



City of Aliso Viejo

ADMINISTRATIVE POLICY

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SUMMER CAMP SCHOLARSHIP PROGRAM POLICY		17	4-21-2021	1 of 2

BACKGROUND

Since the inception of the summer camp program in 2018, the City has received several requests for scholarship opportunities.

PURPOSE

The purpose of the policy is to provide a fair and equitable method for the disbursement of City funds that will provide partial funding for camps and other child care programs offered by the City to those in financial need.

POLICY

1. Scholarship awards will be determined annually by the Recreation & Community Services Manager, or their designee based on the following criteria:
 - A. Weekly scholarship award amounts are determined based on the lowest price camp for each week less the designated applicant's responsibility amount.
 - B. On weeks that a City-run day camp is offered, the scholarship amount shall be equal to the cost of the City-run camp less the designated applicant's responsibility amount.
 - C. The designated applicant's responsibility amount shall be equal to the refund fee for the camp used to determine the scholarship amount, \$20 for contract camps, and \$50 for City-run day camps.
 - D. Any fees for camps above the designated applicant's responsibility amount and scholarship amount is the responsibility of the recipient.
 - E. Annual scholarship amounts will be listed on the Scholarship Application Form.
2. The amount of funds available for scholarships shall be determined during the City's annual budget process.
3. Scholarships are limited on an annual basis to two per person and \$1,000 per family and must be applied by June 30 of the fiscal year in which the funds are awarded. Funds do not rollover.
4. Scholarships may only be used for City camps and approved City child care programs and may not be redeemed for cash or credit.
5. Scholarship applications will be available on the first Monday of the Camp Registration period.
6. Scholarship Application Forms will be accepted and reviewed on a first-come, first-served basis.
7. Scholarship Eligibility Criteria:
 - A. A completed Scholarship Application Form and all required eligibility documents must be submitted to the Recreation & Community Services Department.



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- B. Required eligibility documents are listed on the Scholarship Application Form and may include:
 - a. Proof of Financial Need: most recent year's tax returns, recent paycheck stubs, etc.
 - b. Proof of Residency: copy of government issued driver's license or ID card, recent utility bill, etc.
 - C. The applicant must be a resident of Aliso Viejo. Proof of residency is required.
 - D. The applicant must qualify as low income, very low income, or extremely low income under the State of California Department of Housing and Community Development income limits for Orange County. Proof of income is required.
 - E. Income levels will be updated annually in accordance with the State of California Department of Housing and Community Development income limits for Orange County and will be listed on the Scholarship Application Form.
 - F. The total annual household income of all adults living in the household and the number of persons living in a residence is used to determine income level.
 - G. Applicant must pay the designated applicant responsibility portion, as well as any additional fees, and complete the City waiver form prior to scholarship funds being applied.
 - H. The applicant must agree that the participant will attend a minimum of 80% of the selected camp meeting dates. Failure to attend at least 80% of camp meetings will disqualify the family from future award opportunities.
 - I. Scholarship funds may not be applied toward instructor material fees. Any instructor material fees must be paid on the first day of camp by the recipient.
 - J. No refunds or transfers after the commencement of the first day of camp.
8. A request shall be ineligible if:
- A. The applicant is not a resident of Aliso Viejo.
 - B. The applicant does not qualify as low income, very low income, or extremely low income under the State of California Department of Housing and Community Development income limits for Orange County.
 - C. The application is incomplete and/or is missing the required eligibility documents.
 - D. The applicant has previously been awarded funds and did not attend a minimum of 80% of the summer camp meeting dates.
 - E. Scholarship funds for the fiscal have been exhausted or the family award maximum has been reached.

Attachments: *Scholarship Application Form*