## **Title I Part D Subpart 2**

## **Neglected or Delinquent Program**

Each school district (LEA) should have on file a copy of a Formal Agreement describing general information about the residential facility or facilities funded by the Title I, Part D, Subpart 2 funds from the US Department of Education. Although the school district acts mainly as a fiscal agent for Neglected or Delinquent Program funds, it also must develop the formal agreement in collaboration with the residential facility or facilities that are located in its school district boundaries.

Please use this document as a resource for Developing a ‘Formal Agreement’ between the School District and Neglected or Delinquent Residential Facility. School districts can use this template to develop the ‘Formal Agreement’ or develop a similar onethat contains this information.

The formal agreement should include the following information:

Residential Facility General Information

* residential facility name, location, contact information, and persons responsible for the implementation of Title I services in the facility;
* subjects taught;
* student selection method to determine what students at the facility are in most need of supplemental support;
* number of students enrolled;
* description of the characteristics (including learning difficulties, substance abuse problems, and other special needs) of the children and youth in the facility; and
* daily school academic schedule and other activities scheduled on a regular basis.

# **Payment Terms Agreed upon between the Residential Facility and School District**

* outline of billing time period (quarterly, monthly, other);
* instructor time cards; vendor invoices, other expectations; and
* billing support and documentation expectations.

# **Monitoring of Residential Facility by School District**

* data and process used for program evaluation, and
* communication plan between school district and facility; number of times during the year the school district will communicate with the residential facility education coordinator regarding questions or other concerns associated with Title I funding.

**Coordination and Partnerships**

* coordination between participating schools and facilities to work with neglected or delinquent youth, including notifying the facility of students’ existing IEPs;
* coordination with existing social, health and other service providers;
* coordination of transitions between schools and facilities for children returning from neglected/delinquent facilities;
* partnerships with local business and institutions of higher education to provide training and other services for participating students;
* if appropriate, plans to involve families and guardians in improvement efforts for participants;
* coordination with other federal, state and local programs serving at-risk children and youth.

**Signatures**

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N/D Facility Coordinator Date

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District Title I Director Date