



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
WASHINGTON, DC 20202-6132

ESEA, TITLE I

PROGRAM GUIDANCE

SUBJECT Annual Report of Children in Institutions for Neglected or Delinquent Children, Adult Correctional Institutions, and Community Day Programs for Neglected or Delinquent Children Used to Allocate Title I, Part A and Title I, Part D, Subparts 1 and 2 Funds for School Year 2016-2017	TYPE AND NUMBER OF DIRECTIVE OR GUIDANCE FM/ND-25
	DATE SIGNED SEP 17 2015
	ISSUING OFFICE Office of State Support
REFERENCE: Part A and Part D, Subparts 1 and 2, of Title I of the Elementary and Secondary Education Act of 1965, as amended, Sections 1124 and 1412	

TO : State Title I Coordinators

PURPOSE: Transmittal of ED Form 4376 Needed to Collect Information for the Annual Report on Neglected or Delinquent Children

The purpose of the annual report on ED Form 4376 (Attachment 1) is to provide the U.S. Department of Education (ED) with accurate information on (1) the location and number of children who live in local institutions for neglected or delinquent (N or D) children or who are in local adult correctional facilities; and (2) the number of children enrolled in a regular program of instruction in eligible State-operated institutions for N or D children, adult correctional institutions, and community day programs for N or D children. ED needs this information: (1) to calculate school year (SY) 2016-2017 school district allocations for the Grants to Local Educational Agencies (LEAs) program authorized by Title I, Part A of the Elementary and Secondary Education Act of 1965, as amended (ESEA); (2) to determine State allocations for the State agency N or D program authorized by Title I, Part D, Subpart 1 of ESEA; and (3) to determine the amount States have available for LEAs to operate local programs for at-risk children authorized by Title I, Part D, Subpart 2 of ESEA.

ED expects to announce final Title I SY 2016-2017 allocations in June 2016. In order to meet this schedule, we must receive accurate data on the number of children in State and local N or D institutions **by January 15, 2016**. The attached ED Form 4376 and the instructions for completing that form are virtually identical to those used last year.

To assist you in completing this annual report, Attachment 2 provides guidance on how to identify eligible institutions and count children. This guidance is similar to that provided last year. Our office will also transmit electronically a listing of LEAs for your State, along with the October 2014 caseload data that you submitted to us last year. Attachment 3 provides an optional worksheet that your State may use to collect enrollment data for the State agency N or D program. This worksheet

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is provided for your convenience. You are not required to use this optional worksheet or to submit it to ED.

The information provided on ED Form 4376 is subject to audit and must be certified for completeness and accuracy by the appropriate official in the State educational agency.

Please submit the completed survey form no later than January 15, 2016 to:

Monique M. Chism, Ph.D.
Director
Office of State Support
U.S. Department of Education
400 Maryland Avenue, SW (LBJ, Room 3W224)
Washington, DC 20202-6132

Attention: Todd Stephenson

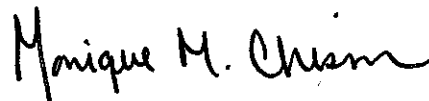
We encourage you to submit this survey in an electronic spreadsheet form to our office at the following email address:

NorD-DataFY2016@ed.gov

We will also send out the attachments to this document by email.

While we encourage you to submit the data as soon as possible, **all data must be submitted by January 15, 2016** in order to ensure that we can process these data and announce SY 2016-2017 Title I allocations in June 2016.

Any questions regarding the completion of this survey should be referred to Mr. Todd Stephenson on my staff at (202) 205-1645.



Monique M. Chism, Ph.D.
Director
Office of State Support

Attachments

- Attachment 1 - ED Form 4376
- Attachment 2 - Guidance on how to identify eligible institutions and count children
- Attachment 3 - Optional worksheet used to collect State agency enrollment data for the State Agency Neglected or Delinquent program

cc: Chief State School Officers