

## **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](http://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.