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To: State Agency Contacts  
Title I Part D Subpart 1 Contacts (2022-2023)

From: Heather Gould, Education Program Consultant

Date: October 10, 2022

Subject: *Annual Survey Count Guidance*

I have attached guidance for the annual survey count for the Title 1 Part D, Subpart 1 facilities. Please review these guidelines prior to counting children and youth within the facilities to ensure eligibility. The information collected is submitted to the U.S. Department of Education, so accurate data is crucial.

The Kansas Department of Corrections will pull enrollment numbers from each of the facilities on the following dates:

Tuesday, October 25<sup>th</sup>

Friday, October 28<sup>th</sup>

Monday, November 14<sup>th</sup>

Wednesday, November 23<sup>rd</sup>

The date with the highest overall enrollment for the Kansas Department of Corrections will be the date selected for the annual survey count.

If you have questions, please contact Stacey Noll at:

[snoll@ksde.org](mailto:snoll@ksde.org)

Thank you!

Heather Gould

## Annual Survey Guidance:

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### *Facility Eligibility:*

Eligible facilities must:

- provide free public education for children and youth in institutions for neglected or delinquent children and youth
- be one of the four following types of facilities: adult correctional institution, institution for delinquent children and youth, institution for neglected children and youth, OR a community day program
- the average length of stay must be at least 30 days
- use funds to supplement the number of hours of instruction students receive from State or local sources (not supplant)

### *Eligible Children and Youth:*

To participate in the Title 1 Part D, subpart 1 program, a child or youth must be:

- Under 21 years of age (through age 20)
- receiving a free public education up to grade 12; and
- enrolled in a regular program of instruction for 15 hours per week if in an adult correctional facility OR 20 hours per week if in an institution or community day program

### *Common Questions:*

*Is a youth who has completed the General Education Development (GED) program eligible to receive Subpart 1 services?*

Yes. Students 21 or younger who have completed a GED program but are taking courses to earn a high school diploma are eligible for Subpart 1 services as long as all the eligibility requirements are met.

*Is a student with disabilities that has an existing individualized education program eligible to be counted in the annual survey for Title 1 Part D, Subpart 1?*

Yes, as long as the eligibility requirements above are met. The facility will work with children and youth with disabilities in order to meet an existing individual education program and will also notify the child or youth's local school if the child or youth is identified as in need of special education services while the child or youth is in the correctional facility or institution for neglected or delinquent children and youth.