

**Annual Facility Survey  
of Institutions for Neglected or Delinquent Children  
Due November 29, 2021**

*Please read the instructions on page 3 before completing this form*

**Section 1 – LEA & Facility Information**

1. LEA Name & Address		2. Facility Legal Name & Address	
County		County	
Primary Contact Name		Primary Contact Name	
Contact Phone Number		Contact Phone Number	
Contact Email		Contact Email	

3. Please select the Type of Institution the Facility Operates (*select only one*)

<p><b>A) Local or Tribal Institution for Neglected Children</b> – 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 by, neglect by, or death of their parents or guardians.</p>	<p><b>B) Local or Tribal Institution for Delinquent Children</b> – a public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision</p>	<p><b>C) County Institution for Delinquent Children</b> – a public residential facility (often a jail) for the care of children who have been adjudicated to be delinquent or in need of supervision AND is operated by the County</p>
4. Legal or administrative basis for designation of this facility as indicated above (see instructions below for more information)		

	YES	NO
5. Is this facility located within the LEA's geographical boundaries?		
6. Is this institution a residential facility?		
7. Does the count reported in Section II below include <i>only</i> children aged 5-17 inclusive?		

**Section II – Child Count**

	Count
Enter the number of children aged 5-17 (inclusive) who lived in the facility for at least one day during a 30 consecutive day period, at least one day of which falls within the month of October 2021	

**Section III – Certification by Facility Administrator**

*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.*

Facility Administrator Signature	Title	Date

\*\*For LEA use ONLY

Section IV – Documentation of Three (3) Good Faith Attempts

*In the event the Facility indicated in Section I fails to respond, use the space below to list information regarding your three (3) good faith attempts to contact the Facility. These could include phone logs, email read receipts, and/or certified mail (the preferred final attempt). Please submit any additional documentation you find relevant.*

## INSTRUCTIONS- Page 3

### GENERAL

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 or delinquent 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 of the Elementary and Secondary Education Act (ESEA). 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.** These institutions are reported separately.

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.

**Directions for Local School Districts:** Complete question #1 first. A separate report should be distributed and completed by each of the Facilities/Institutions that meet the requirements of the definitions shown in Section I, Item #3. In the case of group homes under one administrative office, one report can be prepared for all the homes which are located in the same school district. However, there should be an attachment to the form which lists the address and the caseload data for each home as required in Section I, Item 6. A separate report should be filed for each school district.

Forms should be collected by November 29, 2021 and used to report facilities/institutions to the Educator and School Excellence (ESE) program area of EMAC. EMAC can be found within ADEConnect. Submission within EMAC is due by **December 10, 2021**

**Directions for Facilities/Institutions:** Complete this form and return to your local school district by **November 29, 2021**

### SECTION I - INSTITUTION AND SCHOOL DISTRICT

- 1. Name and Address of Local Education Agency**  
This is the school district in which the facility is physically located, regardless of where the children attend school.
- 2. Name and Address of Facility or Institution**  
Enter the legal name and address of the facility or institution. If the name has changed since last year, please show the old name in parenthesis.
- 3. Type of Institution**  
Check only one box to identify the type of institution being reported. If the institution serves both neglected and delinquent children, for classification purposes identify the majority of the children. If an institution does not meet the definitions of institutions cited in the Title-I Regulations, it should not be included for purposes of this survey.  
Please note that 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. For example, if an institution is operated for the care of neglected children, but the majority of the children residing in the institution during October are children adjudicated to be delinquent, the children in that institutions should still be reported as neglected children until its charter or purpose is officially changed to show that it is an institution operated for the care of delinquent children. Consistency in reporting from year to year is necessary because changing the category of an institution each year based on the category of the majority of children served affects the hold-harmless allocations and eligibility under the Title-I, Part A formulas.
- 4. Legal or Administrative Basis for Designation of this Type of Institution**  
State precisely the legal or administrative basis upon which this institution has been designated as an institution primarily for neglected children or adjudicated delinquent children. The legal or administrative basis could include one of the following: (1) basis for state license, (2) charter, (3) appropriate legal citations, (4) recognition by a welfare agency.

- 5. District Boundaries**  
Confirm that the facility is located within the geographical boundaries for the LEA listed in #1.
- 6. Residential Status**  
If this is a residential facility, please answer, "YES." Children who attend day care facilities are not eligible for services under this program since the statute provides that children living in institutions are eligible to be served by the local educational agencies.
- 7. Eligible Children**  
If no children under the age of 5 years or over the age of 17 years have been included in Section II, please answer, "YES."

### SECTION II - COUNT

**Enter the total number of residents, aged 5-17 inclusive, who live in local neglected or delinquent institutions for at least one day during a 30 consecutive day period, at least one day of which falls within the month of October 2021.**

This data will be used in the Title I formula for computation of grants. There must be records available to support the caseload data reported in this item since this count generates Title I funds and is subject to audit.

### SECTION III - CERTIFICATION BY CHIEF ADMINISTRATIVE OFFICIAL of FACILITY/INSTITUTION.

This report must be signed and dated by the chief administrative official of the institution to certify that the information reported is complete and accurate.