



Reimbursement Process for Camp

You may be eligible for the reimbursement of your child's attendance at an accredited camp for special needs.

What do I need to do?

You must receive written pre-approval from the Adoption Assistance Program prior to submitting a request for reimbursement. The Adoption Assistance Program can provide reimbursement for up to 14 days of an accredited camp for special needs camp per fiscal year. (www.acacamps.org)

The camp must be accredited as a special needs camp in order to be eligible for reimbursement and you must submit the following: (a separate request for each child is required)

- Name of child
- Name of adoptive parent(s)
- Address, phone number, and e-mail address (if available) of adoptive parent(s)
- Name of the camp along with a brochure from the camp identifying it as an accredited camp
- Dates the child will be attending the camp
- Cost of the camp

The request must be submitted in a timely manner to allow for processing. Notification will be provided approximately 30 days after it is received. If a request is denied, a notice will be sent. If the request is approved, an approval letter will be sent along with a camp reimbursement form, and instructions for reimbursement.