

# DFI Title XX Camping Services Program Guidelines & Procedures

*For Summer 2023*

*Subject to Change - Any updates or changes will be communicated  
by the Executive Director of ACA Illinois*

A Program Of:



***Funding for this program is provided in part by the  
Illinois Department of Human Services***

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# Source of Funds

The American Camp Association, Illinois (ACA Illinois), under contract with the State of Illinois Department of Human Services (IDHS), administers the DFI Title XX Camping Services Program. In IDHS this program is referred to as the Donated Funds Initiative (DFI) because of the matching funds involved in the program. ACA Illinois purchases the camping services for eligible campers from day and resident camps that wish to participate. The relationship between ACA Illinois and any individual camp/organization is for purchase of service and payment for these services. **It is not a grant.**

The bulk of the money comes from the Federal Government through the Social Security Act. The DFI Title XX Fiscal Year begins July 1st and ends June 30th each year. The Federal ID Number is CFDA # 93.667 (Catalog of Federal Domestic Assistance). This number does not change from year to year.

The matching funds percentage of the overall program between ACA Illinois and IDHS is 25% and it is raised and donated by the participating camps. The remaining 75% is paid by the State of Illinois to ACA Illinois and then to the camps. **IDHS requires that the camps' 25% matching funds be donated to ACA Illinois before a billing can be submitted to IDHS for payment.**

ACA Illinois further requires that participating camps pay ACA Illinois' matching funds portion which amounts to approximately 11% and depends upon the total amount of funds expended for camping services. **Therefore the total matching funds percentage is approximately 36%.** The initial or projected percentage established by ACA Illinois at the time of *Purchase of Service Contract*, is offered to the camps in the spring of each year.

The final percentage will be included during the allocation process and may include a different percentage for June and July/August given the changeover of the Fiscal Year.

## Example:

The camp submits a bill to ACA Illinois for camping service totaling \$100. The camp sends a check for 36%, their portion of the match. In this example it would be for \$36.00. Along with the bill and check, the camp submits the *Camper Registration* and *Camper Report* forms **(failure to submit these forms with the match payment and bill by due date will result in the bill not being processed.)** ACA Illinois submits the bill to the IDHS and is paid by the State of Illinois \$75.00 in matching funds. The state of Illinois has sent a check for \$75.00 and the camp has sent a \$36.00 match check, ACA Illinois currently holds \$111.00 for the bill. ACA Illinois keeps 11% of the total bill for administrative expenses for facilitating the program. ACA Illinois retains \$11.00 of this money for administrative fees, leaving \$100.00 to be sent to the camp. Because

the camp has already paid \$36.00, \$64.00 is new money to support the camp's operation.

## Per Diem Rates

IDHS & ACA Illinois annually establishes maximum per diem reimbursement amounts.

The current maximum per diems are:

Regular Day Camp: \$20.00 per camper day

Special Needs Day Camp: \$22.00 per camper day

Regular Resident Camp: \$42.00 per camper night

Special Needs Resident Camp: \$46.00 per camper night

These per diem rates are designed as a subsidy. Most likely, the actual cost of a day or night at camp will be greater. There may be a camp where their daily or nightly costs are less than these rates. In those instances, the camp should notify ACA Illinois so that they can adjust their daily rates. Collecting a higher than actual cost daily rate within this program is considered fraud. When in doubt - consult with the ACA Illinois staff prior to completing the Purchase of Service agreement.

Camps are encouraged to find other sources of funding to offset the additional costs not covered within these rates.

## DFI Title XX Program Outcomes

The DFI Title XX Program through ACA Illinois has created an outcome survey to direct camps and the program to achieve the following outcomes of campers who are IDHS clients and receive funding through DFI Title XX.

