

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

SUMMER FOOD SERVICE PROGRAM

Sponsored by Houston Parks and Recreation Department

***** 2024 REQUEST TO PARTICIPATE FORM *****

Application Deadline: March 11, 2024

Please e-mail application to SummerFood@houstontx.gov

**See pg. 4 & 5 for training dates and registration form it must be submitted with SFSP request to participate.
PLEASE KEEP A COPY OF YOUR REQUEST TO PARTICIPATE FOR YOUR RECORDS.**

Name of Summer Food Program Site

Email (Please type or print clearly)

Alt. Email (Please type or print clearly)

Facility Phone

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 10, 2024 or

Last day of meal service: Friday, August 16, 2024 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):

Anticipated site closure dates:

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***** 2024 REQUEST TO PARTICIPATE INFORMATION *****

Application Deadline: March 11, 2024

Program MUST Do's:

1. Only e-mailed applications with completed training registration request form will be accepted. Please look for an e-mailed confirmation of receipt for your request. If you have not received a confirmation e-mail within three days of submission, please call 713-676-6836 to verify receipt.
2. Submit a request to participate with training registration request form by March 11, 2024. **NOTE: Incomplete forms and forms without the training request form will NOT be accepted.**
3. Operate for a minimum of 1 week during the program period.
4. Order a minimum of 24 lunches.
5. Operate 3 consecutive days per week AND operate as indicated on application.
6. 2 Staff and/or volunteers attend training EVERY program year
7. Ensure you have the correct dates listed on your request. **Changes will NOT be made after the start of the program.**
8. **All applications must be submitted via e-mail to: SummerFood@houstontx.gov .** If you have not received a confirmation e-mail within three days of submission please call to verify receipt.

9. Program Frequently Asked Questions:

1. **What time is the delivery window?**
 - a. 8:00 a.m. to 12:00 p.m. Deliveries can be made up until 12:00 p.m. even though lunch starts at 11:00 a.m.
2. **Must someone be there during the delivery window of 8:00 a.m. to 12:00p.m.**
 - a. Yes. No exceptions. If no one is there during this timeframe, you may miss your delivery and the driver will not return.
3. **When will I receive breakfast?**
 - a. Breakfast will begin at 9:00 a.m. and will be delivered a day prior to meal service and must be stored for next day consumption.
4. **Must a trained representative be on site for delivery?**
 - a. Yes, every day of delivery and meal service.
5. **Can I order breakfast and not order lunch?**
 - a. No
6. **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.*
7. **Can I take lunches 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.
8. **Can I serve my breakfast and lunch at the same time?**
 - a. No, breakfast MUST be served between 9:00 a.m. and 10:00 a.m. and lunch between 11:00 a.m. and 1:00 p.m. no exceptions.
9. **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 (**9:00 a.m. to 10:00a.m. & 11: am to 1:00 p.m.)**
 - o MUST serve on a first come, first serve basis

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- **10. Closed Sites:**

- Can serve only children enrolled at site
- MUST complete eligibility documentation for each child at the site
- ONLY qualifying children at the site can receive a meal

NOTE: ALL 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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2024 Summer Food Service Program - Training for Site Supervisors

Sponsored by Houston Parks and Recreation Department

Program dates: June 10 to August 16, 2024

******Deadline: March 11, 2024 to submit Request to Participate Form******

Please e-mail to register for one of the mandatory training sessions. **REGISTRATION REQUIRED.** At least two (2) people must attend training from each site, even if you have received training in previous year(s). Space is limited.

Programa de Alimentos Durante el Verano en 2024 - Entrenamiento para Supervisores

Program dates: June 10 to August 16, 2024

******Fecha límite: 11 de Marzo, para enviar el formulario de solicitud de participacion******

Por favor e-mail para registrarse en una de las sesiones de capacitación obligatorias. **SE REQUIERE REGISTRO.** Al menos dos (2) personas deben asistir a la capacitación de cada sitio, incluso si ha recibido capacitación en años anteriores. El espacio es limitado.

Questions / Information 713-676-6832 Preguntas / información

To Register e-mail / Para registrarse : summerfood@houston.tx.gov

	DATE/Fecha	TIME/Hora	ATTENDEES/ Participantes	LOCATION/ Ubicación
1	21-Feb Wed/Miercoles	11:00 A.M. to 1:00 P.M.	Open to all participating sites <i>Abierto para todos los sitios participantes</i>	Denver Harbor Park Multi-Service Center 6402 Market St. Houston, TX 77020 - Key Map 494H
2	Mar 6 Wed/Miercoles	11:00 A.M. to 1:00 P.M.	Open to all participating sites <i>Abierto para todos los sitios participantes</i>	Denver Harbor Park Multi-Service Center 6402 Market St. Houston, TX 77020 - Key Map 494H
3	Mar 12 Tues/El Martes	5:30 P.M. to 7:30 P.M.	Open to all participating sites <i>Abierto para todos los sitios participantes</i>	Denver Harbor Park Multi-Service Center 6402 Market St. Houston, TX 77020 - Key Map 494H
4	Mar 20 Wed/Miercoles	11:00 A.M. to 1:00 P.M.	Open to all participating sites <i>Abierto para todos los sitios participantes</i>	Denver Harbor Park Multi-Service Center 6402 Market St. Houston, TX 77020 - Key Map 494H
5	Mar 26 Tues/El Martes	5:30 P.M. to 7:30 P.M.	Open to all participating sites <i>Abierto para todos los sitios participantes</i>	Denver Harbor Park Multi-Service Center 6402 Market St. Houston, TX 77020 - Key Map 494H
6	Apr 3 Wed/Miercoles	11:00 A.M. to 1:00 P.M.	Open to all participating sites <i>Abierto para todos los sitios participantes</i>	Denver Harbor Park Multi-Service Center 6402 Market St. Houston, TX 77020 - Key Map 494H
7	April 9 Tues/El Martes	5:30 P.M. to 7:30 P.M.	Open to all participating sites <i>Abierto para todos los sitios participantes</i>	Denver Harbor Park Multi-Service Center 6402 Market St. Houston, TX 77020 - Key Map 494H
8	Apr 17 Wed/Miercoles	11:00 A.M. to 1:00 P.M.	Open to all participating sites <i>Abierto para todos los sitios participantes</i>	Denver Harbor Park Multi-Service Center 6402 Market St. Houston, TX 77020 - Key Map 494H

Thank you for helping reduce childhood hunger in our community

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TRAINING REGISTRATION FORM
(MUST BE SUBMITTED WITH REQUEST TO PARTICIPATE)

SITE NAME:

[CLICK HERE TO SELECT DATE](#)

Names of training participant(s) for selected date above:

NAME (FIRST & LAST) CONTACT PHONE

E-MAIL ADDRESS

NAME (FIRST & LAST) CONTACT PHONE

E-MAIL ADDRESS

NAME (FIRST & LAST) CONTACT PHONE

E-MAIL ADDRESS

[CLICK HERE TO SELECT DATE](#)

Names of training participant(s) for selected date above:

NAME (FIRST & LAST) CONTACT PHONE

E-MAIL ADDRESS

NAME (FIRST & LAST) CONTACT PHONE

E-MAIL ADDRESS

NAME (FIRST & LAST) CONTACT PHONE