

Annual Count Process Checklist

The Annual Count is a crucial survey that estimates the number of students eligible for Title I Part D Subpart 1 and Subpart 2 in New Mexico. It is essential to understand that eligibility for counting differs from eligibility for serving. The U.S. Department of Education (ED) utilizes Annual Count data, along with other information, to calculate formula allocations for both Subpart 1 and Subpart 2 of Title I Part D. Both SAs and LEAs should include Annual Count requirements as a condition for receiving funds in their Formal Agreements.

Purpose and Importance:

As the Annual Count determines the funding allocated for both State Agencies (SAs) and Local Education Agencies (LEAs), the accuracy of the Annual Count directly impacts how federal funding is allocated for children and youth who are Neglected, Delinquent, (N or D) or At-risk. The Annual Count data influences funding for Title I Part A and Title I Part D Subpart 1 and Subpart 2.

Counting vs. Serving:

Counting: Refers to estimating the number of eligible students in a facility.

Serving: Refers to providing (educational) services to these eligible students in a facility.

Role of the Part D Coordinator:

- Understand Annual Count requirements.
- Provide technical assistance to subgrantees (state and local agencies) to ensure an accurate student count.
- Verify and submit the count to the Department of Education.

Two Parts of the Count Survey:

Part 1: Local Education Agency (LEA):

Count of students who are **delinquent** (Title I Part D Subpart 2 funds).

Count of students who are **neglected** (Title I Part A funds).

Part 2: State Agency (SA):

Count of students who are **neglected** or **delinquent** (Title I Part D Subpart 1 funds).

Main Steps of the Annual Count Process:

Step 1: Prepare State Agencies (SAs) and Local Educational Agencies (LEAs) for the Annual Count.

- Assist SAs and LEAs to fully understand the value and purpose of the Annual Count.
- Ensure that SAs and LEAs are aware of any updates or changes to the Annual Count process.
- Assist SAs and LEAs to plan ahead by giving ample time to prepare and submit the Annual Count.
- Enform SAs and LEAS that additional documentation may be required for verification.
- Establish a Count Window for both the SAs and LEAs if they do not have an established Count Window already in place.

Step 2: Provide Training and Technical Assistance for SAs and LEAs.

- Enform SAs and LEAs of up-and-coming Annual Count Webinars.
- Provide Webinar slides and Links to helpful Annual Count Tools and Guidelines.
- Ask for suggestions from SAs and LEAs on ways they can be further assisted with the Annual Count process.
- Ensure that SAs and LEAs have an understanding for the difference between counting and serving for counting purposes.
- Clarify that although an LEA count involves counting students who are both Neglected and Delinquent this will not affect their Title I Part A count of Funding.

Step 3: Verify the Submit Annual Count to the Department of Education(ED)

- Annual Counts will be compared to counts submitted by both SA and LEAs from previous years.
- If there is a high percentage of change when the counts have been cross-checked, more information must be provided.
- All student information provided by the SAs, and LEAs will be checked and verified with the information provided in the Annual Count.
- Both SAs and LEAs must ensure that all facilities are included in the count.

- SAs and LEAs must also ensure that if a facility closes that the student count is captured in another facility.
- SA and LEA facilities must also have the correct designation by checking the facility charter or program description.

Important Questions to ask regarding the Annual Count process:

How are SAs and LEAs informed of the due dates and process for collecting data for the Annual Count?

Since the Annual Count is due in January, a timeline for the collection of the data will be established giving ample time for both SAs and LEAs to complete the Annual Count. Enough time will be allowed to review the submitted counts and follow up with subgrantees if any questions arise. There will be an update and review of contact lists if necessary and an email will be sent to both the SAs and LEAs informing them of the up-and-coming Annual Count including an explanation and instructions. Links to Annual Count Guidelines and Webinars will also be provided.

What technical assistance/training will be provided to SAs and LEAs on collecting the Annual Count data?

Before the Annual Count is due, both SAs and LEAs will be invited to participate in individual Webinars focused on the Annual Count process. SAs and LEAs will be informed of any changes or updates to Annual Count timelines or data collection forms. The SAs and LEAs will be provided with slides of the webinar including links to related statutes, regulations, and guidelines. For SAs having a specific count date will be suggested but it is not required and for LEAs, they must have a 30-day count window with one of the days in the month of October. The SAs and LEAs will be given the contact information of the Title I Part D Coordinator and encouraged to reach out with any questions or concerns that they may have regarding the Annual Count process.

Suggested Tools: Annual Count Requirements Checklist and the Annual Count Resource Index.

How will the Annual Count data be verified and checked for discrepancies?

Additional documents will be requested from both SAs and LEAs to help verify submitted counts including: a description of the services that the facility provides and the student population and

relevant student information. For example, date of birth, and entry and exit dates identified with initials and identification numbers. The Annual Counts will be compared to counts received from previous years by the SAs and LEAs. The State Education Agency (SEA) can determine the percentage change when the counts have been cross-checked with previous years' data. If the percentage change is greater than 25% for LEAs and 10% for SAs, more information must be provided regarding the discrepancies in the counts. All the information from the Annual Count will be verified a

What is the process for verifying a facility's eligibility?

An SA is eligible to receive Title I Part D Subpart 1 funds if it is responsible for providing free public education for children and youth who are in educational programs in Neglected or Delinquent (N or D) institutions, who attend community day programs for children who are N or D, or who are in adult correctional institutions. To receive funds, the SA must apply to the SEA. Students are eligible to be included in the annual count of children submitted to ED for Title I Part D Subpart 1 allocation purposes who are under the age of 21, in a program for youth who are neglected or delinquent (including juvenile and adult correctional facilities and community day programs), are enrolled in a regular program of instruction for at least 15 hours/week in an adult facility, or 20 hours/week in a juvenile facility or community day program. Students who are 21 years of age must not be included in the annual count.

For an LEA to be eligible and receive Title I Part D Subpart 2 funding, an LEA must meet at least one of the following criteria:

- Must serve student(s) who live in a residential facility for neglected or delinquent youth.
- Must have a residential facility for neglected or delinquent youth located within its boundaries.

An LEA is eligible to received Title I Part D Subpart 2 funds must have students who resided in the facility during the 30-day count period, aged 5 to 17 (upon entry to the facility), are eligible to be counted. Students must not be counted in the enrollment data submitted to ED for Title I Part D Subpart 1 State agency N or D program allocation purposes.