



STATE OF ALABAMA  
**DEPARTMENT OF EDUCATION**



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

October 20, 2023

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Eric G. Mackey *EGM*  
 State Superintendent of Education

**RE:** 2023 Neglected or Delinquent Children Survey

Enclosed is information related to the 2023 Annual Survey of Children in Local Institutions for Neglected or Delinquent Children. The information includes the following items:

- 2023 Annual Survey Form
- Instructions for completing the 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 (ESEA)*, 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 it 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 Monday, December 4, 2023. It is imperative that reports 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.

The ALSDE will notify any LEA eligible to receive Title I, Part D, Subpart 2, funds. Forms may be emailed to Ms. Jennifer R. Adams at [jennifer.adams@alsde.edu](mailto:jennifer.adams@alsde.edu).

If you have any questions or need additional information about the 2023 survey, please contact Ms. Adams at 334-694-4516.

EGM/JRA/JRE

Enclosures

cc: City and County Neglected or Delinquent Contact Persons

**FY24-2005**

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## **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 2024-2025 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 2023 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 2023 and 2022 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 2023 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 30, 2023, 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 30th. The survey form is due no later than Monday, December 4, 2023.

**Email the completed form to Jennifer R. Adams at [jennifer.adams@alsde.edu](mailto:jennifer.adams@alsde.edu).**

**2023 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 by 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 the certification section at the bottom of Part II and return this form to the ALSDE.

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**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, which 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 of 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: \_\_\_\_\_

**Total Number of Neglected Students** \_\_\_\_\_

**Total Number of Delinquent Students** \_\_\_\_\_

4. October 2023 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 2023 count from the 2022 count for Neglected or Delinquent Children.

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6. **Certification by chief administrator of institution named in Part 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**