



Children's Association for Maximum Potential
P. O. Box 27086
San Antonio, TX 78227
Ph: (210) 671-5411 • www.campcamp.org

Thank you for your interest in CAMP's 2019 Summer Camp Sessions. We have provided a list of all the necessary information you will need to complete your application in **The Application Process** section, and **Helpful Suggestions for CAMP's Online Application** details, below.

CAMP's Application Process Overview

Step 1: Submit an Online Summer Camp Session Enrollment and Application

- Access the link from the CAMP home page at www.campcamp.org.
- In the Applications section box, click on "2019 Summer Camp Application".
 - If you are new to CAMP or haven't started an application since the 2017-18 Respite (school-year) season, begin the account enrollment process as a "New User"
 - Add the Enrollment option desired, **and continue through the enrollment steps until you "Check-out"**

Step 2: Upload current Physician's Report form – Mandatory. More information is below. Use *Forms* tab to download.

Step 3: Complete/upload Financial and Medical Forms as applicable – Medications and Permissions forms are mandatory prior to the enrollment check-out; See explanations below regarding CAMPer Information Part 1, 2, and 3, as well as Additional/Other forms to help determine what is needed for your CAMPer's application.

All of the steps above are required for a complete application prior to final review and potential placement. Please ensure that your enrollment is "checked-out" and all required forms are uploaded. Incomplete applications cannot be processed. Payment information or authorizations do not "hold" a placement. Parent payments are NOT processed unless the CAMPer's application is complete, processed, and placed. **Spaces fill on a first come/first served basis to those with full and complete applications while spaces are still available.**

Helpful Suggestions for CAMP's Online Application

The application is PC, MAC, tablet, or smart phone compatible AND will save information as a section is completed. After the initial enrollment is checked-out, take time to view all the tabs in your profile, especially *Enrollment, Forms, Financial, and My account* tabs. Before you click on the online enrollment link, we recommend that you **set aside at least 30 to 60 minutes** to complete the application, and have the following information on hand *before* starting:

CAMPer Information Part 1 includes:

- Non-parental emergency contact person(s) and phone numbers – only utilized should there be an emergency and we're unable to reach the primary parents/guardians.
- Insurance information
- Healthcare providers and phone numbers
- Mental Health History
- Allergies

CAMPer Information Part 2 includes:

- Forbidden Over-the-counter Medications
- Permission to treat

CAMPer Information Part 3 includes:

- Height/Weight
- Dietary Information
- Dates and summary of any surgeries or hospitalizations within the past 3 years
- Seizure information
- Any special equipment that will be brought to CAMP, e.g., feeding pump, oxygen, g-tube, nebulizer, etc...
- Individual care information, including hygiene assistance, overnight care, behavioral needs, etc...

CAMP's mission is to strengthen and inspire individuals with special needs – and those who care for them – through Recreation, Respite and Education.



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- Medicaid number and/or Secondary Insurance

Additional/Other Forms - Downloadable forms are found under *Forms* or within the enrollment email.

- **Medications** – LIST ALL routine medication and supplements, any “as needed” or over-the-counter medication/supplement information; include the name of medication and strength, dose, and time given.
- **Permissions** – If the person completing this application is **not** a parent/Legal Authorized Representative, then print the form to be completed by the LAR and upload to the application.
- **Immunization Record** – If the camper over age 21 does not have a current immunization record, then the date of the most recent tetanus booster is required on the Physician's Report. If your CAMPer has a “Conscientious Exemption Affidavit Form,” upload it into the Immunization Record area.
- **CAMPer Health Care Form/Physician's Report** – As you submit your CAMPer's online Application, be sure to download Camp CAMP's Physician's Report Form from the *Forms* section.
 - Print our Physician's Report Form and have the primary doctor/nurse practitioner fill it out based on an **annual*** physical exam (or well child exam).
 - Upload the completed form to your online account, or fax it (210) 671-5244, or mail to the address listed above to the attention of the Family Support Department.

*CAMP will not accept Physician's Report Forms with exam dates over one year old. A current physical exam must be completed and should stay within one year of the camp session dates. If your CAMPer requires a new physical prior to the requested session, and has a qualifying physical form from 2018 on file, please call (210) 671-6803 with the upcoming, scheduled exam date.
- **2019 Agency Funding** – If you chose *Plan A: Agency Funded*, be sure to complete the Agency Information form from the *Forms/Other forms* section.
 - Agency information including case worker or manager/service coordinator name, agency name, address, and phone number of the agency that pays for out-of-home Respite.
 - After completing the online enrollment, **you must call to request a letter of pre-authorization**.
 - General Revenue (AACOG) authorizations may already be on file.
 - **Service Coordinators/Case Managers should call Amanda at (210) 671-5239** if there are questions about units, cost, the authorization requirement, etc...
- **Other financial forms** - If you chose *Plan C: Parent Funded-Partial Cost*, you must upload the first two pages of your 2018 IRS 1040 Tax form with corresponding W-2's as proof of your family's combined Adjusted Gross Income for 2018. **SSN and other account information should be blacked-out prior to uploading**.
 - If you do not have taxable income, utilize and upload CAMP's Statement of Non-Taxable Income form.
 - Foster placement families (through DFPS) should utilize and upload the Foster Parent Worksheet.

After starting the online application, you can:

- Contact Christina at christina.gill@campcamp.org or (210) 671-6803 for questions about general Enrollment or programs, or about previously submitted physicals or other forms on file. **Se Habla Español**
- Contact Amanda at amanda.meigs@campcamp.org or (210) 671-5239 for questions about Agency funding/authorizations, or forms on file for Agency-pay campers.
- Contact Michelle at michelle.elble@campcamp.org or (210) 671-8112 for questions about online account issues, program eligibility for Enrollment, or family financial options.

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