



Date: November 10, 2023
To: District Administrators and ESEA Coordinators
From: Kyle Peaden, Assistant Director, Title I and School Support Team
Subject: Annual count of students for Title I, Part D program funding, collected during October 2023

Annually, locally operated residential institutions for identified neglected and delinquent children and youth are asked to provide a child count that will generate federal Title I-D funds. The Department of Public Instruction (DPI) compiles and submits these data to the U.S. Department of Education, which is used to determine Wisconsin's overall Title I-D allocation for 2024-25.

If, within your LEA boundaries, there are no licensed residential institutions that serve neglected or delinquent children/youth and provide a regular program of instruction, no further action on your part is necessary, and you can ignore this packet.

If there are such institutions within your LEA boundaries, please work collaboratively with the education director at each eligible institution to complete a copy of the attached form. Completed forms must be signed by the LEA representative and an institutional representative. Digital signatures are accepted. **Submit signed Annual Count forms (one per institution) to clara.pfeiffer@dpi.wi.gov by December 8, 2023.**

Completing this form generates funding for the state. An LEA is not required to accept funding for Title I-D and completing this form does not necessarily ensure an LEA will receive Title I-D funds. DPI will notify LEA representatives that have completed the annual count when funds are available for 2024-2025 Title I-D supplementary education programs.

The attached materials explain eligibility details and how to complete the form. If you have questions, please contact Clara Pfeiffer at clara.pfeiffer@dpi.wi.gov or Kim Jenkins at kimberly.jenkins@dpi.wi.gov.

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Title I-D, Subpart 2: Neglected or Delinquent

ANNUAL COUNT

If the answer to ALL THREE questions is yes for any institution within your LEA boundaries, please collaborate with that institution to complete an annual count form.

Within your LEA boundaries, is there a state-licensed residential institution serving neglected or delinquent children/youth between the ages of 5 and 17?



A neglected/delinquent institution is a public or private residential facility, other than a foster home, that is operated for the care of:

- children/youth 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 OR
- children/youth who have been adjudicated to be delinquent or in need of supervision.



Does this institution provide a regular program of instruction supported by non-federal funds?

A regular program of instruction is an educational program, not beyond grade 12, that consists of classroom instruction in basic subjects such as reading, mathematics, and vocationally-oriented subjects and is funded from non-federal sources.

Are students residing at this institution enrolled in enough hours of regular instruction per week?

- If it is a juvenile institution, students must be enrolled in at least 20 hours per week of regular instruction.
- If it is an adult institution, students must be enrolled in at least 15 hours per week of regular instruction.



Thank you for helping with Wisconsin's Annual Count!



WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Instructions and Guidelines:

PART I – Institution and District Information

Enter the official name of the institution in **Box 1** and the local school district within whose boundaries the institution is located in **Box 2**.

A separate form must be completed for each institution.

PART II – Basis for Eligibility

If the answer is **no** to any of these questions, the institution does not qualify and the annual count form does not need to be completed. **If the answer to all three questions is yes, proceed to Part III and complete the form for submission.**

Regular program of instruction: an educational program (not beyond grade 12) that consists of classroom instruction in basic subjects such as reading, mathematics, and vocationally-oriented subjects, supported by non-federal funds.

In order to be counted as enrolled, a child must be enrolled in a State-funded regular program of instruction for at least:

- 20 hours per week if in a juvenile institution; or
- 15 hours per week if in an adult institution.

PART III – Type of Institution and Enrollment

Category: If an institution has not participated in the annual count in prior years, the institution would determine whether it is neglected or delinquent based on its mission statement or program description. DPI may follow up with districts or institutions if further clarification is needed.

Total number of students enrolled: For the category of institution identified, provide **only** the number of resident children 5-17 years old that were enrolled in the institution's regular program of instruction for 20 hours per week for juvenile institutions or 15 hours per week for adult institutions.

Institutions may choose a 30-day window of time of which one day is in October 2023. The count includes students who resided in the institution during the chosen 30-day window. A student is not required to be in residence for 30 consecutive days but is counted if the student was in residence for at least one day during that period.

PART IV - Certification

The district ESEA coordinator will ensure the residential institution receives the form and instructions. An appropriate institutional official should sign the form, certifying that the information provided meets the requirements of Title I, Part D, Subpart 2, and is complete and accurate. The institution will then send the form back to the district ESEA coordinator for a signature. The district then sends the completed form to DPI.

Documentation should be retained at the residential agency verifying the procedures used and the count submitted for future audits.

Annual Count Form: Title I, Part D, Subpart 2

Annually, locally operated residential institutions serving identified neglected and delinquent children and youth ages 5-17 are surveyed for a child count that may generate federal Title I-D funds. The child counts, when reported to the U.S. Department of Education (USDE), will be used to determine available Title I-D program funds in the following year. **Please complete one form for each institution.**

PART I – INSTITUTION AND LOCAL EDUCATION AGENCY

- | | |
|---|---|
| 1. Official name and address of locally operated neglected or delinquent institution: | 2. Official name of district within whose boundaries the institution named in Box 1 is located: |
|---|---|

PART II – BASIS FOR ELIGIBILITY

IF THE ANSWER TO ANY QUESTION IS NO, DO NOT COMPLETE PART III – DO NOT RETURN FORM TO DPI.

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Does this institution provide a regular program of instruction supported by non-federal funds? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are students enrolled in this regular program of instruction for at least 20 hours per week in a juvenile institution or 15 hours per week for an adult institution? | | <input type="checkbox"/> |
| 3. Is this institution licensed by the state as a child caring institution serving school-aged neglected and delinquent children and youth ages 5-17? | | <input type="checkbox"/> |

PART III – TYPE OF INSTITUTION AND ENROLLMENT

Directions:

In the boxes below, report the caseload of any child ages 5-17 that resided in the institution during the window of 30 consecutive days, of which one day was in **October 2023**. If a child is 5-17 years old and is in an institution that meets the definitions below, that child is eligible to be counted.

Neglected Institution: 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 abandonment, neglect, or death of their parents or guardians.

Delinquent Institution: A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision.

Total number of students enrolled:

#

Total number of students enrolled:

#

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.

PART IV – CERTIFICATION

I certify that the information provided meets the requirements of Title I, Part D, Subpart 2 and is, to the best of my knowledge, complete and accurate. I am aware that the data provided on this form is subject to audit and must be supportable from documented records.

Printed name of institution official Position (Signature and date)

Printed name of LEA representative Position (Signature and date)