

# The Annual Count Process

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## VISION

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To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## MISSION

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To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

MISSISSIPPI STATE BOARD OF EDUCATION  
**STRATEGIC PLAN GOALS**

1

All  
Students  
Proficient  
and Showing  
Growth in All  
Assessed  
Areas



2

Every  
Student  
Graduates  
from High  
School and  
is Ready for  
College and  
Career



3

Every  
Child Has  
Access  
to a High-  
Quality Early  
Childhood  
Program



4

Every  
School Has  
Effective  
Teachers and  
Leaders



5

Every  
Community  
Effectively  
Uses a  
World-Class  
Data System  
to Improve  
Student  
Outcomes



6

Every  
School and  
District is  
Rated "C" or  
Higher



# Dedicated Email



[federalprograms2@mdek12.org](mailto:federalprograms2@mdek12.org)



# Agenda

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Purpose & Overview

Federal Definitions

Annual Count Requirements

Annual Count Submission Process

# Purpose of Annual Count

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To provide the U.S. Department of Education (USDE) with accurate information on:

- the location and number of children residing in local institutions for neglected or delinquent or in local adult correctional facilities; and
- the location and number of children enrolled in a regular program of instruction in eligible State-operated institutions for neglected or delinquent children, adult correctional institutions, and community day programs for neglected or delinquent children.

# Annual Count Overview

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- Annual requirement for USDE to allocate funds to Mississippi
- Involves state coordinators working with state agency (SA) and local educational agency (LEA) subgrantees and their respective facilities and programs

# Annual Count Overview

## Local Educational Agency (LEA)

- The annual count of students who are neglected generates funds for Title I, Part A Neglected Mandatory Set-Aside (*neglected facility*).
- The annual count of students who are delinquent generates funds for Title I, Part D, Subpart 2 (*delinquent facility*).

# Title I, Part D, Subpart 2

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SEAs award subgrants to local educational agencies (LEAs) with high numbers or percentages of children and youth residing in locally operated (including county operated) correctional facilities for children and youth (including facilities involved in community day programs). Additionally, Subpart 2 programs may provide assistance to children and youth who are at-risk of dropping out of school.

*ESEA Sec. 1422(a)*

# Title I, Part D, Subpart 2

**At-risk** is defined as a child, youth, or student who is school-aged and is at-risk of academic failure, dependency adjudication, or delinquency adjudication, has a drug or alcohol problem, is pregnant or is a parent, has come into contact with the juvenile justice system or child welfare system in the past, is at least 1 year behind the expected grade level for the age of the individual, is an English learner, is a gang member, has dropped out of school in the past or has a high absenteeism rate at school.

*ESEA Sec. 1432(2)*

# Title I, Part D Subpart 2

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- Subpart 3 of Part D requires LEAs to evaluate their programs at least once every 3 years to determine, by using multiple and appropriate evaluation measures, the programs' effects on student achievement.

*ESEA Sec. 1431*

# Title I, Part D, Subpart 2 Eligibility

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Locally operated facilities that meet the definition of an institution for children and youth who are neglected, an institution for children and youth who are delinquent, or an adult correctional institution.

# What is a neglected institution?

An *institution for **neglected** children and youth* is a public or private residential facility, other than a foster home, that is operated for the care of children and youth who have been committed to the institution or voluntarily placed in the institution under applicable State law due to (1) abandonment; (2) neglect; or (3) death of their parents or guardians.

*ESEA Sec. 1432(4)(A)*

# What is a delinquent institution?

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An *institution for **delinquent** children and youth* is a public or private residential facility, other than a foster home, that is operated for the care of children and youth who have been adjudicated delinquent or in need of supervision.

*ESEA Sec. 1432(4)(B)*

# LEA Count Requirements

<b>LEA Eligibility</b>	
	LEA serves children and youth in locally operated N or D facilities, including public or private institutions.
<b>Facility Eligibility</b>	
	Locally operated facilities meet the definition of an institution for children who are neglected, an institution for children who are delinquent, or an adult correctional institution Note: Facilities need not have a 30-day average length of stay.
	Facilities are designated properly as either a neglected or delinquent institution.
	Facilities counted properly according to their designation (i.e., delinquent institution counted all children who are neglected or delinquent as delinquent).

# LEA Count Requirements

Count Window	
	Children and youth are residents of a live-in institution or facility for at least 1 day within the 30-day count window ( <b>one day of which must be in October</b> ).
Child or Youth Eligibility	
	Children and youth are 5 to 17 years of age during the count window.
	Children and youth are not also counted in the State agency Annual Count or other Title I funding stream count.
	Each unique case is counted. <i>(If a child or youth is enrolled at the beginning of the count window, is released, and is reenrolled later in the count window, he or she should be counted twice.)</i>

# Annual Count Process

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## ***Step 1: Determine facility eligibility.***

If no facility exists within the LEA's local attendance area, proceed to Step 4.

If a facility does exist, obtain a copy of the facility's charter or descriptions of facility services and population if the charter is unavailable.

# Annual Count Process

## ***Step 2: Determine the count window.***

The window must be 30 consecutive days of which **one** day is in October.

Examples of count windows are but not limited to:

September 2 – October 1, 2018

October 1 – October 30, 2018

October 2 – October 31, 2018

# Annual Count Process

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## ***Step 3: Determine child or youth eligibility.***

Children and youth who are 5 to 17 years of age and live in the institution for at least one day during the 30-day count window.

Obtain supporting documentation of eligible children and youth, such as, date of birth and entry and exit dates. Any identifiable information should be excluded (e.g., only initials or identification numbers).

# Annual Count Process

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## ***Step 3: Determine child or youth eligibility. (continued)***

Children and youth who are also not counted in the State agency Annual Count or other Title I funding stream.

Each unique case is counted. If a child or youth is enrolled at the beginning of the count window, is released, and is reenrolled later in the count window, he or she should be counted twice.

# Annual Count Process

***Step 4: Use the link below to access the survey. Be sure to include only the verified counts.***

[LEAs Annual Count Survey Identifying Eligible Institutions for Children Neglected or Delinquent 2018-2019](#)

A separate survey **MUST** be completed for each eligible facility in the local attendance area.

A survey **MUST** be completed even if the LEA does not have an eligible facility in the local attendance area.

# Annual Count Process

## ***Step 5: Supporting Documentation***

The LEA must collect and upload the documents below into MCAPS in LEA Document Library under 2019 Title I, Part D – Neglected and Delinquent → Annual Count Documentation. This includes:

- a copy of the facility's charter or descriptions of facility services and population if the charter is unavailable
- a signed, one-page cover letter from the facility which includes an explanation of the facility's eligibility based on the definition provided, including the percentage of eligible students as compared to the total population within the facility

# Annual Count Process

## *Step 6: Supporting Documentation (continued)*

- If there is a **change** in the LEA's annual count submission from last year, a letter of **explanation is required**.
- A change is defined as any increase or decrease in the annual count as compared to last year.
- These changes may be the result of a new facility opening, a facility closing, relocation of youth from another facility, etc.

# Annual Count Process

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Annual Count surveys and supporting documentation are due by  
Friday, **December 7, 2018.**

Email **programmatic** inquiries to Tiffany Jones at [ttjones@mdek12.org](mailto:ttjones@mdek12.org)  
and **survey submission** inquiries to Shelia Miller at [smmiller@mdek12.org](mailto:smmiller@mdek12.org).

# Office of Federal Programs Staff

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