

FISCAL YEAR	2012
COUNTY	

**ANNUAL SURVEY OF CHILDREN IN LOCAL INSTITUTIONS  
FOR NEGLECTED OR DELINQUENT CHILDREN**

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ENCLOSED.

**SECTION I - INSTITUTION AND SCHOOL DISTRICT**

1A. LEGAL NAME OF INSTITUTION \_\_\_\_\_

1B. LEGAL ADDRESS (Number, Street, City, State, Zip Code) \_\_\_\_\_

1C. TELEPHONE NUMBER	1D. FAX NUMBER	1E. E-MAIL ADDRESS
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2. TYPE OF INSTITUTION: (CHECK (✓) ONE ONLY)

- A. An "INSTITUTION FOR NEGLECTED CHILDREN" means as determined by the SEA, a public or private residential facility (other than a foster home) that is operated for the care of children who have been committed to the institution, or voluntarily placed in the institution under applicable state law, because of the abandonment by, neglect by, or death of parents, and had an average length of stay in the institution of at least 30 days.
- B. An "INSTITUTION FOR DELINQUENT CHILDREN" means, as determined by the SEA, a public or private residential facility that is operated for the care of children who have been determined to be delinquent or in need of supervision, and had an average length of stay in the institution of at least 30 days.

3A. NAME OF LOCAL (PUBLIC) SCHOOL DISTRICT IN WHICH CHILDREN RESIDING IN THIS INSTITUTION ATTEND SCHOOL \_\_\_\_\_

3B. ADDRESS (Number, Street, City, State, Zip Code) \_\_\_\_\_

3C. TELEPHONE NUMBER	3D. FAX NUMBER	3E. E-MAIL ADDRESS
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3F. NAME OF COUNTY IN WHICH SCHOOL DISTRICT IS LOCATED	4. LEGAL OR ADMINISTRATIVE BASIS FOR DESIGNATION OF THIS INSTITUTION, AS INDICATED IN ITEM 2
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**SECTION II - BASIS FOR ELIGIBILITY**

1. Is this institution operated **primarily** for the care of: (See instructions on back.)
- YES  NO A. Children who are abandoned by, neglected by or separated by the death of their parents?
- YES  NO B. Children who have been determined by appropriate state or local authority to be delinquent or in need of supervision?
2.  YES  NO Is this institution a residential facility in which children are under 24 hour care?

**SECTION III - CASELOAD DATA**

**IMPORTANT:** Children counted under the provisions of Title I, 89-313 programs for handicapped children are eligible to be counted in the caseload.

**NOTE:** For purposes of the Title I formula, only children aged 5-17, inclusive, are eligible to be included in the caseload data under item 2 of this section even though any child who meets the definition of children as explained in the instructions for Section II is eligible to be served.

1. From \_\_\_\_\_ 2011 to \_\_\_\_\_ 2011 Thirty-day period of caseload data collection.
2. \_\_\_\_\_ Total caseload for 30-days period 2011.
3. \_\_\_\_\_ Of the total caseload, number of children aged 5-17 inclusive who lived in the institution for at least one day during this period of 30 days.

**SECTION IV - INTENTION TO CLAIM AVAILABLE FUNDS AND CERTIFICATION BY CHIEF ADMINISTRATIVE OFFICIALS**

I, certify that the information provided on this form is, to the best of my knowledge, complete and accurate. A knowingly false claim on this report is a criminal offense under U.S. Code, Title 18, Section 1001 or Section 287.

1.  YES  NO **IMPORTANT:** Please indicate whether you plan to operate a program for neglected or delinquent children under Title I, P.L.107-110 (NCLB).

Date	Typed Name/Title	Signature of Institution Director
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Date	Typed Name/Title	Signature of District Superintendent
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## INSTRUCTIONS

### General

The purpose of this annual survey is to provide the Department of Education and the State educational agency with current information on the location and number of children living in institutions for neglected or delinquent children. The information collected will be used for purposes of the Title I formula for computing allocations for counties and local education agencies.

In the case of group homes under one administrative office, one report can be prepared for all the homes which are located in the same school district. However, there should be an attachment to the form which lists for each home the address and the caseload data as required in Section III, Items 1 and 2. A separate report should be filed for each school district.

### Special Instructions

#### SECTION I — INSTITUTION AND SCHOOL DISTRICT

1. NAME AND ADDRESS OF INSTITUTION - Enter legal name and address of institution. If the name of the institution has changed since last year, please show the old name in parentheses.
2. TYPE OF INSTITUTION - Check only one box to identify the type of institution being reported. If the institution serves both neglected and delinquent children, for classification purposes, identify the majority of the children. If an institution does not meet the definitions of institutions cited in Title I Regulations, it **should not be included** for purposes of this survey.
3. NAME AND ADDRESS OF LOCAL (PUBLIC) SCHOOL DISTRICT - Enter the name and mailing address of the school district in which the children residing in this institution attend school. Since allocations are computed in the Department of Education by county, it is very important to identify the county in which the school district is located.
4. LEGAL OR ADMINISTRATIVE BASIS FOR DESIGNATION OF THIS TYPE OF INSTITUTION - State precisely the legal or administrative basis upon which this institution has been designated as an institution for neglected children, or adjudicated delinquent children. The legal or administrative basis could include one of the following: (1) State license, (2) charter, (3) appropriate legal citations, (4) recognition by a welfare agency.

#### SECTION II — BASIS FOR ELIGIBILITY

1. To establish the basis for identifying the type of institution in Section I, Item 2, please answer only one of the items below (A or B) to show that the institution meets the eligibility requirements in accordance with the Title I Regulations.
  - A. If this institution is operated for the care of neglected children and meets the definition in Section I, Item 2A, please answer "Yes."
  - B. If this institution is operated for the care of children who have been adjudicated to be delinquent or in need of supervision and meets the definition in Section I, Item 2B, please answer "Yes."

For this purpose "children" means persons up to age 21 who are entitled to a free public education not above grade 12, or children who are of preschool age.
2. If this is a residential facility, please answer "Yes." **Children who attend day care facilities are not eligible** for services under this program.

#### SECTION III — CASELOAD DATA

1. The caseload data must be for 30 consecutive days, at least one day of which is in October. Enter the dates during which the caseload data was collected.
2. Enter the total number of residents in the institution during this period of 30 days.
3. Enter the total number of residents, ages 5-17, who lived in the institution for at least one day during this period of 30 days.

#### SECTION IV — INTENTION TO CLAIM AVAILABLE FUNDS AND CERTIFICATION BY CHIEF ADMINISTRATIVE OFFICIALS

1. Note whether you plan to claim funds and operate a program.

This report (original and 2 copies) must be signed by the Administrative Official of the (A) institution and of the (B) school district to certify that the information reported is complete and accurate.