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MEMORANDUM

TO: District School Superintendents

FROM: Kathy Mizereck *KM*
Deputy Chancellor for Student
Achievement and Articulation

DATE: October 3, 2002

SUBJECT: ANNUAL SURVEY OF CHILDREN LIVING IN INSTITUTIONS
FOR THE NEGLECTED OR DELINQUENT, OR IN ADULT
CORRECTIONAL INSTITUTIONS

The Florida Department of Education is conducting the annual survey regarding the location and number of children living in institutions. The information will be used by the United States Department of Education (USDOE) to compute Title I funds for each school district in Florida for Fiscal Year 2002-2003.

Each institution eligible to receive Title I services should complete the enclosed form (ESE 018) and return it to the school district's Title I Coordinator. The Florida Department of Education defines eligible institutions for neglected or delinquent children as follows:

Institution for Neglected Children

A public or private residential facility--other than a foster home--that is operated for the care of children who have been committed to, or voluntarily placed in the institution under applicable state law--due to abandonment, neglect, or death of parents or guardians.

CHARLIE CRIST

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Institution for Delinquent Children

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.

A list of the local institutions for neglected or delinquent children that were reported to USDOE in October 2001 is enclosed for your review. If there are eligible institutions in your school district that do not appear on this list, they may be reported in the current survey of children living in institutions for the neglected or delinquent. Any eligible institution reported on the enclosed form with caseload data will generate Title I funds under the current law.

Each form should be validated and signed by your Title I Coordinator for completeness and accuracy, consistent with the instructions provided on the reverse side of the form ESE-018. It is important that the caseload data being reported include only those residents, ages 5-17, who have completed at least thirty (30) consecutive days of residence in an eligible local institution, at least one day of which was during the month of October 2001. ***The Chief Administrative Official of each reporting institution must sign the completed form.***

In order for us to comply with the timeline that USDOE has established for submission of Florida's caseload data, the district must submit one complete form (ESE-018) for each institution with the original signatures of the institution's Chief Administrative Official and the Title I Coordinator, to Betty G. Applewhite, Program Specialist, Title I Program, 325 West Gaines Street, Suite 352, Tallahassee, Florida 32399-0400, ***on or before December 6, 2002.***

Thank you for your diligence in this matter. If you have questions or need additional information, please contact Betty G. Applewhite or Kwaku O. Frempon via email Betty.Applewhite@FLDOE.ORG or Kwaku.Frempon@FLDOE.ORG or telephone at (850) 487-3530.

KM/bal

Attachments