



**#233-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #233-22**

DATE: September 30, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **2022 Title I, Part D, Subpart 2, Count of Children who are Neglected or Delinquent (N or D) in School Divisions**

Each year, the U.S. Department of Education (USED) requires that all State Education Agencies conduct the Annual Report of Children in Institutions for Neglected or Delinquent Children, Adult Correctional Institutions, and Community Day Programs for Neglected or Delinquent Children. 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 2023-2024 allocations for programs that serve neglected children through Title I, Part A, or delinquent children through Title I, Part D.

This year the Annual October Count will be reported using the Annual October Count of Neglected and Delinquent Students Application in the [Single Sign-on for Web Systems \(SSWS\)](#). Attached are instructions to complete the Title I, Part D, Subpart 2, count of children deemed neglected or delinquent in school divisions. Title I, Part D, coordinators should work with local SSWS administrators to gain access to the application. The window to enter data into SSWS will be open from **Wednesday, October 5, 2022 through Wednesday, November 16, 2022.**

**Attachment A** provides information about identifying eligible institutions and children, and instructions for completing the annual count based on the October 2022 caseload data. 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. 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 of 1965 (ESEA), as Amended;
  - (2) local institutions for delinquent children as defined in section 1432(4)(B) of the Elementary and Secondary Education Act of 1965 (ESEA), as Amended, or
  - (3) local adult correctional institutions as defined in section 1432(1) of the Elementary and Secondary Education Act of 1965 (ESEA), as Amended;
- 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 2022; and
- Children who reside in a facility in the geographic boundaries of the school division, including students that have never attended a school in your school division.
- Do not count students from your school division that attend facilities in other school divisions.

**Attachment B** provides directions for entering information into the Annual October Count application.

All school divisions must submit the October Count using the Annual October Count of Neglected or Delinquent Children Application in SSWS, even if numbers being reported are zero, by **Wednesday, November 16, 2022**. An updated PowerPoint presentation explaining how to conduct the October Count will be posted to the [Title I, Part D webpage](#) by **October 3, 2022**.

## For more information

If you have questions, please contact Gueringe' Richardson, Title I Specialist, at [Gueringe.Richardson@doe.virginia.gov](mailto:Gueringe.Richardson@doe.virginia.gov) or (804) 371-0770.

JB/GSR/kfg

- A. Attachment: [Guidance for Identifying Eligible Institutions and Counting Children who are Neglected or Delinquent](#) (DOCX)
- B. Attachment: [Directions for Using the Annual October Count of Neglected and Delinquent Children Application in SSWS](#) (DOCX)