

# SUMMER FOOD SERVICE PROGRAM

Sponsored by Houston Parks and Recreation Department

\*\*\* 2017 REQUEST TO PARTICIPATE FORM \*\*\*

*Application Deadline: January 30, 2017*

Name of Agency

Mailing Address of Agency (Street, City, Zip)

Contact Person of Agency

Area Code/Telephone Number

Email

Name of Summer Food Program Site for Meal Delivery

EXACT ADDRESS OF SITE or Facility (Street, City, Zip)

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

Is the site a licensed Daycare?  Yes  No

Contact Person at the Site

Site's Telephone Number and Alternate Telephone Number

School District in which Site is located

School site is zoned to

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

Call 713-676-6832 to register for the 2017 Training Session for Site Supervisors, starting in January.

Training **MUST** be attended EVERY year of participation by all sites.

*Sites are required to operate a minimum of 4 weeks and serve a minimum of 24 lunches.*

First day of meal service: Monday, June 5, 2017 or

Last day of meal service: Friday, August 11, 2017 or

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

Estimated lunches per day:  Estimated snacks per day:

Please fax **713-676-6836**, e-mail [rummeka.allen@houstontx.gov](mailto: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**

# SUMMER FOOD SERVICE PROGRAM

Sponsored by  
Houston Parks and Recreation Department

**\*\*\* 2017 REQUEST TO PARTICIPATE INFORMATION \*\*\***

***Application Deadline: January 30, 2017***

## **Program sites:**

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

To participate in the Summer Food Service Program (SFSP) sponsored by Houston Parks and Recreation Department you **are required to submit a Request to Participate form every program year**. Your request will be evaluated, and new sites will be scheduled for a pre-approval visit. ***A minimum of 4 staff and/or volunteers who will assist with distribution of meals MUST attend training. The meal delivery window is between 8:00 a.m. & 12:00 p.m. A TRAINED representative MUST be available at the site during the 4 hour window to sign for the delivery.***

Upon receipt of your application the SFSP office will complete and submit your request for final approval to the Texas Department of Agriculture Food and Nutrition Division.

## **Open Site vs. Closed Site Determination:**

- **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