

October 21, 2016

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: 2017–2018 Annual Survey of Children in Local Residential Facilities for the Neglected/Delinquent (SC9000)

The 2017–2018 Annual Survey of Children in Local Residential Facilities for the Neglected/Delinquent (SC9000) is now available in TEA’s eGrants system. The purpose of the survey is to provide the US Department of Education (USDE) with accurate information on the location and number of children who live in residential facilities for the neglected or delinquent.

USDE needs this information to calculate school year 2017–2018 Title I, Part A, and Title I, Part D, Subpart 2 federal funding allocations of the No Child Left Behind Act (NCLB).

Applicable local educational agencies (LEAs) must complete and submit the SC9000 in eGrants **by 5:00 p.m. Central Time, December 5, 2016.**

Applicable LEAs

LEAs that must respond to the 2017–2018 SC9000 survey are those that have a neglected or delinquent residential facility located within its geographic boundaries or provide for the education of students who reside in that residential facility. The 2017–2018 SC9000 is available only to those LEAs.

Accessing the SC9000

Follow these steps to open the SC9000:

1. Logon to TEA Secure Environment (TEASE).
2. From the Application List, select eGrants.
3. Open the “Available Grant Programs in eGrants” drop-down list.
4. Select the entry titled “2017–2018 ESSA Consolidated Federal Grant Application”.
5. Open form description “2017–2018 SC9000 Annual Survey of Children in Local Residential Facilities for the Neglected/Delinquent”.

Completing the SC9000

To complete the SC9000, the applicable LEA must contact the appropriate administrator of the residential facility to:

1. Verify that the following SC9000 prepopulated residential facility information is accurate:
 - Facility name
 - Facility mailing address
 - Independent school district boundary where the facility is located
 - Type of facility (that is – either neglected or delinquent)
 - Legal or administrative basis (that is – who licenses the facility)

2. Obtain and report the **October 2016** caseload data of children, **ages 5 through 17**, who resided in the residential facility for at least one day during a 30 consecutive day period, at least one day of which falls within the month of October 2016. **Exclude** from the October 2016 caseload count any child under the conservatorship of the Texas Department of Family and Protective Services.
3. As applicable, provide an explanation if the October 2016 residential caseload increased or decreased by 25 students, as compared to the October 2015 residential caseload reported in the LEA's 2016–2017 SC9000 certified submission.

Updates to the SC9000

To request changes to prepopulated 2017–2018 SC9000 facility information, remove a facility due to closure, or add a new facility, email compliance@tea.texas.gov.

Submitting the SC9000

The deadline for submitting the SC9000 is **December 5, 2016**.

Follow these steps to certify and submit your completed SC9000 through eGrants:

1. Complete the required information fields for the authorized official submitting the report:
 - If the authorized official is the same as the primary contact, select Copy to automatically complete the required information fields.
 - If the authorized official is not the same as the primary contact, type the required information into the fields.
2. Select Certify and Submit.

For Further Information

If you have any questions about the SC9000, contact the Federal Fiscal Compliance and Reporting Division at (512) 463-9127 or email compliance@tea.texas.gov.

Sincerely,

Ed Santiago, Senior Director
Federal Fiscal Compliance and Reporting Division