

COMPLETE THIS FORM IN ITS ENTIRETY OR IT WILL NOT BE ACCEPTED.

SUMMER FOOD SERVICE PROGRAM

Sponsored by Houston Parks and Recreation Department

*** 2019 REQUEST TO PARTICIPATE FORM ***

Application Deadline: March 1, 2019

You MUST Call 713-676-6832 to register for the 2019 Training Sessions for Site Supervisors, starting in January.
PLEASE MAKE A COPY FOR YOU RECORDS.

<input type="text"/>	<input type="text"/>
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Name of Summer Food Program Site

Email (Please type or print clearly)

Alt. Email (Please type or print clearly)

Exact Address of Site or Facility (Street)

City

Zip Code

Mailing Address IF different from site address (Street)

City

Zip Code

Name of nearest cross street

Does your site have WEB access to receive and send this program's documents? Yes No

Is the site a licensed Daycare? Yes No Will the site operate as an open site? Yes No

Contact Person 1

Contact 1 (Phone)

Contact Person 2

Contact 2 (Phone)

School District in which Site is located

School your sites is zoned to

Has your previously site participated in the SFSP? Yes No If yes, which years?

First day of meal service: Monday, June 3, 2019 or

Last day of meal service: Friday, August 9, 2019 or

Indicate days of the week for meal service? M-F Mon Tues Wed Thurs Fri

The site **MUST** operate for 3 consecutive days.

Est. lunches per day (min. 24): Est. snacks per day (min. 24):

Please fax **713-676-6836**, e-mail rummeka.allen@houstontx.gov or mail
Houston Parks and Recreation Department /Summer Food Service
Program 6200 Wheeler St., Bldg 3, Houston TX 77023
Information in English/Español: 713-676-6832

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*** 2018 REQUEST TO PARTICIPATE INFORMATION ***

Application Deadline: March 1, 2019

Sites that qualify:

1. Apartment complexes
2. Youth learning/community centers
3. Churches
4. Summer schools
5. Nonprofit organizations

Program MUST Do's:

1. Submit a request to participate by March 1, 2019. **NOTE: Incomplete forms will NOT be accepted.**
2. Operate for a minimum of 2 weeks during the program period.
3. Order a minimum of 24 lunches.
4. Operate 3 consecutive days per week
5. 2 Staff and/or volunteers attend training EVERY program year
6. Ensure you have the correct dates listed on your request. Changes will NOT be made after the start of the program.

Program Frequently Asked Questions:

1. **What time is the delivery window?**
 - a. 8:30 a.m. to 12:00 p.m. Even though meal service begins at 11:00 a.m. the delivery driver can deliver meals until 12:00 p.m.
2. **Must a trained representative be on site for delivery?**
 - a. Yes, every day of delivery and meal service.
3. **Can I order snack and not order lunch?**
 - a. No
4. **Do I need a refrigerator to participate?**
 - a. Yes, you MUST have a standard size or larger working refrigerator. *Coolers with ice are NOT an accepted form of refrigeration.*
5. **Can I take meals or snacks away from the property if we go on a field trip or for any reason?**
 - a. No, all meal service items MUST be consumed at the address listed on the application.
6. **Can I serve my lunch and snack at the same time?**
 - a. No, lunch MUST be served between 11:00 a.m. and 1:00 p.m. and snack between 3:00 p.m. and 4:00 p.m. no exceptions.
7. **What type of site am I? (Open Site vs. Closed Site)**
 - **Open Sites:**
 - o MUST open on any/all days you have requested to serve on the application
 - Even in cases of a field trip
 - o MUST be open to public during meal service (**11:00 a.m. to 1:00 p.m. & 3:00 p.m. to 4:00 p.m.**)
 - o MUST serve on a first come, first serve basis
 - **Closed Sites:**
 - o Can serve only children enrolled at site
 - o MUST complete eligibility documentation for each child at the site
 - o ONLY qualifying children at the site can receive a meal