October 2, 2019

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey, Ed.D.
State Superintendent of Education

RE: 2019 Neglected or Delinquent Children Survey

Enclosed is information related to the 2019 Annual Survey of Children in Local Institutions for Neglected or Delinquent Children. The information includes the following items:

- 2019 Annual Survey Form
- Instructions for Completing Annual Survey

The purpose of the annual survey is to provide the Alabama State Department of Education (ALSDE) with data required by Title I, Parts A and D, of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA).

The data is used in computation of grants to local education agencies (LEAs) responsible for providing free, public education for children in institutions or community-day programs for neglected or delinquent children.

No sampling or estimating is to be used in preparing the report. Since the data will generate federal funds, it is subject to audit and must be supported by documented records. Reporting a count of children in a local institution does not obligate the district to serve neglected or delinquent children; however, the count does determine eligibility for Title I, Part D, funds.

Please duplicate the survey form as needed and distribute to any institution within the attendance zone of your LEA. Completed forms must be signed by the appropriate officials and returned to the Federal Programs Section by Tuesday, December 3, 2019. It is imperative that this report be returned by this date so that the state compilation can be completed and submitted in a timely manner to the U. S. Department of Education.

Upon receipt and review of the survey, the ALSDE will notify any LEA eligible to receive Title I, Part D, Subpart 2, funds. Forms may be mailed, faxed to 334-694-4965, or emailed to Mr. Petro Johnson at pjohnson01@alsde.edu.

If you have any questions or need additional information related to the 2019 survey, please contact Mr. Johnson at 334-694-4528.

EGM/PJ/AP

Enclosures

cc: City and County Neglected or Delinquent Contact Persons

FY20-2001
Directions for Completing the Annual Survey to Identify Eligible Institutions and Count
Children in Local Institutions for Neglected or Delinquent Children

The purpose of this annual survey is to provide the Alabama State Department of Education (ALSDE) and the U. S. Department of Education with data required by the Every Student Succeeds Act (ESSA), Title I, Part D, Subpart 2, Elementary and Secondary Education Act. This data will include the location and number of children living in institutions for neglected or delinquent children for at least one day during the month of October. The caseload data must be for 30 consecutive days, at least one day of which is in October. The data will be used in the formula for computing allocations of ESSA, Title I, funds to local educational agencies (LEAs) for services to neglected or delinquent children for the 2019-2020 school year. Since the data will generate federal funds, it is subject to audit and must be accurate and supported by documented records. Reporting a count of children in a local institution does not obligate the district to serve neglected or delinquent children; however, the count does determine eligibility for Title I, Part D, funds.

Follow the directions below when completing this document:

Note: LEAs where there are no children living in institutions for neglected or delinquent children must complete the information in Part I. (Mark X in the parenthesis; continue to Part II, Number 7; and provide the superintendent’s signature, name of district, and date.)

Participating LEAs should submit a separate count of children for each institution.
1. List the name and address of the neglected or delinquent institution.
2. Select the type of institution.
   Please note that 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. For example, if an institution is operated for the care of neglected children, but the majority of the children residing in the institution during October are children adjudicated to be delinquent, the institution should still be reported as an institution for neglected children until its charter or purpose is officially changed to show that it is an institution operated for the care of delinquent children. Consistency in reporting from year to year is necessary because changing the category of an institution each year based on the category of the majority of children served affects the hold-harmless allocations and eligibility under the Title I, Part A, formulas.
3. List the legal purpose of operation for the institution, year licensed/chartered, and issuing organization.
4. Report the October 2019 caseload data for children in eligible institutions. Count only children who:
   a. Are ages 5 through 17.
   b. Live in a locally operated facility that meets the definition for neglected or delinquent children.
   c. Lived in the institution for at least one day during a 30-day period with one day during the month of October.
5. Note, if applicable, reasons for increase/decrease between the 2018 and 2019 October caseload counts.
6. Provide the authorizing information of the chief administrator of the institution.
7. Provide the authorizing information of the LEA’s superintendent.

Remember to:
Verify the accuracy of the data to be submitted. Compare the October 2019 data to the data that were submitted last year. If there is a large increase or decrease in a count, identify the reasons. For example, did a new institution begin operation? Did an institution close? Do new institutions meet eligibility requirements? Were prior October caseload data reported correctly? Were only children ages 5 through 17 reported in the count? The LEA should be prepared to respond if questions arise when the U. S. Department of Education verifies the counts.