- a. **60% of participants in each camp will increase their ability to function more independently.** (Documented on the Camper Report forms through post session indicator rankings by camp counselors)
- b. **60% of participants in each camp will increase their ability to positively interact with other campers.** (Documented on the Camper Report through post session indicator rankings by camp counselors)
- c. **60% of participants in each camp will increase their acquisition of positive values and/or spiritual growth.** (Documented on the Camper Report through post session indicator rankings by camp counselors)
- d. **60% of participants in each camp will increase their ability to establish positive relationships with adults.** (Documented on the Camper Report through post session indicator rankings by camp counselors)

At the end of the camper's camp session, the camp counselors complete a *Camper Report* for each camper who will be billed to ACA Illinois under the DFI Title XX program.

It is a requirement to receive this funding that along with each bill, a completed Camper Report is submitted for each camper listed on the bill. All camps must be willing and able to work towards and report results of these four outcomes. Failure to submit completed Camper Reports that demonstrate results in ALL four areas may result in a loss of funding for the camp.

Camps will receive a total annual percentage of growth for their camp once a year. Should the camp's average growth fall below 70%, they will be put on probation. If a camp falls below 60% they will need to provide an explanation on how they will improve by the next billing cycle. Should the camp not increase their percentage to above 60%, they will not be eligible for funding in the future until it has been addressed and approved.

## Qualifications & Process for Registering Campers

In April, May, and June camps register campers using the camps' application/registration form, plus the *Camper Registration* form. **Camps may not charge any deposits or fees to campers or families funded under DFI Title XX Program for transportation, spending money, T-shirts, craft items, horseback riding or anything else even if a deposit will be refunded. This is a Federal rule.**

Camps may opt to use only their own registration form, however, this form must meet the requirements for language and format used and have prior approval from ACA Illinois staff. **Using the incorrect or unapproved forms may result in a loss of funding for the camp. Forms must be completely filled out when submitted, dated properly, and signed by the camper's legal guardian and a representative from the camp.**

### Qualifications

Campers qualify for this program by having a parent, guardian, or responsible adult indicate on the *Camper Registration* form that the camper is receiving one of the following state/federal aid programs:

1. TANF (Temporary Assistance to Needy Families); OR
2. SNAP (Supplemental Nutrition Assistance Program (formerly Food Stamps)); OR
3. Illinois Department of Human Services Medical Assistance Services.

Camp registrars or other camp representatives should NOT view or duplicate any cards or forms, or note any identification numbers for any one of the above mentioned programs. A client's dated signature on the *Camper Registration* Form that the camper(s) qualifies is all that is needed.

**Campers may attend only one camp session per season and not more than two different seasons during the current Fiscal Year.** Example: A camper attends a July or

August (FY "2022") session and another session the next June (FY "2022") but cannot then attend again in July (FY "2023") even though it is a new fiscal year because it is the same season.

### **Maximum Days or Nights Per Client/Camper**

**Each client/camper can only be billed for a maximum of days or nights listed on the Allocation Memo.** Camps are welcome to secure additional funding or provide additional support to host the camper for a longer session, however only the number of maximum allowed days will be considered when billing is processed.

If the camper is attending a longer session than the maximum number of nights or days, camps may submit those additional days or nights on an overbill form. Overbills are not guaranteed to be funded however each year a certain amount tends to be.

## **Training Requirements**

To be sure that all camps are in compliance and understand the expectations involved in this funding program, a formal training system has been put into place.

**New Camps or Newly Hired Representatives to Existing Camps:** Each camp must have their main contact attend the full training course for the program prior to the application deadline. Should the original main contact change mid cycle, the new main contact must attend an overview training within 60 days.

**Returning Camps and Representatives:** Each camp must have their main contact attend the update training annually prior to the deadline provided. If a camp misses this deadline to complete the training, they will be required to attend an Overview course.

Camps will not have access to their funding should they not attend the required training.

**Additional Training:** In order to ensure all folks involved understand the work behind this program, how to properly complete the paperwork, submit a bill, understand the funding, etc. it is encouraged for camps to have multiple representatives from their agencies attend the training that pertains to their area of work. For example, the person completing the Camper Registration forms and signing campers up should attend the Billing Training. Camps that have spread the knowledge throughout their teams have seen greater success in completing the required documentation and have more timely payments from the state.

