Tool 1: Annual Count Requirements Checklist

This tool includes a checklist of all the Federal counting requirements.

NDTAC welcomes additional tips from the field. E-mail us at **ndtac@air.org****.**

Purpose of the Tool

This tool pulls all of the Annual Count requirements into one location in a quick‑reference checklist and can assist both State Part D coordinators and subgrantee and facility administrators in ensuring that all eligible children and youth are accurately counted on an annual basis.

How To Use the Tool

**State Part D coordinators** can use this checklist to cross-check whether their Annual Count surveys, training and technical assistance (T/TA) materials, and count verification process address all count requirements. **SA, LEA, and** **facility administrators**can use this tool to develop their own surveys, if necessary, and ensure that their count process will provide accurate counts, once collected.

Coordinators and administrators may want to expand this checklist by including additional information, such as State requirements. In addition, items that are not applicable can be deleted from the checklist—for example, LEA administrators can delete the State agency information.

Once the checklist is finalized, users can verify whether they have included or confirmed each respective element in their Annual Count surveys, T/TA materials, and/or count verification processes. By doing so, users can determine whether there are any red flags or issues (e.g., significant change since the previous year’s count) to address. Space is available to include notes, as relevant.

Annual Count Requirements Checklist

| Included or Confirmed? | Element | Notes |
| --- | --- | --- |
| State Agency Count Requirements |
| SA Eligibility |
|[ ]  SA is responsible for providing free public education to children and youth who are in N or D institutions, community day programs, or adult correctional institutions. |  |
| Facility Eligibility |
|[ ]  Facilities or community day programs that are participating in the count serve children and youth who are N or D. |  |
|[ ]  Facilities or community day programs have an average length of stay of at least 30 days. |  |
| Count Window |
|[ ]  Children and youth are counted on the appropriate day—one day during the calendar year other than a weekend or holiday. |  |
|[ ]  Facilities under an SA count children and youth on the same selected date. |  |
| Child or Youth Eligibility |
|[ ]  Children and youth are 20 years of age or younger on the day of the count. |  |
| 🞎 | Children and youth are enrolled in State‑funded *regular program of instruction[[1]](#footnote-2)* for at least (a) 15 hours per week in an adult facility or (b) 20 hours per week in a delinquent institution or community day program on the day of the count. |  |
| 🞎 | *Enter other requirements here, if needed.* |  |

| Included or Confirmed? | Element | Notes |
| --- | --- | --- |
| Local Educational Agency Count Requirements |
| LEA Eligibility |
| 🞎 | LEA serves children and youth in locally operated N or D facilities (i.e., not funded by the State), including public or private institutions. |  |
| Facility Eligibility |
| 🞎 | 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 neglect or delinquent institution. |  |
| 🞎 | Facilities counted properly according to their designation (i.e., delinquent institution counted all children who are neglected or delinquent as delinquent). |  |
| 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 (one day of which must be in October).  |  |
| 🞎 | *Enter other requirements here, if needed.* |  |
| 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. (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.) |  |
| 🞎 | *Enter other requirements here, if needed.* |  |

1. “Regular program of instruction” means an educational program (not beyond grade 12) in an institution or a community day program for children or youth who are N or D that consists of classroom instruction in basic school subjects such as reading, mathematics, and vocationally oriented subjects, and that is supported by non-Federal funds. Neither the manufacture of goods within the institution nor any activity related to institutional maintenance is considered classroom instruction. [↑](#footnote-ref-2)