



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 17 years old by June 1st of the application calendar year.

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 185% 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.