

Directions to School Districts: Distribute this survey to the facilities within your boundaries that serve the targeted population. Collect forms and report facilities within ADE Common Logon, Academic Achievement Reports. Keep surveys for your records.

Directions to Facilities/Institutions: Complete this form and return to your local school district by **November 18, 2019**.

Facility Survey of Institutions for Neglected or Delinquent Children

Due November 18, 2019

Please read the instructions on page 2 before completing this form.

SECTION I – FACILITY and DISTRICT

1. Legal name and address of facility reporting data (include zip code)	3A. Name and address of local public school district reporting data	
2. Type of institution (please check one) <input type="checkbox"/> A. An "Institution for Neglected Children" means 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 the abandonment by, neglect by, or death of their parents or guardians. <input type="checkbox"/> B. An "Institution for Delinquent Children" means a public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision.	3B. Name of county in which school district is located. 4. Legal or Administrative Basis for designation of this institution, as indicated in Item 2 (see instructions Section 1, #4). 5. Facility Contact – Person's Name Phone	
	YES	NO
6. Is this institution a residential facility?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the count reported in Section II below include only children aged 5-17 inclusive?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the institution funded by the Arizona Supreme Court, the Arizona Department of Juvenile Corrections or the Arizona Department of Corrections?	<input type="checkbox"/>	<input type="checkbox"/>
SECTION II - COUNT	Number	
Number of children aged 5-17 who lived in the facility during a 30 consecutive day period, at least one day of which is in October.		

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
----------------------------------	-------	------

INSTRUCTIONS- Page 2

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.

DISTRICTS: A separate report should be completed for each institution that meets the requirements of the definitions shown in Section I, Item 2. 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.

SECTION I - INSTITUTION AND SCHOOL DISTRICT

1. Name and Address of Institution

Enter legal name and address of institution. If the name has changed since last year, please show the old name in parenthesis.

2. 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 institution 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 formulas.

3. Name of Local Public School District

This is the school district in which the facility is physically located, regardless of where the children attend school.

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. Contact Information

List the contact person at the facility and their phone number.

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."

8. State Agencies

If education is provided by a local public or private school or by the facility, please answer "NO." If education is provided by a state agency, please answer, "YES." Please see GENERAL for how to report state agency counts.

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 which falls within October 1 through October 30 of the current year.

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 INSTITUTION and LEA PROGRAM COORDINATOR.

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.

Facilities must submit completed form to school districts by November 18, 2019.
LEA's must upload child count information into the ADE Common Logon, Academic Achievement Reports, FY 2019 October Count by LEAs for Neglected and Delinquent Children, by December 2, 2019.