



Outreach and Community Programming Division

Summer Camp Scholarship Program

PROVIDER PROCEDURES

PROVIDER ELIGIBILITY

1. Camps can register for one of four Sub-Types: Regular, Specialty, Educational Enrichment Camp (EEC), or Special Needs.
2. Camp cannot operate as a residential camp or family daycare.

REQUIREMENTS TO APPLY and OPERATE

3. Providers **MUST** renew their Provider Application annually on the SCSP Database.
4. . ALL unlicensed camps and NEW SCSP Providers must provide proof of at least two years of experience as a childcare provider in Palm Beach County.
5. Camps MUST provide all **applicable*** documentation:
 - a. Signed Provider Application with valid W-9
 - b. Proof of DCF requirements compliance pursuant to Chapter 435 Florida Statutes (**DCF Affidavit of Good Moral Character - signed and notarized**) <https://www.myflfamilies.com/sites/default/files/2025-05/DCF%20-%20Affidavit%20of%20Good%20Moral%20Character.pdf>
 - c. Sunbiz registration with active status and consistent name to signed Provider Application and W-9 *
 - d. Sign in/out sheets to reflect operation as a summer camp for two consecutive years or Child Care License reflecting operation for two consecutive years (For ALL unlicensed and NEW SCSP camps)
 - e. Child Care License (for year-round childcare provider) *
 - f. Insurance requirements:
 - g. General Liability insurance with a minimum of \$500,000 each occurrence. Policy shall not contain any endorsement(s) limiting or excluding coverage for Contractual Liability, or Cross Liability. Should policy limit or exclude coverage for Sexual Abuse/molestation to less than \$250,000 per occurrence, a separate policy for such coverage shall be obtained so that a minimum of \$250,000 coverage per occurrence is provided.
 - h. Business Automobile Liability insurance with a minimum of \$500,000. In the event the PROVIDER doesn't own any automobiles, the Business Auto Liability requirement shall be amended allowing the PROVIDER to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. The PROVIDER shall provide this coverage on a primary basis.
 - i. The PROVIDER shall maintain Worker's Compensation & Employers Liability in accordance with Chapter 440, Florida Statutes. The PROVIDER shall provide this coverage on a primary basis.

BUILDING SAFETY

6. For health and safety purposes, summer camp provider's facilities must meet the following:
 - a. A current and valid fire inspection of the facility used for summer camp operations is required.
 - b. Adequate bathroom facilities with a means to wash hands
 - MUST have a separate bathroom for staff according to the Health Department guidelines
 - c. Drinking water available at all times
 - One water fountain/dispenser for every 30 campers per Health Department guidelines
 - d. No obvious safety hazards

CAMP STAFF

For youth ages 5-17 camps must comply with background screening requirements for all owners, operators, employees, and volunteers, including national criminal history checks and local law enforcement checks.

- e. Maintain minimum staff ratio of 1:25 on-site at all times; an extra staff is **required** during a field trip per Department of Children & Families (DCF) guidelines.
- f. At a minimum, one First Aid CPR certified staff is to be on location with campers at all times, including Field Trips.
- g. Campers must be supervised by an employee listed on DCF Affidavit of Good Moral Character at all times.

7. Mandatory Screenings:

All summer camp personnel, including owners, operators, employees, and volunteers providing childcare, are required to undergo Level 2 Background Screening.

8. Types of Checks:

Screenings include national criminal history checks (FBI) and local law enforcement checks.

9. Disqualifications:

Personnel are disqualified if they are awaiting final disposition of a prohibited offense, have entered a plea of nolo contendere or guilty to a prohibited offense, or have a juvenile record for a prohibited offense that has not been sealed or expunged.

10. Volunteer Exemption:

Volunteers providing less than 10 hours of service per month are exempt from screening, provided they are always within sight of a screened individual.

For School District of Palm Beach County employees ONLY – Camps must provide a list of staff names and Employee ID numbers on school letterhead, signed by an approved school district administrator.

RECORDKEEPING

- a. Maintain records of sign-in and sign-out sheets approved by Youth Services Department (YSD) to track attendance. Providers who are not using electronic sign-in and sign-out sheets must use the SCSP attendance sheets located in the database.

