

Annual Survey of Children in Local Institutions for Neglected or Delinquent A Guide for Completing the Form

GENERAL INFORMATION

The purpose of this annual survey is to provide the Indiana Department of Education with current information on the location and number of children living in institutions for neglected or delinquent children. This data is used to compute Title I, Part D allocations for local educational agencies. **If there are no locally operated neglected or delinquent institutions, the form must still be returned with Section I, (items 1 and 2) completed.**

Section I, Items 1 and 2: Institution and School Corporation

Every school district must complete items 1 and 2 in Section I. The form must also be submitted with a signature from a school district representative.

Example: I am a school district with no neglected or delinquent institutions in my attendance boundary.

ANNUAL SURVEY OF CHILDREN IN LOCAL INSTITUTIONS FOR NEGLECTED OR DELINQUENT CHILDREN

SECTION I - INSTITUTION AND SCHOOL CORPORATION

<p>1. NEGLECTED OR DELINQUENT INSTITUTION (LEGAL NAME)</p> <p style="text-align: center; color: blue; font-weight: bold;">Not Applicable</p> <p>ADDRESS (Number, Street, City, State, Zip Code):</p>	<p>2. LOCAL PUBLIC SCHOOL CORPORATION IN WHICH THIS INSTITUTION IS LOCATED:</p> <p>Corporation Number: 1234</p> <p>Corporation Name: ABC School Corporation</p> <p>ADDRESS (Number, Street, City, State, Zip Code):</p> <p style="text-align: center; color: blue;">321 Learning Road Indianapolis, Indiana 46201</p>
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Example: I am a school district with a neglected or delinquent institutions in my attendance boundary.

ANNUAL SURVEY OF CHILDREN IN LOCAL INSTITUTIONS FOR NEGLECTED OR DELINQUENT CHILDREN

SECTION I - INSTITUTION AND SCHOOL CORPORATION

<p>1. NEGLECTED OR DELINQUENT INSTITUTION (LEGAL NAME)</p> <p style="text-align: center; color: blue; font-weight: bold;">Children's Group Home</p> <p>ADDRESS (Number, Street, City, State, Zip Code):</p> <p style="text-align: center; color: blue;">123 Education Way Indianapolis, Indiana 46201</p>	<p>2. LOCAL PUBLIC SCHOOL CORPORATION IN WHICH THIS INSTITUTION IS LOCATED:</p> <p>Corporation Number: 1234</p> <p>Corporation Name: ABC School Corporation</p> <p>ADDRESS (Number, Street, City, State, Zip Code):</p> <p style="text-align: center; color: blue;">321 Learning Road Indianapolis, Indiana 46201</p>
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Section I, Item 3: Type of Institution

A separate form must be completed for each institution. If the institution serves children from both neglected and delinquent populations, complete separate forms with separate counts. Please check only one option per form. Students may not be double-counted. If an institution does not meet one of the definitions of institutions cited in Title I Regulations, it should not be included for the purposes of this survey.

3. TYPE OF INSTITUTION

(If the Institution serves both neglected and delinquent children, complete separate forms with separate counts.)

Check one:

() An "INSTITUTION FOR NEGLECTED CHILDREN" means, as determined by the SEA, 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, because of the abandonment by, neglect by, or death of parents.

() An "INSTITUTION FOR DELINQUENT CHILDREN" means, as determined by the SEA, a public or private residential facility that is operated for the care of children who have been determined to be delinquent or in need of supervision.

Section I, Item 4: DESIGNATION OF THE INSTITUTION

Please identify the legal or administrative basis upon which this institution has been designated as an institution for children who are neglected or adjudicated delinquent. This section identifies how the institution is classified or licensed by one of the options given.

4. LEGAL OR ADMINISTRATIVE BASIS FOR DESIGNATION OF THIS INSTITUTION

(See instructions):

Check one:

- () State license
- () Charter
- () Appropriate legal citations
- () Recognition by a welfare agency
- () Additional or Other: _____

Section I, Item 5: CASELOAD DATA

The information provided in this section must be verified by enrollment or intake records. The school district must work with the institution to obtain this data.

