

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

# SUMMER FOOD SERVICE PROGRAM

Sponsored by Houston Parks and Recreation Department

\*\*\* 2022 REQUEST TO PARTICIPATE FORM \*\*\*

**Application Deadline: April 1, 2022**

**Training Instructions will follow the receipt of your SFSP request to participate.**

**PLEASE KEEP A COPY OF YOUR REQUEST TO PARTICIPATE FOR YOUR 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 Street Address of Site or Facility

City

Zip Code

Mailing Street Address IF different from site address

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 Site is zoned to

Has your site previously participated in the SFSP?

Yes  No

If yes, which years?

First day of meal service:

Monday, June 13, 2022 or

Last day of meal service:

Friday, August 12, 2022 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. breakfast per day (min. 24):

Est. lunches per day (min. 24):

Please e-mail application to [SummerFood@houstontx.gov](mailto:SummerFood@houstontx.gov)

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

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## **SUMMER FOOD SERVICE PROGRAM**

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\*\*\* 2022 REQUEST TO PARTICIPATE INFORMATION \*\*\*

**Application Deadline: April 1, 2022**

### **Program MUST Do's:**

1. Submit a request to participate by April 1, 2022. **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, SummerFood@houstontx.gov.** 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 breakfast 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 breakfasts 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 breakfast and lunch at the same time?**
  - a. No, breakfast **MUST** be served between 11:00 a.m. and Noon and lunch between 1:00 p.m. and 3:00 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 Noon & 1: 00 p.m. to 3:00 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.\***