



Outreach and Community Programming Division

Summer Camp Scholarship Program

APPLICANT ELIGIBILITY AND APPLICATION PROCESS

NOTE: Applicants will be served on first come first serve basis until funds have been exhausted.

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. **(ELC recipients are ineligible to receive summer camps scholarships with Summer Camp Scholarship Program)**
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 185% 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, and death benefits, etc.

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. Phone number
 - c. Email address;
 - d. Emergency contact (must be different from head of household)
 - e. Parent/guardian names(s)
 - f. Other adults and children residing in household information
 - g. Camper(s) name
 - h. Income
 - i. ELC recipient status.
3. Apply for the SCSP during the enrollment period dates online, at Provider sites (as applicable), at an 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 email 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 **MUST** email YSD staff to report their child/camper's inability to utilize scholarship; failure to notify staff **within two weeks** may result in ineligibility for future scholarships.
11. If YSD staff and/or Provider is **unable to contact** Applicant within seven days, scholarship will be placed on waiting list.
12. Requests to make a camp change must be done through contact with YSD staff to generate a camp change form in SCSP Database. Applicant must email YSD-SummerCamp@pb.gov to request camp change, must include PRT # and **two** available camp choices
13. 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.

14. 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.***
15. For any changes/updates to address, email & phone number, Applicant must notify YSD Staff to facilitate correction in SCSP Database.

CRITERIA:

1. Children must be a Palm Beach County and meet age guidelines (5-17)
2. Unsheltered, Foster Care/Dependency involved, DJJ/Siblings involved, Bridges - Summer Reading Program
3. Children of full-time working parents (minimum of 32 hours per week)
4. Children and/or parent with special needs receiving social security benefits
5. Children of part-time working parents (parents working 25 to 31 hours per week)
6. Children who are in the legal custody of their grandparents or other family members (must provide custody documents as noted in the parent eligibility)
7. Children of OEF and OIF (must provide documentation of parent deployment/service)
8. Children of parents who are full-time students (ongoing, certificate/ degree seeking 12 credits or more, must provide enrollment document)
9. Any other child whose family meets the income guidelines

Specialized populations

Unsheltered, Foster Care/Dependency, DJJ and siblings, and Bridges Summer Reading Program (SRP)

1. Eligibility for homeless is based on definition established in glossary of terms
2. Children must be a Palm Beach County resident and meet age guidelines (5-17)

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.