



Madeline Moore Summer Camp Grant

Provider Agency Guidelines

Summer 2025

City of Philadelphia



DEPARTMENT of BEHAVIORAL HEALTH
and INTELLECTUAL disABILITY SERVICES

November 19, 2024

Provider & Program Management (PPM) Unit

General Information

- Behavioral Health providers submit grant applications on behalf of families through the web-based portal.
- Grant are approved up to \$400.
- Children must be Philadelphia residents.
- Children must be between the ages of 6 and 17 when application is submitted.
- Children must be receiving behavioral health services through the encampment period.
- Only those camps selectable on the agency portal are eligible to receive grant funding.
- Provider agencies are required to visit approved children at camp.



Provider Agency Portal

<https://dbhidsapps.phila.gov/SCAgency/SummerCamp/Account/LogOn>

Pre-logon page

- Provider Guidelines
- Participating camp list
- Register/Logon

Homepage

- Important updates from DBHIDS
- Create and submit applications
- View status of applications
- Authorization letter template



Provider Agency Registration

1

Register at:

<https://dbhidsapps.phila.gov/SCAgency/SummerCamp/Account/LogOn>

2

The person registering the agency will become the Super Admin.

3

Email address becomes username.

4

Wait for approval email from DBHIDS with link to create password.

5

Create your password.

6

Logon at DBHIDS.org/Summer-Camp/Madeline-Moore-Grant.

Note: Username and password should not be shared within an agency. Each user must be added with an individual username and password.



Adding Super Admins/Users

- 1 Go to Agency Management tab to edit the agency profile, add or delete agency users.
- 2 An agency should have a minimum of two Super Admins.
- 3 A Super Admin can see all grant applications listed under the agency profile.
- 4 Users see only the applications they have created.
- 5 Always select Create User to enter a new user.
- 6 Do not overwrite an existing user entry.
- 7 Delete users who are no longer with the agency.



Creating Grant Application

1

Select *Create New Application* to begin.
(A unique reference # is assigned to each grant application.)

2

Child Info must be entered.

3

Referral info must be entered.

4

Save application.

5

Print application.

6

Parent takes application to camp for fees and signature.

7

Parent signs and returns application. Verbal consents are not being accepted.

Note: Diagnosis will not print and should not be written.



Submitting Grant Application

- 1 Select *New (to be submitted)* and choose the reference #.
- 2 Enter camp information and fees as listed on signed application.
- 3 Check signature boxes.
- 4 Save application.
- 5 Upload signed grant application under Grant Application.
- 6 Upload signed authorization letter under Authorization Letter.
- 7 **Save**, then **Submit** grant application.
- 8 Grant application will appear in the Submitted to DBH list.

Note: Upload documents with the appropriate label in PDF format, not more than 5M in size. Mislabeling documents will cause the submission to be incomplete. Java Script must be disabled. Instructions are posted on the agency portal pre-logout screen.

Entering Camp Fees

Completed and signed Grant Application

CAMP INFORMATION	
Name of camp	Camp Funtastic
Camp street address	111 New Avenue
City, State, Zip	Phila, Pa 19122
Camp contact person	John Johnson
Camp phone #	215-999-5555
Camp fax #	215-999-5551
E-mail address	JJ@funtastic.com
List dates child will attend camp	
Encampment Dates:	From 6/27/24 To 7/30/24
Breakdown of Fees (Fees must be listed on brochure.)	
\$ 0	Membership fee
\$ 0 25	Registration fee
\$ 0 75 (\$375)	Fee: Weekly <u>Session</u> Entire camp fee (circle one)
0 5	Number of weeks <u>sessions</u> (If fee reflects entire camp fee, leave blank)
\$ 0 10	T-shirt
\$ 0 75	Trips
\$ 0	Transportation
\$ 0	Meals
\$ 0 100 (5 sessions)	Before care
\$ 0	After care
\$ 0 -90	Other, please specify: We Help Kids
\$ 0 495	Total cost of camp Subsidy
\$ 0 400	Amount being requested
\$ 95	Balance Due

up to a maximum \$400.



Agency Portal

Save Submit Attach Print Print Letters

Reference #: UT247650 Show/Hide PDF Status: New

Child Info **Camp & Fees** Referral Source Attachments

Camp Funtastic-NE 111 New Ave, Phila, PA - 19122 [Select Camp](#)

Camp Fees	Membership fee	\$ 0	Registration fee	\$ 25	Session Type	Session	Fee per Session	\$ 75	Number of Sessions	5	T-shirt	\$ 10	Trips	\$ 75	Transportation	\$ 0	Meals	\$ 0	Before care	\$ 100	After care	\$ 0	Other	\$ -90
	Encampment Dates		From To		06/27/2024 07/30/2024		Total Cost		\$ 495		Amount Requested		\$ 0		(maximum \$400), if encampment fees exceed grant limit, who is responsible for payment of balance?		Form Signed?		<input type="checkbox"/>		Signed By			



Incomplete Submissions

Incomplete submissions must be resubmitted with corrections to be considered for approval. Below is a list of reasons an application may be marked Incomplete.

- 1 Missing documents
- 2 Mislabeling documents
- 3 Missing signatures
- 4 Missing camp fees
- 5 Authorization not on letterhead
- 6 Camp listed on signed grant application is different from camp selected on the agency portal
- 7 Documents cannot be read (too dark, blurred)



Approved Applications

Approved applications appear in the approved list.

- 1 Approval amount is listed on the approval letter.
- 2 Inform parent/guardian of the approval.

Withdrawn Applications

Withdrawn applications appear in the Withdrawn list.

- 1 Withdrawn letter will indicate the reason for the withdrawal.

Important Dates

Agency registration begins **November 25, 2024.**

Start date for families to submit grant applications is **February 3, 2025.**

Note: Visit the agency web portal for updated information and dates.

Contact Us

Email

SummerCamp_DBHIDS@phila.gov

Phone Numbers

Carol Chase 215-685-4746

Cherise Suttles 215-685-4740