CAMP SCHEDULE/ACTIVITIES

- a. Providers must provide a minimum of **nine (9) hours** of supervised activities daily, unless otherwise approved by YSD staff.
- b. Providers must have summer camp operational for a **minimum of seven (7) weeks, Monday – Friday**.
- c. Regular, Specialty and Special Needs camps must provide at least one (1) hour of academics a day. Academic hours must be highlighted in the provider's Daily Activity Schedule.
- d. Providers must submit invoices timely and accurately for each cycle.
- e. Providers must provide a detailed list of all planned field trips, including the date, time, and location for each trip. Any revisions or changes to field trip schedules must be promptly reported to YSD.
- f. Field Trip Safety Policy (see sample at <https://discover.pbcgov.org/youthservices/Pages/Provider-Application.aspx>).
- g. Valid CPR certificate for at least one employee per site to maintain safety on-site and meet field trip needs. A CPR certified staff member is to be on location with campers at all times.
- h. Daily activity schedule including list of field trips (see sample at <https://discover.pbcgov.org/youthservices/Pages/Provider-Application.aspx>); any changes to the schedule must be submitted in writing to the Program Coordinator within 48 hours before the event/change occurs. The notification must be emailed or updated schedule completed on provider's portal in the SCSP Database.
- i. Providers must upload Camp Operation Documents into the portal:
 - Blank Parent Registration Forms/Packet
 - Parent Handbook
- j. Curriculum, approved by YSD (EEC Only).
 - **Must include Math and/or Reading**
- k. Teacher's Certificate demonstrating that at least one staff member who will administer the curriculum is a certified teacher (EEC Only).
- l. Camp activity schedule/documentation that supports educational content to campers for at least 50% of the time, using an approved curriculum (EEC Only).
 - Academic Hours must be highlighted on Daily Activity Schedule
- m. Outcome tracking is **REQUIRED** through a pre/post-test to determine student improvement; Provide sample test/methodology (EEC Only).
 - Pre-Test MUST be administered within the first two weeks of camp for all campers in attendance
 - Post-Test MUST be administered within the last two weeks of camp for all campers in attendance who completed Pre-Test. (Campers who do not complete pre/post test during the respective cycle will not be reimbursed at the EEC rate)

*City/County municipalities, and Palm Beach County School District sites facilitated by and

located in a Palm Beach County school operating as an EEC will be exempt from the requirement identified. This does not include sites renting/operating a school campus that is not run by the District. **NOTE:** Eligibility will only be determined for Providers that have submitted **all** required documentation by the advertised deadline of the summer camp Provider Application process. Incomplete applications will be denied.

APPLICATION PROCESS

1. Provider must create a profile in SCSP Database, <http://discover.pbcgov.org/youthservices/Pages/Provider-Application.aspx>, establish contact name, email address, camp name, type of camp (Regular, Specialized, EEC, or Special Needs).
2. Complete entire application
3. Upload supporting documents, identified under **PROVIDER ELIGIBILITY #6**

NOTE: Required documentation and sample forms can be located on the SCSP Database: <https://discover.pbcgov.org/youthservices/Pages/Provider-Application.aspx>

APPLICATION REVIEW/APPROVAL

1. Upon receipt of the Provider Application on SCSP Database, YSD staff will:
 - a. Review to determine eligibility
 - b. Schedule interview with camp director and YSD staff. and sites that required programming-based Corrective Action after monitoring was conducted).
 - c. Schedule mandatory site monitoring for all **new** sites. Sites that are unavailable for a site visit prior to application approval **WILL** be denied.
 - d. Provide 'approval', 'return', Preliminary Approval' for corrections or 'denial' notice via SCSP Database and email notification.
2. All approved Providers, will be listed in the Camp Directory on the YSD website http://discover.pbcgov.org/youthservices/Pages/Summer_Camp.aspx to assist Applicants in selecting a summer camp.
3. YSD reserves the right to make final approval of ALL Providers based on need, programming, available funding, and geographic location.

PROGRAMMATIC AND FISCAL MONITORING

Financial Review

During the course of the summer, the Program Coordinator shall complete a review of the summer camp payments. This involves a review by the YSD designated staff and FOYS to ensure guidelines have been adhered to and reimbursements align with the population served. Providers will submit invoices with supporting documentation for each cycle and during the last week of operation of the summer camp schedule not to exceed the last two weeks after summer camp has ended.

Camp/Site Visit/Monitoring

YSD will inspect all **new** sites prior to approval of Provider Application to ensure compliance with geographic location, safety codes and adequate facility and accommodation of the number of campers.

YSD may randomly monitor any approved Provider. The monitor, a representative from YSD, will review whether the site personnel are operating in accordance to the Provider Application (see checklists at <https://discover.pbcgov.org/youthservices/Pages/Provider-Application.aspx>).

1. Sites found to be non-compliant with one or more items noted will receive written communication within **five (5) business days** to remedy the situation.
2. Safety is of primary concern - should a site pose an environmental (i.e. Roof Collapse) risk to campers, Applicant will be afforded an opportunity to change camp location within 48 hours. If provider fails to find a new location campers will be reassigned to a new camp location. Provider continued participation in the program will be determined by YSD staff.

PAYMENT/REIMBURSEMENT:

Provider rate of payment

1. Fees will be determined annually based upon the current summer camp rate.
2. Summer Camp rate specified in the Provider Application must include registration fees, at least one tee shirt, and scheduled field trips. Summer Camp Scholarship Program reimbursement rate must include full tuition, at least one T-Shirt and field trips.
3. FOYS will process payment and issue reimbursement checks to Provider within 30 business days of approval by YSD staff in the SCSP Database.

