



**STATE OF WASHINGTON  
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

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June 7, 2021

TO: Regional Administrators

FROM: Kwesi Booker, Assistant Secretary 

SUBJECT: 2021 Day and Overnight Camp Authorization

The Department of Children, Youth, and Families recognizes the recreational, educational and social value of a camp experience for children and youth. Camp is generally viewed as a normal childhood activity. Camps are often unlicensed, unregulated or unmonitored. Children and youth attending camp are outside of our immediate care and control during the camp experience. It is essential that caseworkers and caregivers adhere to the following authorization procedures that are designed to optimize safety as children and youth participate in camps.

This process below applies to camp authorization for the summer of 2021.

**Day Camp:** Day camp is defined as a half or full day educational and social/recreational activity. It may occur in lieu of child care during the summer months. Day camps are generally offered from 1 week to multiple weeks over the course of the summer and are typically available to children from 5-12 years of age. Day camp may or may not require payment for the activity. Day camp is considered a normal childhood activity that can be arranged by the caregiver under the prudent parenting standard. Authorization is needed only when DCYF is being requested to pay for camp.

Authorization Procedure for funding for Day Camp:

1. Caseworkers will complete a child specific Administrative Approval Request (AAR), DCYF 05-210. The request will include the following:
  - a. The selected day camp (Name, address, phone number).
  - b. Associated costs.
  - c. A brochure or web site that describes the camp and its location and provides clear contact information and a description of how the camp provides for background checks for camp counselors, teachers, volunteers, etc.
  - d. Supervisor and Area Administrator will review the AAR and approve or deny the request.
  - e. Caseworkers will inform the caregiver of the approval or denial of payment. Approval for payment must be obtained prior to enrollment.
  - f. Caseworkers will upload the approved AAR into FamLink and route to the fiduciary for payment.
    - i. If the Camp does not have a provider number a Provider Action File request will be completed by the requesting caseworker.

**Overnight Camp:** Overnight camp is defined as a recreational activity for children and youth lasting several days to a week or more and requires the child/youth to remain in the camp

environment overnight. Overnight camp is typically offered to children and youth 10-18 years of age. Overnight camp takes children out of the Department's immediate care and custody and requires additional safeguards and approvals be in place prior to registering or permitting the child or youth to attend camp. Overnight camp up to 72 hours is considered a normal childhood activity that can be arranged by caregivers under the prudent parenting standard. Authorization is required for overnight camp of any length when DCYF is requested to pay for camp and all overnight camp over 72 hours, regardless of payment. Overnight camp will not be authorized beyond 1 week.

*Royal Family Kids Camp, Camp Gifford, and Camp Reid do not require authorization beyond the Area Administrator.*

Authorization Procedure for funding for Overnight Camp and all Overnight Camps over 72 hours:

1. Caseworkers will complete a child specific Administrative Approval Request (AAR) DCYF 05-210. The request will include the following:
  - a. The selected overnight camp.
  - b. Any associated costs.
  - c. A brochure or web site that describes the camp and its location and provides clear contact information and a description of how the camp provides for background checks for camp counselors, teachers, volunteers, etc.
  - d. A signed release/written permission from the child or youth's parent(s) or guardian for camp attendance.
  - e. Obtain a court order when parent approval is not received.
  - f. If the child is legally free, a court order with notice to the child/youth's assigned Guardian Ad Litem, Court Appointed Special Advocate or assigned attorney.
  - g. The Supervisor or Area Administrator will make contact with the camp and obtain and evaluate information about the background check process, child/youth to adult ratios and planned camp activities. This information will accompany the Administrative Approval. Supervisor, Area Administrator and Regional Administrator or designee will review the AAR and approve or deny the request.
  - h. Caseworkers will inform the caregiver of approval or denial. Approval must be obtained prior to enrollment.
  - i. Caseworkers will upload the approved AARs into FamLink and route to the fiduciary for payment.
    - i. If the Camp does not have a provider number a Provider Action File request will be completed by the requesting caseworker.

Please contact Tara Camp at [tara.camp@dcyf.wa.gov](mailto:tara.camp@dcyf.wa.gov) or (509) 823-7503 for questions.