

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

# SUMMER FOOD SERVICE PROGRAM

Sponsored by Houston Parks and Recreation Department

\*\*\* 2021 REQUEST TO PARTICIPATE FORM \*\*\*

*Application Deadline: April 16, 2021*

**Training Instructions will follow the receipt of your SFSP request to participate.**  
**PLEASE KEEP A COPY FOR OF YOUR REQUEST TO PARTICIPATE 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)

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

**Will your site serve?**  Curbside  On Site / Congregate

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Contact Person 1

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Contact 1 (Phone)

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Contact Person 2

--

Contact 2 (Phone)

--

School District in which Site is located

--

School your sites is zoned to

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

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First day of meal service:

Monday, June 14, 2021 or

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Last day of meal service:

Friday, August 13, 2021 or

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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): 

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 Est. snacks per day (min. 24): 

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Please e-mail application to [SummerFood@houston.tx.gov](mailto: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**

Sponsored by Houston Parks and Recreation Department

**\*\*\* 2021 REQUEST TO PARTICIPATE INFORMATION \*\*\***

**Application Deadline: April 16, 2021**

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

1. Submit a request to participate by April 16, 2021. **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.\***