



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, EEC, or Special Needs.
2. Camp cannot operate as a residential camp or family daycare.
3. For health and safety purposes, summer camp provider's facilities must meet the following:
 - a. Adequate bathroom facilities with a means to wash hands
 - b. Drinking water available at all times
 - c. No obvious safety hazards
 - d. Maintain minimum staff ratio of 1:25 on-site; an extra aide is required during a field trip per Department of Children & Families (DCF) guidelines
 - e. At a minimum, one First Aid CPR certified staff is to be on location with campers at all times
 - f. Campers must be supervised at all times
 - g. Maintain records of sign-in and sign-out sheets approved by YSD to track attendance
4. Provider **MUST** renew their Provider Application annually on the SCSP Database.
5. **Regular camp** must have at least two years of experience operating as a summer camp in Palm Beach County.
6. Camps **MUST** provide all **applicable*** documentation:
 - a. Signed Provider Application with valid W-9
 - b. Year-end financial accounting
 - c. Proof of DCF requirements compliance pursuant to Chapter 435 Florida Statutes (**DCF Affidavit - signed and notarized**) <http://www.dcf.state.fl.us/programs/backgroundscreening/clearinghouse/> *
 - d. For School District of Palm Beach County employees **ONLY** - a list of staff names and Employee ID numbers on school letterhead, signed by an approved administrator
 - e. Sunbiz registration with active status and consistent name to signed Provider Application and W-9 *
 - f. 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 **new** Regular Camps only)
 - g. Health Department License (for year-round child care provider) *
 - h. Insurance requirements:
 - i. 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.

- ii. 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.
- iii. 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.
- i. Field Trip Safety Policy (see sample at <https://discover.pbcgov.org/youthservices/Pages/Provider-Application.aspx>).
- j. 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 (refer to 3e).
- k. 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.
- l. Curriculum, approved by YSD (EEC Only).
- m. Teacher's Certificate demonstrating that at least one staff member who will administer the curriculum is a certified teacher (EEC Only).
- n. Camp activity schedule/documentation that support educational content to campers for at least 50% of the time, using an approved curriculum (EEC Only).
- o. Outcome tracking is REQUIRED through a pre/post-test to determine student improvement; Provide sample test/methodology (EEC Only).

*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/ camp presentation with camp director and YSD staff. (Effective summer 2021 for all camps; for each subsequent summer it will be required of all **new** sites 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' 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, 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 at mid-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 business days** to remedy the situation.

2. Safety is of primary concern - should a site pose a risk to campers, Applicant will be afforded an opportunity to change camp assignment, if space exists.

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
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. Providers submit request for payment at mid-cycle and end-cycle.
4. Notify Program Coordinator via email if an approved SCSP camper does not register within the first week or if an approved camper is absent for more than three consecutive days without notification to the Provider. YSD staff can extend the timeline as appropriate.
5. Providers will be paid for 1st week if child has been awarded a Summer Camp scholarship, was accepted by the camp on the SCSP Database and failed to attend camp. However, payment will be granted only **IF** the Provider notifies Program Coordinator before the end of the week that child did not show.
6. Providers are not allowed to substitute a child or reassign scholarship number to another camper.
7. One week vacation OR one week sick will be reimbursed **IF** Provider provides prior notification on vacation or uploads proof of documentation for sick (doctors or parental note) AND it is noted in the sign in/out sheet.
8. 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, 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.
9. 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>).

10. Provider must submit mid-cycle reimbursement request at the end of SCSP four week cycle (as determined by YSD). Mid-cycle reimbursement is mandatory and may result in non-payment if not received within the scheduled timeframe.
11. Provider must submit end-cycle reimbursement request within two weeks after the last day of summer camp, **without exception**.
12. 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).

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 allowed timeframe.

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 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 (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 child care services.
2. Applicant shall not be charged for any portion of the SCSP. However, camps may assess a one-time non-refundable registration fee up to \$25.00 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.