# Application Process

Each winter, ACA Illinois notifies all current agencies and those who have expressed interest in applying for the coming summer with an email explaining the application process and deadlines. ACA Illinois staff continue to send this application to any interested camp until the application deadline each year. Only online applications are accepted. Applications will not be accepted after the deadline.

Camps/agencies are encouraged to review the Annual Application Memo to become aware of additionally required documents such as board rosters, w 9 forms, insurance, brochures, etc. **Incomplete applications will not be processed until all missing pieces are received.** Failure to submit a complete application and the required attachments by the application deadline could result in the camp not receiving an allocation.

Receipt of the application will be sent by email. *It is the responsibility of the camp to ensure their application was received and all accompanying documentation was complete*

After completing the *Application* form, calculate the cost per camper per day for day camps and per night for resident camps using the last summer's actual data. **Use your actual cost, not what you received for serving campers under DFI Title XX last summer** or what campers are charged. Camps are responsible for keeping the digital copy of their application on file.

## Calculating the Cost per Camper

### Resident Camps:

The camper night is the actual cost of one resident camper who stays in camp through the night. Resident camps cannot use camper days as campers arrive and leave on fractions of a day. A typical resident camp starts the first day of a session mid-morning or early afternoon and finishes the last day of a session mid-morning or early afternoon. Counting the number of nights captures the number of full days.

### Day Camps:

Camper days for day camping is the actual cost for a camper spending a minimum of 5½ or 6 hours (including travel time) in day camp. Day camps which operate for fewer hours per day should calculate these short days as one half of one day. Programs which operate for two hours or less per day, less than four days per week, or one week or less per year in most cases should not register/apply for DFI Title XX participation.

### **Three Steps in Calculating Cost**

There are three steps in calculating the cost for a camper night or day:

1. Obtain a total figure for your actual cost of operating your resident or day camp(s), based on the previous summer's experience or a budget which meets the frame of reference (below).
2. Subtract the cost of all materials, services, or wages provided by a local, state or national government agency from the total cost as stated in point 1 (above.)
3. Divide the cost as defined in point 2 (above) by the total number of resident camper nights or day camper days for all campers who attended the previous season as the case may be.

### **Frame of Reference**

The frame of reference for filing these cost figures should be that the cost figures entered on the Allocation Memo is a sworn statement of actual cost or not greater than actual cost. They are provided with the understanding that the cost figure is subject to audit. Any funds collected by the agency/camp in excess of the actual cost established by an audit would, of course, have to be repaid as provided for in the Purchase of Service Agreement between the agency/camp and the American Camp Association, Illinois.

### **Community Partnership Agreement**

Every camp participating in the DFI Title XX Camping Services Program needs to execute a signed Community Partnership Agreement with a local office of the IDHS.

The purpose of this requirement is to assure that if a camp identifies a need in any camper eligible for DFI Title XX subsidy that the camp cannot meet, the camp would refer the camper to the IDHS office that serves that camper so that the unmet need can be addressed.

In most cases this will mean the camp must contact one or two IDHS local offices and request that a person authorized to sign from that office sign the enclosed Community Partnership Agreement. In some cases a camp serves more than one area and should obtain the Community Partnership Agreement from the county that serves most of their camper population. Camps are required to submit a signed Community Partnership Agreement with their application. This may take time to collect from your local IDHS office, it is strongly encouraged that camps begin early in the fall collecting this signature. To locate the closest local IDHS office(s) to where MOST of your campers reside: go to the IDHS website; [www.dhs.state.il.us/](http://www.dhs.state.il.us/)

***A current signed copy of the Community Partnership Agreement must be on file in ACA Illinois' office in order for the camp to receive payment.***

## **Risk Management Assessment**

Any participating camp must submit a completed Risk Management Plan with attachments.

ACA Illinois shall require the preparation of such a risk management plan or loss control program review for the purpose of assisting the camp in its internal education processes, and for any purposes, which may be recommended or required by its insurers. ACA Illinois shall not have the responsibility to review such plans for anything more than ensuring the plan is completed fully and all areas of risk are included.

