# Superintendent’s Memo #232-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 27, 2019

TO: Division Superintendents

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

## SUBJECT: 2019 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 2020-2021 allocations for programs that serve neglected children through Title I, Part A, or delinquent children through Title I, Part D.

Attached are instructions and the report to be used to complete the Title I, Part D, Subpart 2, count of children deemed neglected or delinquent in 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 count based on October 2019 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 2019.

Attachment B is the annual report that school divisions must submit 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. The report submitted 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 Attachment B, even if numbers being reported are zero.** Transmit the form and all supporting documents *electronically* to Tiffany Frierson, Title I Specialist, at [Tiffany.Frierson@doe.virginia.gov](mailto:Tiffany.Frierson@doe.virginia.gov) **on or before Monday, November 18, 2019**.

A PowerPoint presentation explaining how to conduct the [October Count](http://www.doe.virginia.gov/federal_programs/esea/title1/part_d/index.shtml) is provided on the Department’s Title I, Part D, webpage.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/TJF/getb

### Attachments:

1. [Guidance for Identifying Eligible Institutions and County Children Who are Neglected or Delinquent](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/232-19a.docx) (Word)

B. [2019 Report Form](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/232-19b.xlsx) (XLS)