



## **QUESTIONS AND ANSWERS**

### **Children's System of Care**

**2025 RFQ Summer Camp and Alternative Recreational Services for Youth  
with Developmental Disabilities**

**and**

**2025 RFQ Summer Camp and Alternative Recreational Services Programs  
to offer One-To-One Support Services to Youth with Developmental  
Disabilities**

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Written questions related to the *content* of this Request for Qualifications (RFQ) were due on **Thursday, October 30, 2025.**

A non-mandatory conference was held on **Wednesday, October 29, 2025.**

Written *technical* questions about forms, documents, and format may be emailed at any time up to the due date to [dcf.askrfp@dcf.nj.gov](mailto:dcf.askrfp@dcf.nj.gov).

All responses must be submitted ONLINE.

To submit online, respondent must **first** complete and submit an Authorized Representative (AOR) registration form.

**[Click here to access the AOR Registration Form.](#)**

AOR Registration forms must be received by **Wednesday, November 12, 2025.**

All responses must be received by **Wednesday, November 19, 2025 (by 12:00 NOON)**

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## **QUESTIONS**

- 1. Our organization plans to run a structured Saturday summer activities on-site program for children and youth residing in our shelters,**

**including participants with autism spectrum disorder and other developmental/behavioral needs. Please confirm whether programming with the following characteristics would be eligible to apply under the RFQ?**

**Setting & Population**

- Shelter-based day programming (held on our premises) serving only children currently residing in our shelters.
- Primarily Saturday sessions during the summer months (with potential to add limited weekday sessions).

**Program Model**

- Structured recreational and social-skills activities adapted for youth with ASD and related needs.
- Trauma-informed, inclusive design; small-group activities; sensory-friendly space; behavior supports as needed.

**Staffing & Ratios**

- Staff trained in trauma-informed care, de-escalation, and ASD supports; background checks completed.
- Proposed ratios aligned with Level-of-Support needs (e.g., 1:3 to 1:5; 1:1 as clinically indicated).

**Administrative & Funding Mechanics**

- Whether shelter-based providers are eligible under **ARS** category
- Any minimum days/hours per week requirements (does Saturday-only for 2 hrs. meet the threshold?).
- Whether services must be open to the broader community or may be limited to shelter residents.
- Allowable program costs (staffing, materials, transportation, clinical oversight).
- Enrollment/authorization pathways (e.g., PerformCare authorizations, provider credentialing).
- Any additional licensure or certification requirements for shelter-based programs.

**Answer:** Camp and ARS services should be made available to all youth in the community who meet the CSOC eligibility requirements. Services cannot be restricted to only youth residing in the agency's shelter program.

Eligible youth must have Developmental Disability (DD) eligibility through PerformCare/CSOC or Division of Developmental Disabilities (DDD) to receive CSOC funding for summer camp/ARS and one-to-one support services. Youth must also reside in their home with a legal guardian/caregiver. Youth placed in a shelter without their parent/legal guardian and youth living in congregate care are not eligible for CSOC summer camp funding.

Providers are eligible to provide ARS services if their site location meets the New Jersey Department of Health (DOH) Youth Camp Safety Rules and Regulations ( <https://www.nj.gov/health/ceohs/phfpp/youthcamps/>) and are eligible for a Youth Camp Permit issued by the NJ DOH. Additional questions regarding the NJ DOH Youth Camp Permit requirements can be addressed to the DOH Youth Camp Program Unit: [youth.camps@doh.nj.gov](mailto:youth.camps@doh.nj.gov).

ARS sessions must be at least 2 hours long and offered during the week for at least three days a week.

Funding allocation is left to the agency's discretion.

As per the Camp/ARS RFQ, providers shall meet in person, virtually, or telephonically with interested families before camp registration to ensure the camp can meet the youth's needs. Families must register with the camp and receive a summer camp registration letter from the camp before they can complete the summer camp application for funding through CSOC on the PerformCare website:

<https://www.performcarenj.org/families/disability/summer-camp.aspx>.

Once the summer camp application is submitted by the family, PerformCare will review the application and authorize services, if eligible. PerformCare will send a list of authorized youth to the qualified providers with authorization information via email. Families will also receive a letter in the mail with the authorization information for their records. Families should provide a copy of the PerformCare authorization letter to the camp provider.

**2. Do you require three letters of support for each program, camp and one to one?**

Answer: You may submit the same three letters of support for both applications if you are applying for both camp and one to one support services.

**3. Are applicants required to have a Youth Camp Safety Certificate in place before applying?**

Answer: No, not before submitting your application. You will need it before you start providing services in the summer. If you qualify, we will provide instructions on where to go to apply for the Youth Camp Safety Certificate.

**4. Is there a minimum number of children required for the camps? How do children get enrolled?**

Answer: As per the NJ Department of Health Youth Camp guidelines, a youth camp is defined as serving 5 or more children under the age of 18. Summer Camps should have at least 5 campers per session.

Enrollment Process: Providers are responsible for advertising their camp services to youth and families in the areas they serve and registering those interested. The family and camp will have a conversation about whether the camp and the youth are a good match and discuss if the youth will need one-to-one support while at camp. The camp will provide the family with a camp acceptance letter if the youth is accepted. The parent will visit PerformCare's website and complete an application online via the Family Portal or by submitting a paper application and mailing the application and the camp acceptance letter to PerformCare. The applications must be submitted by the posted deadline, currently June 30th. The youth's Parent/Legal Guardian is responsible for the completion and submission of the summer camp application. Once a determination regarding eligibility for DCF financial support toward summer camp tuition has been made, the Contracted System Administrator, Perform Care, will provide written notification of the outcome to the family/caregiver and camp within thirty (30) days.

**5. Regarding the letters of support, do they have to be from agencies, or can they be from people on the team or prior colleagues?**

Answer: Letters of support may be from other agencies or colleagues that you have worked with in this field. They should be related to and demonstrate knowledge of your work in this capacity and how you could provide this service. They may not be from families or others that you have served or offer services to.

**6. Is the organizational chart intended for the program, the agency as a whole, or should it include both?**

Answer: The organizational chart should show the agency structure as a whole and indicate where the proposed program(s) would fit into that structure.