

THE ANNUAL COUNT PROCESS

Local Educational Agencies (LEAs)

John Woodard

Title I, Part A- Neglected & Title I, Part D- Delinquent Coordinator
Office of Federal Programs

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

October 5, 2022



VISION

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

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



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

EVERY School Has Effective Teachers and Leaders

4



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

5



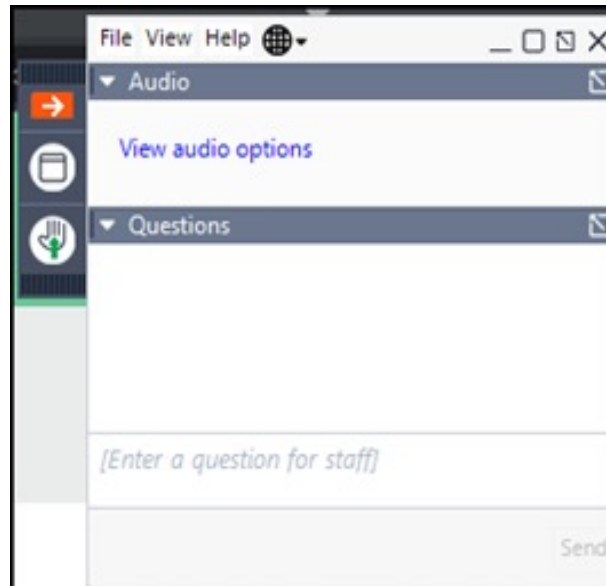
EVERY School and District is Rated “C” or Higher

6

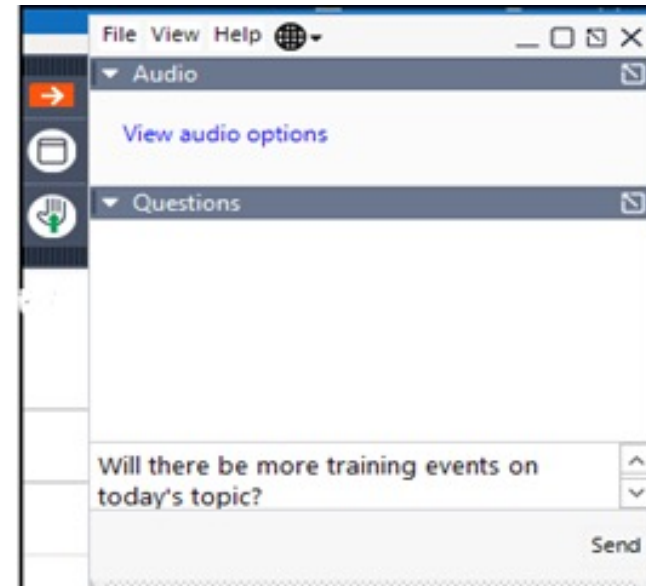


Go to Webinar Reminders

- Please ask questions throughout the presentation via questions.



Enter your question here.



- To use the **question** feature in Go to Webinar, simply click the "Question" line. After the **question box** appears, type in your message and click the "Send" icon to send your question.

- This session will be recorded to increase availability and access to LEAs.
- Recording will be available as a resource.
- The Annual Count Webinar will be uploaded in MCAPS, the MDE Document Library, and the Annual Count folder.

- Purpose of the Annual Count
- Requirements
- Process
- Survey
- Checklist
- Questions

- The goal of this session is to provide LEAs with an overview of Annual Count Survey process.
- Our objective is to have all LEAs submit data with 100% accuracy on the Annual Count Survey.

Annual Count



MISSISSIPPI
DEPARTMENT OF
EDUCATION

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

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

- Annual requirement which **determines the amount of funds to be allocated** to Mississippi by the U.S. Department of Education
- Involves state coordinators working with State Agencies (SA) and local educational agency (LEA) subgrantees and their respective facilities and programs

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*).

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)

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)

- Facilities must be designated as either neglected or delinquent institutions. They **cannot** be both.
- **All eligible students in a facility share the same designation.** They are either **all neglected students or all delinquent students.**
- One facility cannot report both neglected and delinquent students, but both types of students can be served.
- A facility's designation (Neglected or Delinquent) will remain the same from year to year UNLESS there is an official change in the facility's charter or purpose.

Requirements

Annual Count for LEAs

LEA Eligibility

LEA must serve children and youth in locally operated Neglected or Delinquent facilities, including public or private institutions.

Facility Eligibility

1. Must be locally operated facilities that meet the definition of an institution for children who are neglected, an institution for children who are delinquent, or an adult correctional institution.
2. Facilities must be properly designated as either a neglected or delinquent institution.
3. Facilities must properly count their neglected or delinquent children according to its designation. (For example, a delinquent institution counts all children who are neglected or delinquent as delinquent.)

Count Window

Children and youth must be residents of a live-in institution or facility for at least 1 day within the 30-day count window (**one day of which must be in October**).

Child or Youth Eligibility

1. Children and youth must be 5 to 17 years of age during any point in the count window.
2. Children and youth should not be counted in the State Agency Annual Count.
3. Each unique case is counted. (If a child or youth is enrolled at the beginning of the count window, is released, and is re-enrolled later in the count window, he or she should be counted twice.)

Process

Annual Count

Step 1: Determine facility eligibility.

- a) Obtain a copy of the facility's MOU or Charter that verifies its eligibility.

OR

- b) If a charter cannot be provided, obtain a letter on letterhead that describes the facility's services, population served, admission criteria and how it meets the definition of an eligible facility based on the federal definition. This document must also contain appropriate signature(s).

AND

- c) Include supporting documentation of facility eligibility such as the facility's webpages or brochure.

AND

- d) Verify that the facility provides basic educational services.

