUTION AND STATE AGENCY

- |   |  |
|---|--|
| 1. Official name and address of community day program, juvenile and/or adult correctional institution:<br><br><div style="text-align: center;">Name and Address</div> | 2. Official name and address of state agency:<br>Wisconsin Department of Corrections<br>Office of Education<br>P.O. Box 7925<br>Madison, WI 53707-7925 |
|---|--|

## PART II - BASIS FOR ELIGIBILITY

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Is a regular program of instruction supported by non-federal funds and provided for the children in the institution or community day school?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the state agency responsible for providing free public education for the children in the institution or community day program?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the average length of stay in the institution or community day program at least 30-days? (Not Applicable to Community Day Programs or Adult Correctional Facilities) | <input type="checkbox"/> | <input type="checkbox"/> |

**IF THE ANSWER TO ALL THREE QUESTIONS ABOVE IS YES, PROCEED TO PART III.  
IF THE ANSWER TO ANY ONE QUESTION IS NO, RETURN FORM WITHOUT COMPLETING PART III.**

## PART III - TYPE OF INSTITUTION AND ENROLLMENT

**Directions: Check the category on the left below that describes the purpose of the institution.**

Number of children enrolled in a regular program of instruction for:

Category (check one)	20 hours per week	15 hours per week
<input type="checkbox"/> <b>INSTITUTION FOR NEGLECTED CHILDREN</b> A public or private residential facility, other than foster home, that is operated primarily 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.		
<input type="checkbox"/> <b>INSTITUTION FOR DELINQUENT CHILDREN AND YOUTH</b> A public or private residential facility that is operated primarily for the care of children who have been adjudicated to be delinquent or in need of supervision.		
<input type="checkbox"/> <b>COMMUNITY DAY PROGRAM</b> A regular program of instruction provided by a state agency at a community day school operated specifically for neglected or delinquent children.		
<input type="checkbox"/> <b>JUVENILE AND ADULT CORRECTIONAL INSTITUTION</b> A facility in which persons are confined as a result of a conviction for a criminal offense, including persons under 21 years of age.		

## PART IV - ADJUSTED ENROLLMENT TO REFLECT THE RELATIVE LENGTH OF THE STATE AGENCY'S ANNUAL PROGRAM

Enrollment from Part III	X	Number of Days per Year Educational Program Operates	Divided by 180 =	Adjusted Enrollment

The 2020 uniform calendar date used by DOC in all institutions for this count was: \_\_\_\_\_

## PART V - CERTIFICATION

I certify that the information provided meets the requirements of Title I, Part D, Subpart 1 and is, to the best of my knowledge, complete and accurate.

Name

Position

Printed name of institution official

Position

(Signature and date)

Name

Position

Printed name of LEA representative

Position

(Signature and date)