

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

SUMMER FOOD SERVICE PROGRAM

Sponsored by Houston Parks and Recreation Department

*** 2020 REQUEST TO PARTICIPATE FORM ***

Application Deadline: March 27, 2020

You MUST Call 713-676-6832 or e-mail Summerfood@houston.tx.gov to register for the 2020 Training Sessions for Site Supervisors, starting in January. Training walk-ins will NOT be accepted
PLEASE MAKE A COPY FOR YOUR RECORDS.

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Name of Summer Food Program Site

Email (Please type or print clearly)

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Alt. Email (Please type or print clearly)

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Exact Address of Site or Facility (Street)

--

City

--

Zip Code

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Mailing Address IF different from site address (Street)

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City

--

Zip Code

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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

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Contact Person 1

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Contact 1 (Phone)

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Contact Person 2

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Contact 2 (Phone)

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School District in which Site is located

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School your sites is zoned to

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

First day of meal service: Monday, June 1, 2020 or

Last day of meal service: Friday, August 7, 2020 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 e-mail application to SummerFood@houston.tx.gov

Only e-mailed applications will be accepted. Please look for an e-mailed confirmation of receipt of request. Call to verify if confirmation is not received.

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SUMMER FOOD SERVICE PROGRAM TRAINING SIGN UP FORM

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PLEASE MAKE A COPY FOR YOUR RECORDS.

SITE NAME:

SITE CONTACT PERSON:

CONTACT PHONE #:

2ND POINT OF CONTACT:

CONTACT PHONE #:

TRAINING DATE : Tuesday, February 25 Thursday, February 27 Wednesday, March 4
 Tuesday, March 10 Thursday, March 12 Wednesday, March 25 Wednesday, April 1
 Tuesday, April 7 Thursday, April 16 (*Make-up training)

NUMBER OF SITE STAFF ATTENDING TRAINING:

NAME OF SITE STAFF ATTENDING:

If you have site staff attending a separate training date please complete a separate training sign up form.

NOTE: ALL SITES AND STAFF ATTENDING TRAINING AND PARTICIPATING IN MEAL SERVICE WILL BE CHECKED AGAINST THE UNITED STATES DEPARTMENT OF AGRICULTURE NATIONAL DISQUALIFIED LIST

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SUMMER FOOD SERVICE PROGRAM

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*** 2020 REQUEST TO PARTICIPATE INFORMATION ***

Application Deadline: March 27, 2020

Program MUST Do's:

1. Submit a request to participate by March 27, 2020. **NOTE: Incomplete forms will NOT be accepted.**
2. Operate for a minimum of 1 week during the program period.
3. Order a minimum of 24 lunches.
4. Operate 3 consecutive days per week AND operate as indicated on application.
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.**
7. **All applications must be submitted via e-mail.** Call to confirm if application was received.

Program Frequently Asked Questions:

1. **What time is the delivery window?**
 - a. 8:00 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
 - o
8. ***NOTE: ALL STAFF ATTENDING TRAINING AND PARTICIPATING IN MEAL SERVICE WILL BE CHECKED AGAINST THE UNITED STATES DEPARTMENT OF AGRICULTURE NATIONAL DISQUALIFIED LIST.***