***A current Risk Management Assessment document must be on file in ACA Illinois' office in order for the camp to receive payment.***

## **Linguistic & Cultural Competency Plan**

Each camp participating in the DFI Title XX program through ACA Illinois must agree to not discriminate against campers or their families based on race/ethnicity, ability, national origin, gender, religion, class or any other federally protected class. This includes persons whose primary language may be a different language than English. Camps are expected to provide a meaningful linguistic experience through assistance and resources, within their means, to campers and families whose primary language is something other than English. Examples include interpreters when speaking with parents, hiring staff/counselors who speak another language, providing materials translated into other languages.

Camps should look at the population surrounding them and the populations they serve and modify resources and their plan accordingly. For example, if the camp is in a primarily Spanish speaking area, the camp should be prepared to offer forms and documents translated into Spanish, hire staff that speak Spanish, etc. Camps are expected to make modifications, whenever possible and within their means, to serve the campers and families that approach them.

All camps need to complete a Linguistic & Cultural Competency Plan. This report informs ACA Illinois, and by default the State of Illinois, that the camp has a plan for how it handles families and campers who may come to you to register and attend camp, but may not speak English.

***A current Linguistic & Cultural Competency Plan must be on file in ACA Illinois' office in order for the camp to receive payment.***

## Staff Language Report

All camps are required to complete the *Staff Language Report* with each bill submitted. Therefore a typical camp who bills once in June and then again for July/August will need to submit a report with each bill.

Camps should list all their staff (paid or volunteer) on the report and identify additional language(s) they speak other than english. In the case of this report, the staff should be able to speak the language fluently in the report.

***A Staff Language Report must be submitted with each bill in order for the camp to receive payment.***

## Certificate of General Liability Insurance

The Camp arranges for their Insurance Company to send a Certificate of Commercial General Liability Insurance to ACA Illinois naming the American Camp Association, Illinois Inc. as an Additional Insured as a Funding Source with respect to the Insured Operations. This Certificate must be received by ACA Illinois before a given camp's first summer camping session begins. This requirement also means that the camp must have Commercial General Liability Insurance for their camping operations.

The Certificate of Insurance may be mailed or submitted electronically through the Services Portal.

***A current Certificate of Insurance must be on file with ACA Illinois in order for payment to the camp to be made. Failure to provide a current Certificate of Insurance that lists ACA Illinois as additionally insured by the first day of campers will result in the camp losing funding for the summer season. No exceptions will be made for this requirement.***

## Allocation of Funds

In February and March, ACA Illinois determines allocations for June and for July/August for all agencies that submitted a complete application. Allocations are based upon DFI Title XX units of service actually provided during June and during July/August the previous summer for past participating camps. New camps are welcomed and are given an allocation based upon the amount of funds available any given year.

If additional funding is available, all camps receive a proportional increment. If less funding is available all camps will receive proportional cuts. Of course each year funding is dependent upon and subject to the availability of a State appropriation and/or the availability of Federal funds for this Donated Funds Initiative Title XX program.

ACA Illinois makes allocations on the basis of units of service (camper day or camper night) for a specific number of clients/campers to be served.

**For example,** a day camp may receive 100 days for July/August, at 10 days per camper/client. That means that each camper will only be funded through DFI Title XX for 10 days total with a total of 10 campers served in the July/August period.

**But what if your session is 20 days in length?** Camps may choose to decrease the size of their session, find additional funding, subsidize the cost, or find another way to host the client, but when all is said and done, ACA Illinois will only process a bill for 10 campers with a max of 10 days each.

**But what if your Allocation Memo says 10 days per client but your sessions are now only 5 days?** You can bill for 20 campers at 5 days each. You just can't go over 10 days per client.

Camps can only bill for days or nights attended. If a camper misses a day, the camp cannot bill for that day. Submitting a bill for a day or night the camper did not attend is considered fraud by the State of Illinois and ACA Illinois.

