Title I, Part D: Instructions for State Agencies

**PART I - INSTITUTION AND STATE AGENCY**

Enter the names of the institution and State agency. A separate form must be completed for each institution if the applicant operates more than one site that is seeking eligibility

**PART II - BASIS FOR ELIGIBILITY**

Respond “yes” or “no” to each of the three questions. If the answer is no to any one of these questions, the institution or community day program does not qualify.

* In question 1 a “**regular program of instruction**” means an education program (not beyond grade 12) in an institution or a community day program for neglected or delinquent children that consists of classroom instruction in basic school subjects such as reading, mathematics, and vocationally oriented subjects, and that is supported by non-Federal funds. Neither the manufacture of goods within the institution nor activities related to institutional maintenance are considered classroom instruction.
* In question 2 a “**State agency**” means an agency of State government responsible for providing free public education for children in institutions for neglected or delinquent children, community day programs for neglected or delinquent children, and adult correctional institutions.
* In question 3 an “**average length of stay**” is calculated by determining the length of time each child entering the institution stays and dividing that number by the total number of children passing through that institution during a given year. The average length of stay for all children in the institution must equal at least 30 consecutive days. An individual child in an institution, however, would not necessarily have to stay for 30 days.

**PART III - TYPE OF INSTITUTION AND ENROLLMENT**

# Category

Check the category that fits the definition of the institution. Do not report institutions that do not meet any of the four definitions.

# Enrollment

For the category of institution checked, furnish the number of children under 21, through age 20, enrolled[[1]](#endnote-1)[[2]](#endnote-2) in a State-funded regular program of instruction on a date during **February of current year (February caseload**).

In order to be counted as enrolled, a child must be enrolled in a State-funded regular program of instruction for at least:

1. 20 hours per week if in an institution for neglected or delinquent children or a community day program for neglected or delinquent children; or
2. 15 hours per week if in an adult correctional institution.

**PART IV - ADJUSTED ENROLLMENT TO REFLECT THE RELATIVE LENGTH OF THE STATE AGENCY’S ANNUAL PROGRAM**

Multiply the enrollment determined in Part III by the number of days in the year that the educational program operates. Divide that number by 180 to determine the adjusted enrollment.

**PART V - CERTIFICATION**

The appropriate institution and State agency official should sign certifying that the information provided meets the requirements of Title I, Part D, Subpart 1, and is complete and accurate. (Note, because these data will generate Federal funds, they are subject to audit and must be supportable from documented records.)

1. [↑](#endnote-ref-1)
2. For purposes of the annual count, the Massachusetts Department of Elementary and Secondary Education, in consultation with the National Delinquent Technical Assistance Center (NDTAC), has determined that a student, under 21 years of age (through age 20), may be considered ‘enrolled’ only if the facility has done sufficient and documentable intake and outreach with a potential enrollee. Furthermore, facilities must use educationally-related intake forms and testing materials that clearly describe why the testing is being conducted and what offerings are available to potential students; a student shall not be counted based solely upon his or her presence in a facility. Finally, facilities must be able to prove that they can offer a ‘program of instruction’ for the number of hours stated in Part II and III above. [↑](#endnote-ref-2)