

Tool 1: Annual Count Requirements Checklist

Purpose of this Tool

This tool pulls all Annual Count requirements into one location in a quick reference checklist and a template that can help both State Part D coordinators and subgrantee and facility administrators ensure that all eligible children and youth are accurately counted on an annual basis.

How to use this Tool

- **State Part D coordinators** can use this checklist to cross-check whether their Annual Count surveys, training and technical assistance (T/TA) materials, and count verification process address all count requirements.
- **SA, LEA, and facility administrators** can use this tool as a template to develop their own surveys, if necessary, and ensure that their count process will provide accurate counts, once collected.
- **Coordinators and administrators** may want to expand this checklist by including additional information, such as State requirements. In addition, items that are not applicable can be deleted from the checklist (i.e., LEA administrators can delete the SA information).
- **All can use the checklist to:**
 - Verify that all elements of the Annual Count surveys, T/TA materials, and/or count verification processes are included or confirmed
 - Flag issues, such as significant changes since the previous year's count
- **Update status and include notes.**

Annual Count Requirements Checklist for SAs

Included or confirmed?	Element	Notes
SA Eligibility		
<input type="checkbox"/>	SA is responsible for providing free public education to children and youth who are in N or D institutions, community day programs, or adult correctional institutions.	
Facility Eligibility		
<input type="checkbox"/>	Facilities or community day programs that are participating in the count serve children and youth who are N or D.	
<input type="checkbox"/>	Facilities or community day programs have an average length of stay of at least 30 days.	
Count Window		
<input type="checkbox"/>	Children and youth are counted on the appropriate day – one day during the calendar year other than a weekend or holiday.	
<input type="checkbox"/>	Facilities under an SA count children and youth on the same selected date.	
Child or Youth Eligibility		
<input type="checkbox"/>	Children and youth are 20 years of age or younger on the day of the count.	
<input type="checkbox"/>	Children and youth are enrolled in state-funded regular program of instruction for at least (a) 15 hours per week in an adult facility or (b) 20 hours per week in a delinquent institution or community day program on the day of the count.	
<input type="checkbox"/>	Enter other requirements here, if needed.	

Annual Count Requirements Checklist for LEAs

Included or confirmed?	Element	Notes
LEA Eligibility		
<input type="checkbox"/>	LEA serves children and youth in locally operated N or D facilities (i.e., not funded by the state), including public or private institutions.	
Facility Eligibility		
<input type="checkbox"/>	Locally operated facilities meet the definition of an institution for children who are neglected, an institution for children who are delinquent, or an adult correctional institution. Note: Facilities need not have a 30-day average length of stay.	
<input type="checkbox"/>	Facilities are designated properly as either a neglect or delinquent institution.	
<input type="checkbox"/>	Facilities counted properly according to their designation (i.e., delinquent institution counted all children who are neglected or delinquent as delinquent).	
Count Window		
<input type="checkbox"/>	Children and youth are residents of a live in institution or facility for at least one day within the 30-day count window (one day of which must be in October).	
<input type="checkbox"/>	Include other requirements here as needed.	
Child or Youth Eligibility		
<input type="checkbox"/>	Children and youth are 5 to 17 years of age during the count window.	
<input type="checkbox"/>	Children and youth are not also counted in the SA Annual Count or other Title I funding stream count.	
<input type="checkbox"/>	Each unique case is counted. (If a child or youth is enrolled at the beginning of the count window, is released, and is reenrolled later in the count window, he or she should be counted twice.)	

<input type="checkbox"/>	Include other requirements here as needed.	
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Tool 2: Annual Count Process Checklist

This tool provides a checklist of practical tips State Part D coordinators (and their teams) can use to approach the Annual Count process efficiently and effectively, and meet the counting requirements for the Title I, Part D program. These tips were generated by NDTAC on the basis of technical assistance communications with states and through questions and issues that have been raised regularly during NDTAC events (i.e., conference calls, webinars, conferences).

NDTAC welcomes additional tips from the field. E-mail us at ndtac@longevityconsulting.com.

Purpose of this Tool

Throughout the count process **State Part D coordinators and SA and LEA administrators** may have questions about how to ensure that the count is “complete and accurate,” as required by Section B of the U.S. Department of Education [Annual Count Reporting Form 4376](#). For example, State Part D coordinators may have questions about how to appropriately collect counts from subgrantees, and SA and LEA administrators may have questions about the importance of the count and why they should submit counts of children and youth in their programs. States can prepare for the Annual Count and address these questions by understanding the Title I, Part D, Annual Count requirements and process and by having information about the issues that states typically face in conducting the count.

How to use this Tool

This tool includes various tips that are organized by the three steps coordinators take to ensure accurate and complete counts (see figure below).

Step 1	Prepare for the Annual Count Process.
Step 2	Provide training and technical assistance.
Step 3	Verify and submit counts to ED.

The checklist is designed for Part D coordinators but can also be used by SA, LEA, and N or D facility administrators involved with the Annual Count process. The tool is formatted as a checklist so that it can be used as coordinators undergo the Annual Count process. It can also be copied, adapted, and/or shared during the Annual Count process.