## Notice in Contract about Termination of Funds

*The current provider contract between the Illinois Department of Human Services and ACA Illinois specifies that IDHS may terminate the contract immediately if funds are reduced or terminated by the federal government. The State of Illinois and ACA Illinois will not be accountable for unbilled services should the contract be terminated.*

## Next Steps Following Allocations

By April 15th, a camp who has applied for DFI Title XX Funds will be notified whether they will receive an allocation. If a camp is not granted funds, the camp will receive a written confirmation of such results by email. If the camp received an allocation, they will receive the following by email:

1. Allocation Memo that indicates the allocation granted
2. Purchase of Service Agreement

Camps must return the signed Allocation Memo and Purchase of Service by the established due date or possibly lose their allocation for the summer season. Additionally, any updated insurance documents or paperwork must be submitted before billing. Failure to return these documents could result in reallocation of funds to other camps.

**It is the responsibility of the camp to notify ACA Illinois should they not receive notice whether they were granted an allocation by the end of April. Camps that do not contact ACA Illinois by May 15th will likely not receive an allocation.**

# Billing DFI Title XX

On May 1st, each overall agency will receive an Excel Document to use for Billing for the summer. The camp must use this document to complete the bill. Only the current year's billing form will be accepted. All billing forms must be typed/completed electronically. Completed billing forms should be submitted as explained on the ACA Illinois website.

## Process for Submitting a Bill

A camp that wishes to use their allocation must submit the following documents on or before the communicated due date(s) in order for their bill to be processed:

1. Billing Document (completely filled out.)
2. Completed Camper Registration Form and Camper Report for Each Camper (in the order that the names appear on the billing document.)
3. Match check for the total amount that is due for the bill.
4. Staff Language Report

Billings and accompanying paperwork must be received electronically. Match checks must be sent by postal mail.

If the camp has difficulty determining the amount of the match, it is their responsibility to notify ACA Illinois.

Failure to submit the above documents may result in a reallocation of funds. Bills will not be processed if any of the forms are missing, have incorrect details, or are missing required data/information. It is strongly encouraged that the camp keeps a copy of all forms and paperwork submitted to ACA Illinois.

All questions should be referred to [campadvocates@acail.org](mailto:campadvocates@acail.org).

## Deadlines for Billings

This is a reimbursement based program. This means that the camps must expense the cost of the experience PRIOR to billing.

Camps that receive an allocation will receive a timetable of deadlines for billings. In order for billings to be processed each month, the required paperwork and matching funds must be received in the ACA Illinois office by the deadlines provided. If documents or matching funds arrive after the deadline, they will be processed on the next month's billing, with the exception of the final deadline months. Bills will not be processed if paperwork, billing forms, outcomes reports and the match funds are not correct. If corrected documents and match funds are not received by the deadline, they will not be processed and allocations will be considered released from the camp.

Final deadline months are months which are the last chance for a camp to bill for unused allocated funds. Failure to submit a bill and the required paperwork and matching funds by these dates will likely result in the camp's allocations to be reallocated to other programs.

It can take anywhere from 8-12 weeks for a camp to receive payment of funds and only if the original bill was submitted correctly and corrections were not needed. If bills or paperwork are incomplete or incorrect it can take longer for the camp to receive payment.

**Final deadlines are the following:**

**For June Billings: July 1st each year.**

**For July/August Billings: October 1st each year.**

**Bills for June will not be accepted after the due date each summer. Bills for July/August will not be accepted after February 1st. Match checks are also required to be in the office by the bill deadlines. Failure to submit paperwork, billing forms, and match by the deadline will likely result in the camp losing funding. When there are leftover and unused funds, they are immediately reallocated.**

## **Overbills**

When there is leftover funding, ACA Illinois processes Overbills. Overbills are for camps that serve more clients of IDHS than they have been allocated for. Here is how Overbills work:

1. Camp allows camper/client of IDHS to attend camp AT NO COST to the client.
2. Camp collects the Camper Registration and the Camper Report for the campers and ensures they are complete.
3. Camp completes the Overbill Excel Billing Form
4. Camp sends Overbill Excel form and documents as instructed on the ACA Illinois website.
5. Camp does NOT send match funds for overbill campers.
6. If funding is available, ACA Illinois will process a portion of the camp's Overbill and notify the camp of matching requirement.

