# Superintendent’s Memo #268-20

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

DATE: October 9, 2020

TO: Division Superintendents

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

## SUBJECT: 2020 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 2021-2022 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 **new 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 new application. School divisions may begin collecting the data for the October Count now. The window to enter data into SSWS will be open from **Tuesday, October 20, 2020 through Monday, November 23, 2020**.

Attachment A provides information about identifying eligible institutions and children, and instructions for completing the annual count based on the October 2020 caseload data. The information collected locally should notinclude neglected or delinquent children enrolled in state-operated programs (SOP) or the Department of Juvenile Justice 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* (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 2020.

Attachment B provides directions for entering information into the Annual October Count application. The information submitted will be the same as in previous years and will indicate the total number of neglected and delinquent children and youth for the school division and the sources for this total.

All school divisions must submit the October Count using the Annual October Count Application in SSWS, even if numbers being reported are zero, by **Monday, November 23, 2020**.

A webinar explaining how to conduct the October Count will be conducted on **Monday, October 19, 2020 at 2:00 pm.**The link to join the webinar is below. 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.

### Webinar Information:

[Annual October Count of Neglected and Delinquent Children Webinar](https://doe-virginia-gov.zoom.us/j/97795120384?pwd=NzNTU3NkTE9iVVpMTHprVDZZZmNYQT09)

Monday, October 19, 2020

2:00 p.m.

Meeting ID: 977 9512 0384

Passcode: 168387

JFL/LS/TJF

### Attachments:

1. [Guidance for Identifying Eligible Institutions and Counting Children who are Neglected or Delinquent (Word)](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/268-20a.docx)
2. [Directions for Using the Annual October Count Application in SSWS (Word)](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/268-20b.docx)