

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**Administrative Issuance: CFSA-14-3**

TO: All-staff

FROM: Wanda Tolliver  
Acting Deputy Director for Program Operations

DATE: December 1, 2014

RE: Summer Camp Subsidy Program

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The Child and Family Services Agency (CFSA) recognizes that children in foster care need to experience the same extracurricular activities as any other child in their peer group. This is especially important during the summer months when structured school activities may not be available. Toward that end, the *Summer Camp Subsidy Program* was developed to provide safe, healthy, and fun alternatives to children during the summer. The enrollment process is particularly easy and successful when social workers plan ahead, explore scholarship opportunities, and partner directly with resource parents and the camp-age child to determine the most appropriate choice of camp for the child's individual needs.

This administrative issuance provides guidance to social workers seeking to register a child for summer camp through the *Summer Camp Subsidy Program*. If you have any questions regarding this issuance, please contact your immediate supervisor or program monitor.

**A. Eligibility and Subsidies for the Summer Camp Subsidy Program**

1. Eligibility

- a. Except as provided in paragraph (A)(1)(b) below, an eligible child is between the ages of 3 and 14 years and is in an out-of-home placement.
- b. Under certain special circumstances, camp may be appropriate for a youth between the ages of 15 and 21 years.
  - Special circumstances may include but are not limited to the youth's special needs or enrollment in a 12-month school. Under those special circumstances, an eligible child is between the ages of 3 and 21 years of age.

*Note: If there are no special circumstances, youth between the ages of 15 and 20 years old should be enrolled in the Summer Youth Employment Program (SYEP). For more information about SYEP, please contact the Office of Youth Empowerment.*

2. Subsidies

- a. Except as provided in paragraph (A)(2)(b) below, CFSA will provide a subsidy of up to \$1000 to pay for a child to attend the summer camp of their choosing.

*Note: the \$1000 summer camp subsidy may be applied to one or multiple camps over the course of the summer.*
- b. If a social worker has determined in consultation with his or her supervisor that a therapeutic summer camp is in the best interest of a child based on the child's special needs, CFSA will pay the full or partial cost of the camp.

*Note: CFSA defines "children with special needs" as "any child or youth that has a chronic physical, developmental, behavioral, or emotional condition that requires health and related services of a type or amount beyond that required by children generally".*

- c. Subsidies may be applied to any camp in the United States, including but not limited to summer camps sponsored by the District's [Department of Parks and Recreation](#) or a public agency outside the District, as well as private camps (including private camps run by religious organizations).
- d. The summer camp subsidy cannot be used to pay for daycare services.

## B. Enrollment Process

1. It is most helpful and important that the CFSA or private agency social worker first engage the resource parents and age-appropriate child in a discussion on summer camp options so they can all determine together which camp is the most suitable for the child, based on the child's interests and needs.

*Note: the social worker should initiate discussions on summer camp options with the resource parents and age-appropriate child as early as possible, but no later than the January prior to the registration period.*

2. Once a specific camp has been decided upon, the social worker or resource parent shall register the child for the camp.
3. The social worker shall enter a demand payment request into FACES.NET for the summer camp.
  - In order for the processing of the demand payment to go into effect, the social worker's supervisor must also approve the request in FACES.NET.
4. The CFSA social worker shall scan and submit the following documents to Accounts Payable at [cfsa.accountspayable@dc.gov](mailto:cfsa.accountspayable@dc.gov) for disbursement of payments to the camp provider; the private agency social worker shall submit the documents to the private agency's assigned CFSA program monitor for approval:
  - a. Signed hard-copy of the demand payment form (for details, see [Demand Payments](#) administrative issuance)
  - b. Summer camp brochure or website printout, including contact information for the program and cost
  - c. Confirmation of registration
5. CFSA supervisors (or in the case of a private agency social worker, the CFSA program monitor) shall review the FACES.NET demand payment request.
  - If the request is not consistent with the hard-copy request, the supervisor or program monitor shall request the social worker make the necessary corrections.
6. In very limited situations where reimbursement of camp registration is being made directly to the resource parent or private agency, the CFSA social worker shall submit to Accounts Payable (or in the case of a private agency social worker, submission to the CFSA program monitor who shall in turn submit to Accounts Payable) a bill or receipt showing that the registration was paid; also included should be the summer camp brochure or website printout.

*Note: A child's foster parent is responsible for paying any fees over \$1000 unless the child is enrolled in a therapeutic camp. See paragraph (A)(2)(b).*

7. For children with special needs who require a therapeutic camp that costs more than \$1000, the CFSA social worker shall submit through the chain-of-command a memorandum that justifies the need for a therapeutic camp and outlines any relevant clinical diagnoses.
  - a. The program administrator shall approve or deny all therapeutic camp requests by signing the request memorandum.
    - For private agency social workers, the memorandum shall be approved by the program administrator for the Foster Care Resources administration.
  - b. For approved requests, paragraphs (B)(3)-(5) shall be followed.
8. Verification of summer camp enrollment for all eligible children shall be completed by CFSA's summer camp coordinator at the beginning of the season, or mid-season, and prior to the start of the school year.