5. CASELOAD (Please complete A, B, and C. See instructions):

A. Total caseload for **October 2018** (October 1 through October 31): _____

B. Total count for 30 consecutive day period (see instructions for determining count): _____

C. Was there a large increase or decrease in this year's annual count in comparison to last year's annual count? _____

IF 'YES', PLEASE EXPLAIN: _____

A. Enter the total number of residents, ages 5-17, during the period October 1 through October 31.

B. A 30 consecutive day period must be selected. At least one day within the selected period must be in October. Examples of 30 consecutive day periods could be selected September 2 – October 1; October 3 – November 1; October 31 – November 29; or October 1 through October 31. School districts are encouraged to identify a 30 consecutive day period which shows a higher count or one that is equal to the Total Caseload count in part A.

Records must be available to support the caseload data reported in this item and is subject to audit.

NOTE: Children counted under the provisions of Title I 89-313 (programs for children who are handicapped) may be served in eligible institutions and included in the caseload count.

Examples of students eligible to be included in the count:

- Student A enrolls in a facility on August 31 and exits on October 2.
- Student B enrolls in a facility on October 3 and exits on October 4.
- Student C enrolls in a facility on October 31 and exits on November 30.

Examples of students not eligible to be included in the count:

- Student D* enrolls in a facility on August 31 and exits on September 30.
- Student E* enrolls in a facility on November 1 and exits December 31.

*These students should not be counted because they did not reside in the facility for at least one day in the month of October.

C. Large increases or decreases in this year's annual count in comparison to last year's annual count must be explained in Part C. A difference of 5% or greater would need to be explained in this section..

Examples of explanations:

- A new institution opened.
- An institution closed.
- A new program offers alternative placement to reduce the number of adjudications to detention centers.

Section II: BASIS FOR ELIGIBILITY

To establish the basis for identifying the type of institution in Section I, answer only one of the items below (A or B) to show that the institution meets the eligibility requirements in accordance with Title I regulations.

1. The response to number 1 should be consistent with the selection in Section I, Item 3.
 - A. If this institution is operated for the care of children who are neglected and meets the definition of "INSTITUTION FOR NEGLECTED CHILDREN", answer "Yes."
 - B. If this institution is operated for the care of children who have been adjudicated to be delinquent or in need of supervision and meets the definition of "INSTITUTION FOR DELINQUENT CHILDREN", answer "Yes." For this purpose, "children" means persons up to age 21 who are entitled to a free public education not above Grade 12 or children who are of preschool age.
2. If this is a residential facility, answer "Yes." Children who attend day care facilities are not eligible for services under this program.
3. If no children under the age of 5 years or over the age of 17 years have been included in Section I, item 5B, answer "Yes." For purposes of the Title I formula, only children aged 5-17 inclusive are eligible to be included in the caseload data, even though any child who meets the definition of children as explained in 1 above is eligible to be served.

Only children aged 5-17 inclusive are eligible to be included in the caseload data.

SECTION II - BASIS FOR ELIGIBILITY

1. Is this institution operated for the care of: (See instructions)	
A. Children who are abandoned by, neglected by, or separated by the death of their parents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. Children who have been determined by appropriate state or local authority to be delinquent or in need of supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is this institution a residential facility which children are under 24 hour care?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the caseload data reported in item 5B above include only children ages 5-17 inclusive?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section III: CERTIFICATION BY AUTHORIZED OFFICIALS

The form must be signed by two individuals. An authorized official from the institution must sign on the left and include contact information. A school district representative must sign on the right and include contact information. This form is signed to certify that the information reported is complete and accurate.

SECTION III - CERTIFICATION BY AUTHORIZED OFFICIALS

I CERTIFY that the information provided 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.

CHIEF ADMINISTRATIVE OFFICIAL OF INSTITUTION		LEA REPRESENTATIVE	
SIGNATURE _____	DATE SIGNED _____	SIGNATURE _____	DATE SIGNED _____
TYPE NAME/TITLE _____	PHONE NUMBER _____	TYPE NAME/TITLE _____	PHONE NUMBER _____
E-MAIL ADDRESS _____		E-MAIL ADDRESS _____	

(Note: Because these data will generate Federal funds, they are subject to audit and must be supported by documented records.)

The completed form should be emailed to Titleidata@doe.in.gov no later than December 14, 2018.

Please do not mail hard copies. Copies should be retained by both the institution and the school district (i.e. Title I Program Administrator).