Three key things to remember with Overbills:

1. Overbills are not guaranteed and often will go unfunded.
2. A majority of camps do not ensure that the Overbill paperwork is correct, resulting in camps losing potential funding. Be sure documents are completed correctly. You do not want to miss out. Overbills happen very quickly and there is not time for ACA Illinois staff to go back to the camp for corrections. If an Overbill is incorrect, the bill is moved to the unfunded pile.
3. Overbills, even if unfunded, help us let the State know the actual need for funding. Each year we share the amount of unfunded services provided with the state in hope (and sometimes success) of securing additional funding.

**Do not submit matching funds for Overbills.** At the end of the fiscal year ACA Illinois may have extra funds available to pay a portion or all of these Overbillings because every participating camp does not always utilize 100% of their allocation. **Camps will not be guaranteed any payment for these Overbills. Remember families whose child(ren) are included on an Overbill cannot be charged any fee of any kind.**

## Camper Registration Forms & Camper Reports

Each camper must have a Camper Registration form and a Camper Report completely filled out in order to be submitted with a bill. Camps are expected to use the provided form and report and may not change or adjust any language found on these forms and reports. Camps are expected to use the current year's forms and reports.

### Camper Registration Forms

Camps are encouraged to use the *Camper Registration* form provided by ACA Illinois. If a camp wishes to streamline their paperwork process, they are welcome to apply to use their own form. Camps must use the guidelines below.

Camps are welcome to use their own registration form for registering the campers however must do the following prior to April 1<sup>st</sup>:

1. Use the same language and fields found on the ACA Illinois *Camper Registration* form. Camps are not permitted to leave out any of the fields or change the language on their own forms. If they wish to use different language or fields, the camp will have to also submit the original, completed *Camper Registration* form.
2. Registration forms must have the following (along with all other language and fields): "Funding provided in part by the Illinois Department of Human Services." – On every document.
3. Camps wishing to use their own version of the Camper Registration form must get the form approved by ACA Illinois prior to April 1<sup>st</sup>. ACA Illinois has the final authority on whether a form is acceptable or not.

## **Instructions on completing the Camper Registration Form**

1. Be sure the parent, grandparent, guardian, or responsible adult completes, signs, and dates this form before the camp session for that camper begins.
2. Each form has space for one camper. Each camper requires their own form.
3. Verify that all blanks for camper information have been completed.
4. Verify that the form has been signed and dated by the Client.
5. Camp Registrar should sign and date the form at the bottom.
6. Send a copy of the completed form to the ACA Illinois office with the bill.

***A Camper Registration form for each camper must be submitted with each bill in order for the camp to receive payment.***

***Camps should retain a complete copy of all Camper Registration forms for 7 years.***

## **Camper Report Forms**

All camps in the DFI Title XX program must use the original, current form provided by ACA Illinois for the *Outcomes Camper Report*. Camps should ensure that the form they are using reads the current year at the bottom.

## **Instructions on completing the Camper Report and Desired Outcomes**

During June, July, and August campers attend camp. Camp provides a quality program for campers that, and at the minimum, meet all of the following DFI Title XX Program Performance Outcomes which are also listed in the Purchase of Service Contract.

At the end of the camper's camp session or billing season, the camp counselors complete a *Camper Report* for each camper who will be billed to ACA Illinois under the DFI Title XX program.

***A Camper Report for each camper must be submitted with each bill in order for the camp to receive payment.***

***Camps should retain a copy of all Camper Report forms for 7 years.***

## **Referral Services**

As part of the DFI Title XX Camping Services Program, ACA Illinois staff facilitate a referral line for clients of IDHS. Parents/guardians contact ACA Illinois staff by phone or through the online referral form to retrieve a referral for a camp within DFI Title XX. **ALL CAMPS THAT ARE RECEIVING DFI TITLE XX FUNDING MUST BE WILLING TO TAKE REFERRALS.**

When the client calls, ACA Illinois staff match the client to a camp in the program based on interest of activities, gender, age, location, zip code, county, etc. Then ACA Illinois staff will instruct the parent/guardian to call the registrar or designated contact person for the referred camp to discuss registration for a child or children.

