



Outreach and Community Programming Division
Summer Camp Scholarship Program

APPLICANT ELIGIBILITY AND APPLICATION PROCESS

ELIGIBILITY

1. **Camper(s) must be a resident of Palm Beach County** and 5 years old enrolled or completed Voluntary Pre-Kindergarten and not older than 14 years old by June 1st of the application calendar year. **If camper(s) are involved with foster care, homeless, DJJ, or has Special Needs diagnosis (as approved by YSD staff), the age can be extended to 17 years old, dependent on funding (see POLICY - Specialized Populations)**
2. Applicant must provide all the applicable documentation:
 - a. Government issued photo identification for each person within Applicant household (driver's license, resident alien card, passport, employment authorization, State of Florida picture identification, other- as approved by YSD staff)
 - b. Proof of residency - one of the following: utility bill, school record with camper's name and address, driver's license, free and reduced lunch from SDPBC, other- as approved by YSD staff
 - c. Proof of age for camper(s) - one of the following: birth certificate, immunization records, school record with parent and/or demographic information, other- as approved by YSD staff
 - d. Proof of legal guardianship - court documents, notarized letters, other- as approved by YSD
 - e. Proof of special need - Social Security, Individual Education Plan (IEP), or 504 Plan
 - f. Proof of income for entire household (to determine household is at or below 150% of the Federal Poverty Guidelines):
 - i. Earned - paystub; verification letter from employer, other - as approved by YSD staff OR Free/Reduced lunch letter from SDPBC - as approved by YSD staff
 - ii. Unearned - Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Social Security Administration/Social Security Disability (SSA/SSDI) or other, as approved by YSD staff
 - iii. Any other income - unemployment, alimony, child-support, rental income, death benefits, etc.

NOTE: Applicants will be served on first come first serve basis until funds have been exhausted. **ELC recipients are not eligible to receive summer camp scholarships through the SCSP.**

YSD reserves the right to request the following: Birth Certificate for all children in the household and identification for all members residing in the household to determine income eligibility and household size.

APPLICATION PROCESS

1. SCSP Parent Manual found at http://discover.pbcgov.org/youthservices/Pages/Summer_Camp.aspx
2. Applicant must create a profile in SCSP Database <https://www.pbcgov.org/summercamp/Account/Login> and establish:
 - a. Contact name;
 - b. Email address;
 - c. Parent/guardian names(s);
 - d. Other adult and children residing in household information;
 - e. Camper(s) name;
 - f. Income;
 - g. ELC recipient status.
3. Apply for the SCSP during the enrollment period dates online, at Provider sites (as applicable), at a YSD scheduled outreach event, or during scheduled office hours.
4. Complete entire application which includes the following:
 - a. Checklist
 - b. Palm Beach County, Consent Release and Waiver of Liability
 - c. Rights and Responsibilities
5. Upload supporting documents, identified under **ELIGIBILITY #2**.
6. Submit completed application, if items are missing or application is incomplete, Applicant will be unable to 'submit' without addressing missing/incomplete items.
7. Upon making an application for the SCSP, the Applicant will receive electronic notification/email confirming submission of the application. If a notification was not received, check application status on SCSP Database.
8. Campers accepted for a Summer Camp scholarship will receive notification via email. The camper's information will be placed on Provider's dashboard in the SCSP Database. Database dashboard will reflect status as follows, 'draft', 'submitted', 'accepted', or 'returned'. Returned application has a window of seven days to correct and resubmit.
9. It is the responsibility of the Applicant to register their camper at the selected camp after receiving acceptance notification email from Provider/camp.
10. **Applicant is expected to contact YSD staff to report their child/camper's inability to attend a summer camp program.**
11. Requests to make a camp change must be done through contact with YSD staff to generate a camp change form in SCSP Database.
12. In the event the Applicant's camp choices are **full** at the time of a scholarship approval, the Applicant will be contacted to select an alternate camp Provider.
13. If a camp refuses to accept a child, YSD staff requires *verification of summer camp's inability to accommodate child in order to proceed with new camp selection.*
14. For any changes/updates to address, email & phone number, Applicant must notify YSD Staff to facilitate correction in SCSP Database.

NOTE: Completing an application does not guarantee the applicant will be awarded a scholarship. YSD staff reserves the right to make final approval based on first come and available funding. When necessary, a wait list may be established and the family will be notified of their status via email. As funds become available, camp applicants from the wait list may be notified and awarded scholarship.