

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



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

TO: All-staff  
FROM: Sandra Gasca-Gonzalez  
DATE: June 24, 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.

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. General Guideline for the Summer Camp Subsidy Program**

1. Subsidy Amount

- a. Except as provided in paragraph (A)(1)(b) below, CFSA will provide a subsidy of up to \$600 to pay for a child to attend the summer camp of their choosing.

*Note: the \$600 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.

2. Eligibility

- a. Except as provided in paragraph (A)(2)(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.*

3. 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).
4. The summer camp subsidy cannot be used to pay for daycare services.

## **B. Enrollment Process for CFSA Social Workers**

1. The social worker, foster parent, and age-appropriate child shall determine together which camp is the most suitable for the child, based on the child's interests and needs.
2. Once a specific camp has been decided upon, the social worker or foster 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 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:
  - a. Signed hard-copy of the demand payment form
  - b. Summer camp brochure or website printout which includes contact information for the program and cost
  - c. Confirmation of registration
5. In limited situations where reimbursement of camp registration is being made directly to the foster parent or private agency, the social worker shall 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 \$600 unless the child is enrolled in a therapeutic camp. See paragraph (A)(1)(b).*
6. For children with special needs who require a therapeutic camp that costs more than \$600, the 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.
  - b. For approved requests, paragraphs (B)(3)-(5) shall be followed.
7. Verification of summer camp enrollment for all eligible children shall be completed by the CFSA's summer camp coordinator at the beginning of the season, mid-season, and prior to the start of the school year.

### C. Enrollment Process for Private Agency Social Workers

The procedures outlined in paragraphs (B)(1)–(3) also apply to summer camp requests by private agency social workers. The following steps, however, are unique to private agency social workers:

1. The private agency social worker shall submit the following documents to the agency's assigned CFSA program monitor for approval:
  - a. Signed hard-copy of the demand payment form
  - b. Summer camp brochure or website printout which includes contact information for the program and cost
  - c. Confirmation of registration
2. The program monitor shall review the FACES.NET demand payment request.
  - If the request is not consistent with the hard-copy request, the program monitor shall request that the private agency social worker make the necessary corrections.
3. If reimbursement of camp registration is being made directly to the foster parent, the private agency social worker must submit to the program monitor a bill or receipt showing that the registration was paid; also included should be the summer camp brochure or website printout.
4. The program monitor shall submit private agency summer camp requests to CFSA's Accounts Payable at [cfsa.accountspayable@dc.gov](mailto:cfsa.accountspayable@dc.gov) for disbursement of payments.
5. For children with special needs requiring a therapeutic camp that costs more than \$600, the private agency 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 for CFSA's Foster Care Resources Administration must approve or deny all therapeutic camp requests by signing the request memorandum.
  - b. For approved requests, paragraphs (C)(3)-(4) shall be followed.
6. Verification of summer camp enrollment for all eligible children shall be completed by CFSA's summer camp coordinator at the beginning of the season, mid-season, and prior to the start of the school year.