



COMMONWEALTH of VIRGINIA  
Department of Education

October 2, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: 2015 Title I, Part D, Subpart 2, Count of Children who are Neglected or Delinquent (N or 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. This annual report provides the United States Department of Education (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 2016-2017 allocations for programs that serve neglected or delinquent children. 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.

Report your neglected or delinquent count based on your October 2015 caseload data as explained below. This count must reflect the following:

- the number of children, ages 5-17, inclusive, who live in:
  - (1) local institutions for neglected children,
  - (2) local institutions for delinquent children, or
  - (3) local adult correctional institutions; and
- children who resided in an eligible institution for at least 30 consecutive days, at least one of which was in October 2015.

[Attachment A](#) includes instructions and definitions. [Attachment B](#) is the report form that school divisions will return to the Virginia Department of Education (VDOE). The report form may be adapted as needed to collect data from each eligible school, institution, or program in the school division. 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 B).

**All school divisions must complete the report** in Attachment B and transmit it *electronically* to Heather Warren, executive secretary, at [Heather.Warren@doe.virginia.gov](mailto:Heather.Warren@doe.virginia.gov) **on or before Friday, November 13, 2015**. If you have questions, please contact Diane Jay, associate director, at [Diane.Jay@doe.virginia.gov](mailto:Diane.Jay@doe.virginia.gov) or (804) 225-2905.

SRS/dj

Attachments:

- A. [Guidance for Identifying Eligible Institutions and Counting Children who are Neglected or Delinquent \(PDF\)](#)
- B. [Annual Report of Children in Local Institutions for Neglected or Delinquent Children and Adult Correctional Institutions \(Word\)](#)