



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** September 28, 2018

**TO:** Division Superintendents

**FROM:** James F. Lane, Ed.D., Superintendent of Public Instruction

**SUBJECT: 2018 Title I, Part D, Subpart 2, Count of Children who are Neglected or Delinquent (N or D) in School Divisions**

Each year, the United States Department of Education (USED) requires that all State Education Agencies conduct a survey entitled the Annual Report of Children in Institutions for Neglected or Delinquent Children, Adult Correctional Institutions, and Community Day Programs for Neglected or Delinquent Children; otherwise known as the Annual October Count. This annual report provides USED with current information on the location and number of children who live in local institutions for neglected or delinquent children, or who are in local adult correctional facilities. The information will be used by USED to calculate the 2019-2020 allocations for programs that serve neglected children through Title I, Part A, or delinquent children through Title I, Part D.

Attached are instructions and a report form to be used to complete the Title I, Part D, Subpart 2, count of children deemed neglected or delinquent in your school divisions. The information collected locally should **not** include neglected or delinquent children enrolled in state-operated programs (SOP) or the Department of Juvenile Justice (DJJ) institutions.

Attachment A provides information about identifying eligible institutions and children, and instructions for completing the annual report count based on October 2018 caseload data. The count must reflect the following:

- the number of children, ages 5-17, inclusive, who live in:
  - (1) local institutions for neglected children as defined in section 1432(4)(A) of the *Elementary and Secondary Education Act (ESEA)*, as amended;
  - (2) local institutions for delinquent children as defined in section 1432(4)(B) of the ESEA, as amended, or

(3) local adult correctional institutions as defined in section 1432(1) of the ESEA, as amended; and

- children who resided in an eligible institution for at least one day during a 30 consecutive day period, at least one day of which falls within the month of October 2018.

Attachment B is the annual report that school divisions will return to the Virginia Department of Education (VDOE). The report form may be adapted locally, as needed, to collect data from each eligible school, institution, or program in the school division. However, before returning the report to the VDOE, please aggregate the data from the individual reports. The final report should indicate the total number of neglected or delinquent children and youth for the school division (Section A) and the sources for this total (Section C).

**All school divisions must complete Attachment B, even if numbers being reported are zero.** Transmit the form and all supporting documents *electronically* to Gloria Torrens-Billings, Administrative Assistant, at [Gloria.Torrens-Billings@doe.virginia.gov](mailto:Gloria.Torrens-Billings@doe.virginia.gov) on or before **Wednesday, November 14, 2018.**

All school division Title I, Part D Coordinators are encouraged to participate in a webinar on **Thursday, October 4, 2018 at 10:00 a.m.** to learn about this year's Annual October Count documentation.

At the scheduled time, copy and paste the following link into your web browser:  
<https://vdoe.adobeconnect.com/octobercount2018/>

After connecting to the webinar, follow the directions on the screen to join the audio portion of the conference. You will be prompted to either:

- Enter your phone number and allow the webinar system to call you; or
- Dial the toll-free number of **1-800-832-0736**
- Enter the Conference Room Number: **9542818 #**

If you have questions, please contact Tiffany Frierson, Title I Specialist, at [Tiffany.Frierson@doe.virginia.gov](mailto:Tiffany.Frierson@doe.virginia.gov) or (804) 371-2682.

JFL/LS/TJF/getb

**Attachments:**

- A. [Guidance for Identifying Eligible Institutions and Counting Children Who are Neglected or Delinquent](#) (Word)
- B. [2018 Report Form](#) (Excel)