



Outreach and Community Programming Division

Summer Camp Scholarship Program

VIII. ROLES AND RESPONSIBILITIES

YSD Staff

1. Review and approve Provider Application, Parent Application, and Reimbursement based on Provider documentation, site location, eligibility criteria, income guidelines, and community needs
2. Monitor compliance
3. Program Coordinator shall:
 - a. Establish and update programmatic guidelines
 - b. Establish enrollment period for summer camp Providers and campers
 - c. Determine application outreach site(s)
 - d. Assess to determine that all geographical areas in the County are participating in the SCSP and will be proactive in recruiting Providers in areas where there is low/no available camps and identified need
 - e. Determine annual scholarship amount for each type of camp
 - f. Prepare, process, and approve Provider Applications
 - g. Coordinate with SDPBC's Homeless families' representative to enter camper's application into the SCSP Database
 - h. Coordinate with Foster Homes to enter camper's application into the SCSP Database
 - i. Coordinate with Bridges SRP to enter camper's information into the SCSP Database
 - j. Approve campers according to priority levels
 - k. Randomly monitor camp performance and compliance (see checklists at <https://discover.pbcgov.org/youthservices/Pages/Provider-Application.aspx>)
 - l. Notify Provider applicants electronically of their approval or denial
 - m. Provide approved Providers a listing of applicants via SCSP website and database
 - n. Review Provider complaints and take the appropriate action (see <https://discover.pbcgov.org/youthservices/PDF/PPM/GRIEVANCE%20AND%20COMPLAINTS%20PROCESS.pdf> – Section: Provider Complaints).
 - o. Monitor utilization of funds allocated for Summer Camp scholarships (see <https://discover.pbcgov.org/youthservices/PDF/PPM/PROVIDER%20PROCEDURE%20S.pdf> – Section: Programmatic and Fiscal Monitoring)
 - p. Review and analyze invoices and supportive documentation (sign-in/sign-out sheets; and emails notification for vacation or sick absence) for payment
 - q. Facilitate the disbursement of funds

Provider

1. Complete Provider application with adherence to required documents and timeframes
2. Assist with parent application, as appropriate
3. Recruit campers and advertise camp services and programming
4. Review and accept/reject camper(s) within the Provider dashboard in the SCSP Database within **five business days**
5. Complete mid-cycle and end-cycle billing, within required timeframes, via the SCSP Database to accurately reflect camper attendance with uploaded signed documentation
6. Create and update camp schedule to accurately reflect time/activity and services
7. Maintain compliance with site location, safety requirements, all schedule and site change notifications, staff Level II background checks and all other requirements of SCSP