FY2019

Annual Survey Child Count Guide

TITLE I, PART A – LOCAL EDUCATIONAL AGENCY
NEGLECTED INSTITUTION

Use any browser to access the Annual Survey Child Count.

Exit

Annual Child Count Neglected and Delinquent

1. Read the "Introduction."

Introduction

The U.S. Department of Education (USED) requires this annual child count. It provides the USED with the data necessary to generate for fiscal year 2018 (school year 2018-19) funding for use in locally operated neglected and delinquent institutions. Children residing in neglected facilities operated by Local Educational Agencies (LEA) generate Title I, Part A funds for use in the "Neglected" set-aside category in GMAP. Children residing in delinquent institutions operated by a LEA generate funds for Title I, Part D, Subpart 2 delinquent programs. Youth residing in neglected or delinquent institutions, community day programs, or adult correctional institutions operated by the Department of Juvenile Justice or the Department of Corrections, generate funds for Title I, Part D, Subpart I.

Contacts: Monica Shack or Amber Skaggs, (502) 564-3791

2. Select your Institution type

*

Select Institution Type

- Delinquent Institution - Subpart 2
  *A public or private residential institution for the care of children who have been **adjudicated** to be delinquent or in need of supervision.*
- Neglected Institution - Title I Part A
  *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 the abandonment by, neglect by, or death of their parents or guardians.*
- Department of Corrections (DOC) - Subpart 1
  A facility in which persons are confined as a result of a conviction for a criminal offense, including persons under 21 years of age.
- Department of Juvenile Justice (DJJ) - Subpart 1
  A regular program of instruction provided by a state agency at a community day school operated specifically for neglected or delinquent children.
- LEA without Delinquent or Neglected Institution

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Neglected Institution - Title I, Part A

4. Read the purpose and instructions.

ANNUAL SURVEY OF CHILDREN IN LOCAL INSTITUTIONS FOR NEGLECTED CHILDREN
The purpose of this annual survey is to provide the state educational agency and the U.S. Department of Education with current information on the location and number of children living in institutions for neglected children. The information collected will be used for purposes of computing allocations for counties and local educational agencies as determined by Title I, Part A (neglected programs) of the Every Student Succeeds Act (ESSA). Failure to submit this report will result in the loss of funds to the local educational agency to provide services to meet the special educational needs of the children residing in this institution. **Institutions in which education is provided by a state agency should not be included.**

In some cases, education for children in a state operated institution is provided by the local educational agency. The institution should be included in this survey of children in local institutions unless there are specific arrangements for reimbursement from the state agency responsible for providing free public education.

A separate report should be completed for each institution that meets the eligibility requirements.

Process for verification and data validation:
* Facility will run state published ad-hoc *student N/D Child Count* in Infinite Campus (users may need to work with district administrator to be given rights to this ad-hoc)
* A comment box on this page will allow the facility to enter students who should be counted but were not produced on the Infinite Campus ad-hoc report.

5. After reading the purpose and instructions, then complete the district and institution information. Everything containing an asterisk (*) is required.

* District Name

Select district in which the neglected institution is located

* Legal Name of Institution

Enter legal name and address of the neglected institution. If the name has changed since last year, please show the old name in parenthesis.

* Institution School Code

Enter the three-digit school identification number assigned by KDE

* Institution Address

Address

City

Zip

* Select legal or administrative basis for designation of this institution

- Basis for state license
- Charter
- Appropriate legal citations
- Recognition by welfare agency
- Other

IF **other** is selected above for *Basis for Designation*, please explain

* Enter the number of children ages 5-17 who resided in the local neglected institution for at least one day during October 1 - 30 of current school year

Student should not be counted more than once unless there has been a formal exit process and a subsequent entry process.

* List the SSID (if available), name, date of birth, gender, and entry/withdrawal date of the children who were included in the count above but were not generated on the Infinite Campus student N/D Child Count ad-hoc report.

If there are no additional SSIDs, please enter Not Applicable

* BASIS FOR ELIGIBILITY

	Yes	No
Is the institution operated primarily for the care of children who are orphaned or have been abandoned or neglected by parents or persons acting in place of parents? (Neglected)	○	○
Is the institution a residential facility?	○	○
Does the caseload data reported above include only children ages 5-17?	○	○
Does the district certify that these students are not counted as Subpart 1 and do not receive any educational services from DJJ or DOC?	○	○

* Certify Accuracy of Data Provided

○ Yes

6. Click next to go to the next page.

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7. Enter your name, position title, and date to certify information accuracy.

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CERTIFICATION BY SCHOOL INSTITUTION ADMINISTRATOR AND BY LEA PROGRAM COORDINATOR

I certify that the information on this form is, to the best of my knowledge, complete and accurate. A knowingly false claim on this report is a criminal offense under U.S. Code, Title 18, Section 1001 or Section 287.

* Enter the name of Institution Administrator

* Title:

* Date:

* Enter name of Part D Coordinator/District Administrator

* Title:

* Date

* Complete Survey

◯ Yes

8. Click next to go to the next page.

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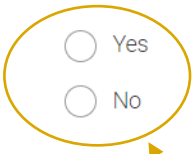
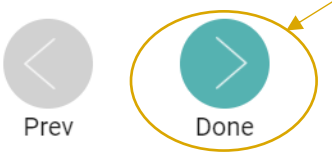
Thank you for the completion of your data! No further action is required!

Would you like to enter data for another survey?



9. Select "yes" if you need to enter data for another institution.

Select "no" if you do not have multiple institutions.



10. Click "Done" to end the survey or to return to the start page.