

# INSTRUCTIONS

## General

The purpose of the Annual Survey of Children In Local Institutions For Neglected or Delinquent Children is to provide the U.S. Department of Education and the Illinois State Board of Education with current information on the location and number of neglected and delinquent children living in institutions. The information collected will be used for computing Title I, Part D allocations for counties and Local Education Agencies.

Please note group homes under one administrative office, can prepare one report for all homes located in the same school district. A separate report is required for each school district.

## SECTION I — INSTITUTION AND SCHOOL DISTRICT

Enter the institutions's legal name, address, telephone, fax number, and email address. If the institution's name has changed since last year, include the previous name in parenthesis.

Enter the name, address, telephone, fax number, email address, and county of the local (public) school district in which children residing in this institution attend school.

## SECTION II — BASIS FOR ELIGIBILITY

1. Select the box to identify the type of institution reported. If the institution serves both neglected and delinquent children, identify the type of institution where the majority of the children receive services. If an institution does not meet the definitions cited in Title I Regulations, **it should not be included** in this survey.
2. Select the box to indicate if this institution is a residential facility in which children are under 24-hour care.

## SECTION III — CASELOAD DATA

1. Complete the Local Education Agency's or Illinois Department of Juvenile Justice State Agency (IDJJ) section.
2. Enter the number of children and youth.
3. Enter the 30-day count window (e.g., October 15-November 14) and reporting month.

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

1. Indicate whether the entity plans to claim funds and operate a program for neglected or delinquent children under Title I, Public Law 114.95 (ESEA).

The administrative official of the institution and school district must certify that the information reported is complete and accurate.

Please return to:

**ILLINOIS STATE BOARD OF EDUCATION**  
Title Grant Administration Department  
100 North First Street, S-284  
Springfield, Illinois 62777-0001

217-785-1969  
[Title@isbe.net](mailto:Title@isbe.net)



# Illinois State Board of Education

100 North First Street, S-284  
Springfield, Illinois 62777-0001

FY 2023  
**ANNUAL SURVEY OF CHILDREN  
IN LOCAL INSTITUTIONS FOR  
NEGLECTED OR DELINQUENT CHILDREN**

## TITLE GRANT ADMINISTRATION

**INSTRUCTION:** Please complete this form and email to [Title@isbe.net](mailto:Title@isbe.net). Additional instructions for completing this form are enclosed.

### SECTION I – INSTITUTION AND SCHOOL DISTRICT

LEGAL NAME OF INSTITUTION		LEGAL ADDRESS (Number, Street, City, State, ZIP Code)
TELEPHONE (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL ADDRESS
NAME OF LOCAL (PUBLIC) SCHOOL DISTRICT IN WHICH THE FACILITY IS LOCATED		
ADDRESS (Number, Street, City, State, ZIP Code)		TELEPHONE (Include Area Code)
FAX (Include Area Code)		EMAIL ADDRESS
NAME OF COUNTY IN WHICH SCHOOL DISTRICT IS LOCATED		

### SECTION II – BASIS FOR ELIGIBILITY

TYPE OF INSTITUTION: (CHECK (✓) ONE ONLY)

- A. An "INSTITUTION FOR NEGLECTED CHILDREN", 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.
- B. An "INSTITUTION FOR DELINQUENT CHILDREN", 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.
- Yes  No Is this institution a residential facility in which children are under 24-hour care?

### SECTION III – CASELOAD DATA

#### LOCAL EDUCATION AGENCIES

Enter the total number of residents, children, and youth ages 5-17 that live in the institution or facility for at least one day within the 30-day count window. One day of which must be in October.

30-day count window from \_\_\_\_\_, 2022,  
through \_\_\_\_\_, 2022

#### STATE AGENCY (IDJJ)

Enter the total number of children and youth 20 years of age or younger enrolled in state-funded regular program of instruction for at least 15 hours per week in an adult facility or 20 hours per week in a delinquent institution or community day program on the day of the count.

30-day count window from \_\_\_\_\_, 2022,  
through \_\_\_\_\_, 2022

### 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 the facility plans to operate a program for neglected or delinquent children under Title I, P.L.114.95 (ESEA).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Digital or Original Signature of Institution Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Digital or Original Signature of District Superintendent