



16 Steps to complete Summer Camp Scholarship Application

Step 1 Log in to Youth Services Department website:
www.pbcgov.com/youthservices/Pages/Summer_Camp.aspx

Step 2 Click on Parent Application 

Step 3 Click **Register** (on top right side of screen)

Step 4 Choose **“Parent”**


Step 5 Complete an **External User Registration** and save


Step 6 Login in with your **User Name (email address)** and **Password**

Step 7 Click 

Step 8 Complete the **Head of Household Info**

Step 9 Add member in the household by Clicking: 

Step 10 Add additional Family Members by clicking 

Step 11 Add your child as the camper by clicking: 

Select **CHILD** from “Member” drop down box and complete the information for **EACH** Child you want to receive a scholarship for!

Step 12 Complete all applicable **INCOME INFO**

Step 13 **ATTACHMENTS***:

- a. Copy of Proof of Palm Beach County Residency
- b. Copy of Photo ID
- c. Copy of Income
- d. Copy of child(ren) birth certificate

* Attachments can be in the form of a picture or scanned document.

Step 14 Review Release Form

Step 15 Complete Checklist

Step 16 Sign electronically and submit



PARENT 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, Department of Juvenile Justice (DJJ), or has Special Needs diagnosis (as approved by YSD staff), the age can be extended to 17 years old, dependent on funding**

2. **Parents must provide all the applicable documentation:**
 - a. Government issued photo identification for applicant within 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 (1) of the following: utility bill, school record with camper's name and address, driver 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
 - f. Proof of Income for entire household (to determine household is at or below 150% of the Federal Poverty Guideline):
 - i. Earned- paystub; verification letter from employer, other- as approved by YSD staff
 - ii. Unearned- TANF, SSI, SSA/SSDI or other, as approved by YSD staff
 - iii. Any other income- unemployment, alimony, child-support, rental income, death benefits, etc.)
 - iv. Free/ Reduced lunch letter from SDPBC, in-lieu of earned income as approved by YSD staff



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

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