

Division: Federal Finance
Program/Procedure: Allocation Procedures for Formula Grants – Title I, Part D
Neglected & Delinquent
Updated: March 2019

I. Subpart 1 (DYS/DOC): ED gives ADE a separate grant for delinquent children. The Department of Human Services Division of Youth Services and the Arkansas Department of Corrections receive these funds directly because these state agencies directly serve delinquent children. Allocations to each agency are based on a calculated per-pupil allocation (PPA).

II. Subpart 2 (6510):

Step 1: Title I Part D Subpart 2 allocation total is a single line-item in the federal allocation list from ED. This amount is subject to the same hold harmless provisions and state level set-asides as individual LEA awards.

Step 2: Receive list of schools participating and number of delinquent students at each facility, participation forms and grant award letters from Program Advisor.

Step 3: Ratably divide allotment between institutions (Percentage of delinquent students at each institution divide by the total delinquent students at all institutions multiplied by available allotment)

NOTE: If the ADE federal program advisor finds a delinquent facility is closed, the ADE finance office will be notified. At that time, any remaining funds allocated to that facility will be redistributed to the other facilities funded in the same year from which the funds originated. The new allocations will be published by Commissioners Memo during the next allocation (preliminary August or final January/February).

If a delinquent facility moves from the boundaries of one district to another during the year, the ADE federal program advisor will notify the ADE finance office. The finance office will reallocate the remaining funds to the new district. This amount will be communicated to the original district, new district and ADE federal program office.

III. Calculations for Neglected Allocation (6501):

LEAs with institutions for neglected children in its boundaries are required to reserve a portion of its regular Title I, Part A allocation to provide services for the children within those institutions. These funds for neglected children comes out of the final Title I, Part A allocation calculated for each LEA- it is not additional funds.

Neglected facilities are expected to expend funds within the fiscal year of the allocation. Any unused funds remaining at the end of the fiscal year will revert back to the LEA's Title I Part A allotment balance for district use on allowable Title I expenditures.

LEAs are required to use these funds to provide services to children classified as neglected.

Step 1: Receive number of neglected students at each facility and copies of neglected participation forms from Program Advisor.

Step 2: Find amount to be reserved from Title I to go to neglected institutions

1. Determine amount per child (total award / updated census data)
2. Multiply amount per child by number of neglected students

NOTE: If the ADE federal program advisor finds a neglected institution is closed, the ADE finance office will be notified. At that time, any remaining set aside funds will revert back to the LEA's Title I Part A allotment balance for use on allowable Title I expenditures.

If a neglected institution moves from the boundaries of one district to another during the year, the ADE program advisor will notify the ADE finance office. The finance office will work with the original district to calculate the remaining amount reserved for that facility by subtracting expenditures in function code 1594 from the set-aside allocation. This amount will be communicated to the original district, new district and ADE federal program office. The original district will send the amount determined to the new district.

APSCN instructions for this transfer of funding:

Original district will send remaining funds using: 65015903xxx00000 69500
(where xxx is location code)

New district will receipt this revenue as: 6501 19550

IV. Facilities that change designation:

If a facility changes designation from a neglected institution to a delinquent institution or vice versa from one year to the next, the funding will be impacted as if the facility closed and re-opened as a new entity. This means carryover will be forfeited by the facility and treated as described above for neglected and delinquent facility closures.

V. FINAL STEPS FOR ALL GRANTS:

Step 1: Round final numbers to two decimal places; if allocation is over the total take the overage out of state set-aside

Step 2: Publish allocation to ADE Federal Finance Website

Step 3: Publish a Commissioners Memo

Step 4: Email allocations to Federal Program unit for upload to FGMS system

Step 5: When final allocations are made publish grant award notifications to Federal Finance Website

***This document is not to be used as the sole source for calculating allocations for the Arkansas Department of Education. To calculate allocations refer to legislation, ED guidance, and any other updates provided by ED.*