The referral program is open from April through May. Specific start and end dates will be announced each March. .

## **Leaving Space for Referral Clients**

All Camps should hold back a few spots for referral clients until May 1st after which they can fill those spaces with other clients of IDHS that qualify for this service. Should a camp receive referrals and fill those spaces with clients through the referral service, they should contact the ACA Illinois staff to indicate such, thus removing them from the referral list OR possibly increasing their allocation. This would be decided upon at the time and based on the needs of the clients, the camp's available space, and remaining funding.

## **A Note about the Perspective of the IDHS Client**

**It is important to note that to the client this camp experience is FREE to them.** They may choose or believe that language to be true. This is not a campership program, it is a client service funding source - thus the IDHS clients will likely use those words. We understand the great cost of running quality camps - please be patient when speaking with clients. While the experience of camp is not free to the camp - through this program it is FREE to the client, thus why they may call the camp and say "I'd like to sign up for the free camp."

## **Program Oversight Visits (Camp Visits)**

During the school year and summer, one or more ACA Illinois representatives will visit a portion of the camps in the program each year. All new camps will receive onsite visits during their first year. Visitor(s), if any, will contact the camp to make an appointment. The purpose of this visit is to learn more about the camp's service, seek success stories about how the camp program has positively influenced campers, review the overall safety, risk management and quality of the camp, and answer any questions the camp may have about the DFI Title XX Camping Services Program. The ACA Illinois representative will need to meet with the CEO/Executive Director and ask to speak with counselors and campers. The ACA Illinois representative will not disclose to campers or staff who are currently attending the camp that receives DFI Title XX funding as that information is kept confidential.

***Camps are required to accommodate onsite visits when asked in order to receive funding. The main contact for the camp and the Camp Director must be present for the Camp Visit. Camps will be given a minimum of 48 hours notice for a site visit.***

## **Communication Requirements for Camps**

In order to stay in good standing in this program, each Partner Agency must provide current contact information including the name of the Executive/CEO, person responsible for billing and payments, person responsible for oversight of the program and children. Information that must be on file includes valid email addresses, phone numbers, and mailing addresses. Should any of these representatives change over, the camp is responsible to notify ACA Illinois within 14 days of the change, indicating who is the new contact.

A majority of communication will occur over email. It is the responsibility of the camp to ensure that their email box is functioning and check regularly for communication. For urgent matters, ACA Illinois may reach out by phone. It is an additional requirement that the camp have a working phone line and voicemail system.

Failure to respond to voicemails or emails will result in a loss of funding and any unused allocated funds will be redistributed to other agencies.

## **Potential New Opportunity for Innovative Camping Service**

From time to time IDHS may have other programs serving adolescent mothers, older adolescents, and families. Contact ACA Illinois to discuss a special service program for any of these populations, please indicate your interest in ACA Illinois and possibilities will be explored with IDHS.

## **Illinois Department of Public Health (IDPH) and Camp Related Health & Safety Requirements**

All camps are expected to meet requirements outlined by IDPH and other departments when applicable, when it comes to operating camps safely. This may include required guidance surrounding public health emergencies, communicable diseases, etc. ACA Illinois will communicate when these sort of requirements are to be implemented.

Depending on the communicable disease and/or the public health emergency, camps located outside of the state of Illinois may be required to adhere to IDPH requirements, in addition to their local requirements based on the location of the camp. ACA Illinois will communicate with these camps should there be a need to follow IDPH specific guidance.

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**I have read and understood the guidelines as presented. I understand that both IDHS and ACA Illinois have the right to adjust, eliminate, or change these guidelines at any time.**

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Signature of Authorized Representative and Date

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Printed name of Authorized Representative.