



Date: November 3, 2025
To: District Administrators and ESEA Coordinators
From: Shelly Babler, Bureau of Grant Administration and Monitoring Director
Subject: Annual count of students for Title I, Part D program funding, collected during October 2025

Annually, locally operated residential institutions for identified neglected and delinquent children and youth are asked to provide a child count that will generate federal Title I-D funds. The Department of Public Instruction (DPI) compiles and submits these data to the U.S. Department of Education, which is used to determine Wisconsin's overall Title I-D allocation for 2026-2027.

If, within your LEA boundaries, there are no licensed residential institutions that serve neglected or delinquent children and youth, no further action on your part is necessary and you can ignore this packet.

If there are such institutions within your LEA boundaries, please work collaboratively with each eligible institution to complete a copy of the attached form. Completed forms must be signed by the LEA representative and an institutional representative. Digital signatures are accepted. **Submit signed Annual Count forms (one per institution) to clara.pfeiffer@dpi.wi.gov by December 5, 2025.**

Completing this form directly impacts the federal formula for state funding. An LEA is not required to accept funding for Title I-D and completing this form does not necessarily ensure an LEA will receive Title I-D funds. DPI will notify LEA representatives that have completed the annual count when funds are available for 2026-2027 Title I-D supplementary education programs.

The attached materials explain eligibility details and how to complete the form. If you have questions, please contact Clara Pfeiffer at clara.pfeiffer@dpi.wi.gov or Kim Jenkins at kimberly.jenkins@dpi.wi.gov.

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Title I-D, Subpart 2: Neglected or Delinquent

ANNUAL COUNT

If the answer to the first two questions is yes for any institution within your LEA boundaries, please collaborate with that institution to complete an Annual Count form.

Within your LEA boundaries, is there a state-licensed residential institution serving neglected or delinquent children and youth between the ages of 5 and 17?



A neglected or delinquent institution is a public or private residential facility, other than a foster home, that is operated for the care of:

- children and youth who have been committed to the institution or voluntarily placed in the institution under applicable state law, due to abandonment, neglect, or death of their parents or guardians (neglected) OR
- children and youth who have been adjudicated to be delinquent or in need of supervision (delinquent).



Is the main purpose of this institution to serve neglected or delinquent students?

Each district within which the facility resides is responsible for ensuring that the **main purpose** of the institution is to serve neglected or delinquent students.

How does a district determine the main purpose of a delinquent institution?

- The majority of the students at the institution been placed there through court intervention.
- The mission and vision of the institution is aligned with serving youth that fit the delinquent definition (see above).



Thank you for helping with Wisconsin's Annual Count!

Instructions and Guidelines:

PART I – Institution and District Information

Enter the official name of the institution in **Box 1** and the local school district within whose boundaries the institution is located in **Box 2**.

A separate form must be completed for each institution.

PART II – Basis for Eligibility

Please note that the ‘Basis for Eligibility’ has changed for the 2025-26 Annual Count to align more closely with U.S. Department of Education guidance.

If the answer is **no** to any of these questions, then the institution does not qualify, and the annual count form does not need to be completed. **If the answer to both questions is yes, proceed to Part III and complete the form for submission.**

For the purposes of Title I-D, Subpart 2:

Neglected Institution: a public or private residential facility, other than a foster home, operated primarily for the care of children who have been committed or placed in the institution due to abandonment, neglect, or death of their parents.

Delinquent Institution: a public or private residential facility, other than a foster home, that is operated primarily for the care of children and youth who have been adjudicated delinquent or in need of supervision. Delinquent facilities include facilities for detention, juvenile corrections, and adult corrections

PART III – Type of Institution and Enrollment

Category: If an institution has not participated in the annual count in prior years, the institution would determine whether it is neglected or delinquent based on its mission statement, program description and the make-up of the resident students. The category of an institution should not change from year to year unless there has been an official change in the purpose for which the institution is operated or if the majority of students no longer qualify as either neglected or delinquent. DPI may follow up with districts or institutions if further clarification is needed.

Total number of students enrolled: For the category of institution identified, provide the number of resident children 5-17 years old that resided at the institution for at least 24 hours.

30-Day Count Window: Institutions may choose a 30-day window of time of which one day is in October 2025. The count includes students who resided in the institution during the chosen 30-day window. A student is not required to be in residence for 30 consecutive days but is counted if the student was in residence for at least one day during that period.

PART IV - Certification

The district ESEA coordinator will ensure the residential institution receives the form and instructions. An appropriate institutional official should sign the form, certifying that the information provided meets the requirements of Title I, Part D, Subpart 2, and is complete and accurate. The institution will then send the form back to the district ESEA coordinator for a signature. The district then sends the completed form to DPI.

Documentation should be retained at the residential agency verifying the procedures used and the count submitted for future audits.

Annual Count Form: Title I, Part D, Subpart 2

Annually, locally operated residential institutions serving identified neglected and delinquent children and youth ages 5-17 are surveyed for a child count that may generate federal Title I-D funds. The child counts, when reported to the U.S. Department of Education (USDE), will be used to determine available Title I-D program funds in the following year. **Please complete one form for each institution.**

PART I - INSTITUTION AND LOCAL EDUCATION AGENCY

- | | |
|---|---|
| 1. Official name and address of locally operated neglected or delinquent institution: | 2. Official name of district within whose boundaries the institution named in Box 1 is located: |
|---|---|

PART II - BASIS FOR ELIGIBILITY

IF THE ANSWER TO ANY QUESTION IS NO, DO NOT COMPLETE - DO NOT RETURN FORM TO DPI

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Is this institution locally operated and licensed by the state as a child caring institution serving school-aged neglected or delinquent children and youth ages 5-17? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the main purpose of the institution to serve neglected or delinquent students (see definition below)? | <input type="checkbox"/> | <input type="checkbox"/> |

PART III - TYPE OF INSTITUTION AND ENROLLMENT

Directions:

In the boxes below, report the caseload of any child ages 5-17 that resided in the institution during the window of 30 consecutive days, of which one day was in **October 2025**. If a child is 5-17 years old and is in an institution that meets the definitions below, that child is eligible to be counted.

Neglected Institution: 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, due to abandonment, neglect, or death of their parents or guardians.

Delinquent Institution: A public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision.

Total number of students enrolled:

#

Total number of students enrolled:

#

PART IV - CERTIFICATION

I certify that I have consulted with and verified that this institution's primary purpose is to serve youth placed in the facility due to abandonment, neglect or death of their parents (neglected) or to serve adjudicated youth (delinquent).

I certify that the information provided meets the requirements of Title I, Part D, Subpart 2 and is, to the best of my knowledge, complete and accurate. I am aware that the data provided on this form is subject to audit and must be supportable from documented records.

Printed name of institution official

Position

(Signature and date)

Printed name of LEA representative

Position

(Signature and date)