Payment Process

1. Providers are required to use the SCSP Database (SCSP Reviewer Manual found at: http://discover.pbcgov.org/youthservices/Pages/Summer_Camp.aspx) to Log camper(s) attendance.
2. Providers identify weekly scholarship amount, not to exceed maximum identified by YSD staff.
3. Provider **SHALL** not charge parents of scholarship recipients for weekly tuition. Providers **MAY** charge for before and aftercare, transportation, additional camp T-shirts and YSD approved excursions.
4. Providers **MUST** submit requests for payment for each cycle by the requested deadline.
5. Notify Program Coordinator via email if an approved SCSP camper does not register at least 3 weeks prior to the start of camp.
6. Provider **MUST** notify Program Coordinator via email if a camper is absent for more than three consecutive days without notification to the Provider. YSD staff can extend the timeline as appropriate.
7. Providers are not allowed to substitute a child or reassign scholarship number to another camper.
8. One week of excused absence will be reimbursed **IF** Provider provides notification on absence or uploads proof of documentation for sick (doctors or parental note) AND it is noted in the sign in/out sheet.

9. Provider will be reimbursed **ONLY** for the weeks that the camper attended. This will be demonstrated through a sign in/out sheet that indicates a camper attended camp for a minimum of four consecutive hours per day. Request for exception to this policy will be reviewed on a case-by-case basis. Under no event will payment be approved for less than 12 hours of attendance per week.

Required Attendance Documents

10. Provider must maintain sign in/out sheets for all campers with **parent or guardian signature** and staff verification. Documentation of sign in/out sheets must be uploaded in SCSP Database along with data entry of time (see Sign in Sheet at <https://discover.pbcgov.org/youthservices/Pages/Provider-Application.aspx>)
 - Signee **must** print, sign, identify relationship and date verifying attendance.
 - If signee is not parent/guardian identified on Scholarship Application, parent must sign an authorization form giving permission for signee to sign attendance documentation on their behalf. Authorization form must be uploaded in portal with attendance.
 - Parent or authorized adults must verify attendance at the end of every week.
 - Sign-in/out sheet must record actual times, attendance sheets with repetitive sign-in/out times will be deemed invalid and provider will be ineligible for reimbursement for those specific campers.
 - If a camper is approved to sign themselves in/out, parent authorization form must be uploaded with attendance in the portal with each cycle.

Reimbursement Cycles

11. Provider **must** submit start-cycle reimbursement request for weeks 1 – 2 within the following week after cycle ends (as determined by YSD). Start-cycle reimbursement is **mandatory** and may result in non- payment if not received within the scheduled timeframe.
12. Provider **must** submit mid-cycle reimbursement request for weeks 3 – 6 within the following two weeks after cycle ends (as determined by YSD). Mid-cycle reimbursement is **mandatory** and may result in non- payment if not received within the scheduled timeframe.
13. Provider **must** submit an end-of-cycle reimbursement request for weeks 7 - 10 within two weeks after the last day of summer camp, **without exception**.
14. Provider **must** offer camp all five days of a week to request reimbursement for that week (exceptions would include a County-observed holiday or natural disaster Memorial Day (Last Monday in May), Juneteenth (June 19th), and Independence Day (July 4th).

YSD Staff will not process a payment request from a Provider if all required documentation has not been submitted or if Provider's insurance has expired. All corrections to payment application must be submitted within the timeframe allowed.

YSD staff are required to use the SCSP Database to:

1. Review camper attendance, ensuring that camper(s) was in attendance for a minimum of four consecutive hours per day, at least three days within the week. Request for exception to this policy will be reviewed on a case-by-case basis. Under no event will payment be approved

for less than 12 hours of attendance per week.

2. Review request for one week of camp leave.
3. Invoices are reviewed by YSD staff.
 - a. If documentation is accurate, route to FOYS for approval and submission for payment
 - b. If documentation is inaccurate, return to Provider for correction and re-submission
 - c. YSD staff will make corrections to week selections if applicable and providers must verify changes unless additional documentation is required. (SCSP Reviewer Manual found at http://discover.pbcgov.org/youthservices/Pages/Summer_Camp.aspx)

NOTE:

1. Providers are not permitted to accept funds for the same campers from The Early Learning Coalition of Palm Beach County, Inc. (ELC), CSC, or any other agency that provides subsidized/scholarship childcare services including Youth Services Department Community Based Agencies (CBA).
2. Applicants shall not be charged for any portion of the SCSP. However, camps may assess a one-time non-refundable registration fee up to \$30.00 per camper. No registration fee may be charged to families of Homeless, Foster Care involved, DJJ involved, Bridges SRP.
3. The SCSP does not pay for before and after care or transportation. If the Applicant elects to sign up for before and after care services, the Applicant is personally and financially responsible to the Provider for payment.
4. Approved Providers are **not** eligible to receive Summer Camp scholarships for their **own** children. **NOTE:** employees of said camp are eligible to receive Summer Camp scholarships for their children providing the family meets the eligibility criteria.
5. Providers must keep accurate records for compliance.