November 26, 2019, will be the closing date for getting a complete count; that is, it will be the 30th day for any child who entered as late as the last day in October and was still there on November 26th.

Fax the completed survey form by December 3, 2019, to 334-694-4528 or mail to:
Mr. Petro Johnson, Education Specialist
Alabama State Department of Education
Federal Programs Section
Post Office Box 302101
Montgomery, AL 36130-2101
2019 ANNUAL SURVEY OF CHILDREN IN LOCAL INSTITUTIONS
For Neglected or Delinquent Children

This survey provides the U. S. Department of Education with data required by Title I, Parts A and D, of the Elementary and Secondary Education Act, as amended the Every Student Succeeds Act (ESSA), for use in the computation of grants for local educational agencies (LEAs) responsible for providing free public education for children in N or D institutions.

Part I.
Does your local educational agency have a facility within its attendance zone where neglected or delinquent children reside? ( ) YES ( ) NO

If yes, continue to Part II. If no, complete Number 7 of Part II and return this form to the ALSDE.

Duplicate form as needed for each institution

Part II
This section should be completed and certified by the local facility where neglected or delinquent children reside.

1. Name and address of N or D institution:

2. Type of institution (check one):
   
   ___ Institution for Neglected Children
   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.

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

   ___ Adult Correctional Institution
   A facility in which persons are confined as a result of a conviction for a criminal offense, including persons under 21 years of age.

3. Legal or administrative basis for operation of institution. (List only one unless the facility’s legal purpose is for both neglected and delinquent children.)

   Purpose/type of facility: __________ Year licensed: ______ Issued by: __________
   Purpose/type of facility: __________ Year chartered: ______ Established by: __________

4. October 2019 caseload (Children must reside in the facility at least one day during the 30-day count period in which one day is during the month of October. See instructions attached): __________

5. Reason(s) for significant increase/decrease in 2019 count from the 2018 count for Neglected or Delinquent Children:

6. Certification by chief administrator of institution named in Item 2:
I certify that information on this form is, to the best of my knowledge, complete and accurate.

   Signature __________________________ Name and Title (Print or Type) __________________________ Telephone __________ Date __________

7. Certification of services by LEA superintendent:
I have verified and certify that the information in this document is accurate.

   Signature of LEA Superintendent __________________________ LEA __________________________ Date __________
SAMPLE 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. Do not report institutions that do not meet any of the four definitions.

Enrollment

For the category of institution checked, furnish the number of children under 21, through age 20, enrolled in a state-funded regular program of instruction on a date in calendar year 2016 specified by the State agency. The date specified by the State agency 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 2016.

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'S 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 State agency official should sign certifying that the information provided meets the requirements of Title I, Part D, Subpart 1, and is complete and accurate. (Note, because these data will generate federal funds, they are subject to audit and must be supportable from documented records.)
**PART I - INSTITUTION AND STATE AGENCY**

1. Name and address of Institution, community day program, or adult correctional institution

2. Name and address of State agency

**PART II - BASIS FOR ELIGIBILITY**

1. Is a regular program of instruction provided for the children in the institution or community day school?

2. Is the State agency responsible for providing free public education for the children in the institution or community day program?

3. Is the average length of stay in the institution or community day program at least 30 days?

**PART III - TYPE OF INSTITUTION AND ENROLLMENT**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>NUMBER OF CHILDREN UNDER 21 ENROLLED IN A REGULAR PROGRAM OF INSTRUCTION SUPPORTED BY STATE FUNDS FOR AT LEAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] INSTIUTIION FOR NEGLECTED CHILDREN</td>
<td>20 hours per week</td>
</tr>
<tr>
<td>[ ] INSTITIUTION FOR DELINQUENT CHILDREN AND YOUTH</td>
<td>15 hours per week</td>
</tr>
<tr>
<td>[ ] COMMUNITY DAY PROGRAM</td>
<td></td>
</tr>
<tr>
<td>[ ] ADULT CORRECTIONAL INSTITUTION</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Enrollment (from Part III)</th>
<th>No. of Days Educational Program Operates</th>
<th>Adjusted Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>180</td>
<td></td>
</tr>
</tbody>
</table>

**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.

(Typed name of Institution official) (Signature and date)