# CoP 2 September Meeting Summary

**Date: September 22nd, 2021**

**Time: 1pm-2pm EST**

**Topic: 2022 Annual Count**

**NDTAC Facilitators:** Karen Gibson-Serrette and Daron Clark (Note Taker)

**CoP2 Members:** Christy Hendricks (Montana), Kenneth Stowe (New Mexico), Alan Shimmin (Colorado), Michelle Prael (Colorado), Emily Teeter (Iowa), Jessica Fancher (Wyoming).

**Presenter:** Jackie Jacobson (Tennessee)

**Guests:** Department of Education, Felicia Goss

# Resources:

* Documents from this year’s Annual Count request sent to States individually on Sept 7th from ED
* [TIPD State Coordinator’s Orientation Handbook (III-3)](https://neglected-delinquent.ed.gov/resources/title-i-part-d-state-coordinators-orientation-handbook)
* [The Annual Count Toolkit](https://neglected-delinquent.ed.gov/resources/annual-count-toolkit-determining-formula-counts-title-i-part-d-funding-allocations)

# Review of Annual Count documents (10 minutes)

* + **On Sept 7, 2021- all States received a letter from Patrick Rooney with instructions, details and additionally 4 attachments:**
    - **Attachment 1** - ED Form 4376
    - **Attachment 2** - Guidance on how to identify eligible institutions and count children
    - **Attachment 3** - Optional worksheet that an SEA may use to collect State agency enrollment data for the State agency N or D program
    - **Attachment 4** is an Excel Spreadsheet that provides a State specific listing of your LEAs and State Agencies. Both tabs/listings provide your October 2020 counts.
* The due date for an SEA to submit the survey data to ED is **January 18, 2022.** This will give ED sufficient time to process these data and **announce SY 2022-2023 Title I allocations in June 2022**.
* Submit the information requested in the survey by e-mail to: [NorD-DataFY2022@ed.gov](mailto:NorD-DataFY2022@ed.gov)
* Provide the signed certification page, which can be sent electronically to the above e-mail address or mailed separately to:

Patrick Rooney, Director School Support and Accountability

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-6132

**Attention:** Todd Stephenson (LBJ, Room 3C156)

* Contact **Todd Stephenson** with any questions about this survey.

**Phone:** 202-205-1645

**Email:** NorD-DataFY2022@ed.gov.

* + **Note:** send a copy of your inquiry to: TitleI-D@ed.gov

# Presentation from Jackie

Jackie walked through TN’s processes on the Annual Count.

* + TN trains the LEAs on Annual Count and then the LEAS train the facilities.
  + They stress the importance of consistency, review definitions and walk-through real-life examples where everyone practices counting students in a facility.
  + That training presentation and other resources TN uses can be found on [Eplan.tn.gov](file:///C:\Users\DaronClark\AppData\Local\Packages\microsoft.windowscommunicationsapps_8wekyb3d8bbwe\LocalState\Files\S0\3\Attachments\eplan.tn.gov). Click on TDOE Resources and scroll down to Non-Traditonal Educational Programs (NEP.
  + Jackie shared that their short timeline for LEAs to submit data forms are motivating and have successfully worked for their state. And the goal is to submit to the Department of Education by winter break.
  + One data form per facility is submitted. The forms are simple.
  + If there are any discrepancies in the numbers provided in comparison to last years, the facilities are asked to submit a formal response to explain this.
  + MT shared that their form has a signature line and date on their form which Jackie thought was a great idea.

# Q&A

ED representatives and Jackie answered questions related to Annual Count

* + Q: Did TN choose the short timeline (10/1-10/30) for counts to be submitted for ease?
    - Yes. Note: CO let’s facilities choose their dates.
  + Q: Are the formal responses requested for discrepancies due to the Department of Education asking about the discrepancies?
    - Yes, the best practice is to front load answers to discrepancies for records as well as provide to ED upon request.
  + Q: Some districts don’t want to participate in TIPD count. Have you seen this? How would you handle this?
    - Visiting the facility in person may be helpful to develop relationships and encourage partnership. Visiting the facilities can provide insight to whether the facility needs funding or not and if it should be pushed. Ultimately TIPD funding is optional though and some facilities may not want funding due to religious affiliation, other funding sources, etc.
  + Note: MT created a spreadsheet of facilities from the last year to start with and for LEAs to validate annually if they are open or closed.