Step 2: Determine the count window.

- The window must be 30 consecutive days of which one day is in October.
- Examples of count windows include but are not limited to:
 - September 5 – October 4, 2022
 - September 30 – October 29, 2022
 - October 2 – October 31, 2022

Step 3: Determine child or youth eligibility.

- a) Obtain **supporting documentation of eligible children** and youth, such as, **student names, dates of birth, and entry/exit dates.**
 - Children and youth **must be 5 to 17 years of age** and live in the institution for **at least one day during the 30-day count window.**
- b) Capture the *Placement Type* such as court, parent, or other entity. **Exclude** from the count any child or youth **placed** in the facility by an entity **other than the court.**

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

- c) Children and youth who are also **not counted in the State Agency Annual Count.**
- d) Each unique case is counted. If a child or youth enrolled at the **beginning of the count window is released and re-enrolled later in the count window**, he or she should be **counted twice**.

Step 4: Complete the Annual Count survey. Be sure to include only the verified counts.

- a) separate survey **MUST** be completed for each eligible facility in the local attendance area.
- b) survey **MUST** be completed even if the LEA **does not** have an eligible facility in the local attendance area.

Step 5: Supporting Documentation

If a student count is submitted, the LEA must collect and upload the documents below into the MCAPS FY23 LEA Document Library under LEA Documents and place them in the Annual Count Documentation folder. This includes:

- 1) One copy of the MOU or charter (if a charter cannot be produced, a letter provided by the facility (*refer to Step 1*))
- 2) Two student roster with the required information (*refer to Step 3*)

Step 5: Supporting Documentation (continued)

- 3) a copy of the facility's webpages or brochures, if available
- 4) verification that the facility provides basic educational services
- 5) 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 a result of a new facility opening, a facility closing, relocation of youth from another facility, etc.

Survey

Annual Count

Local Educational Agencies (LEAs) Annual Count Survey 2021-2022

Page 1 of 3



MISSISSIPPI
DEPARTMENT OF
EDUCATION
Ensuring a bright future for every child

Identifying Eligible Institutions for Children who are Neglected or Delinquent SY 2021-2022

1. District Name*

ABERDEEN SCHOOL DIST

2. Name of Person Completing this Survey*

By signing below I am certifying that the data and information provided are accurate and complete to the best of my knowledge.

John Doe

3. Is there a Neglected or Delinquent Institution located in this school district's local attendance area? If you answer "No", click **Next** to print the response.*

☐ Yes
☒ No

Next

Completion

Thank you for taking the survey!

If the LEA indicates there are no facilities the survey ends.

Print Response

Do not forget to print a copy for your records.

However, if the LEA selects “**yes**” the survey will continue.

Local Educational Agencies (LEAs) Annual Count Survey 2021-2022

Page 2 of 3

4. Legal Name of the Institution/Facility*

Fresh Start Center

5. Address of the Institution/Facility *

123 Leveling Up Blvd.
Your City, MS 45678

6. Name and Title of Institution/Facility Supervisor*

Jane Doe

7. Phone number of Institution/Facility Supervisor*

(123)456-7890

8. Email Address of Institution/Facility Supervisor*

someonesaddress@xyz.org

Back Next

Local Educational Agencies (LEAs) Annual Count Survey 2021-2022

Page 3 of 3

Indicate the 30-day period used for caseload (Note: At least one day must be in October 2021 (mm/dd/yy to mm/dd/yy))

9. Count Window Begin Date*

09/30/2021

10. Count Window End Date*

10/29/2021

11. For neglected facilities

Provide the number of eligible children aged 5-17 residing for at least one day at this institution during the 30 -day caseload period, at least one day of which was in October 2021. Refer to the Annual Count presentation for guidance on completing the 30-consecutive day count.

What is the total count on neglected children?*

5

12. For delinquent facilities

Provide the number of eligible children aged 5-17 residing for at least one day at this institution during the 30 -day caseload period, at least one day of which was in October 2021. Refer to the Annual Count presentation for guidance on completing the 30-consecutive day count.

What is the total count on delinquent children?*

10

A separate survey MUST be completed and submitted for each eligible neglected or delinquent facility.

Back Done

Completion

Thank you for taking the survey!

The LEA must submit a separate survey for each identified facility.

Print Response

Do not forget to print a copy for your records.

Checklist

Annual Count


- 1) Complete the Annual Count Survey.
- 2) Gather and upload the supporting documentation into the **MCAPS FY23 LEA Document Library** (*Available October 15, 2022*)
 - ✓ **For Neglected Information**
 - ✓ LEA Document Library > Title I, Part A – Neglected folder > FY23 (2022-2023 SY)
 - ✓ **For Delinquent Information**
 - ✓ LEA Document Library > Title I, Part D – Delinquent folder > FY23 (2022-2023 SY)
- 3) Student Roster

Please Remember:

Do NOT submit student data via email to the Title I, Part A- Neglected and Title I, Part D- Delinquent Coordinator.

The deadline for submission of the survey and upload of supporting documentation is **Wednesday, November 16, 2022.**

Questions


$$(5 \times 4) \times 3 \quad 5 \times (4 \times 3) \quad 12 \times 5$$
$$(5 \times (4 \times 3))$$
$$(3 \times 5) \times 4$$



Programmatic inquiries email

John Woodard at jwoodard@mdek12.org

Survey submission inquiries email

Greg Smith at gsmith@mdek12.org

**Judy Nelson, Executive Director
Office of Federal Programs**

jnelson@mdek12.org

**Brendsha Roby-Fletcher,
Director of Non-Competitive Grants**
brrobby@mdek12.org

**John Woodard, Title I, Part A-Neglected
and Title I, Part D-Delinquent Coordinator**
jwoodard@mdek12.org