

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

SUMMER FOOD SERVICE PROGRAM

Sponsored by Houston Parks and Recreation Department

***** 2026 REQUEST TO PARTICIPATE FORM *****

Application Deadline: February 27, 2026

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.

<input type="text"/>	<input type="text"/>
Name of Summer Food Program Site	Email (Please type or print clearly)

<input type="text"/>	<input type="text"/>
Alt. Email (Please type or print clearly)	Facility Phone

<input type="text"/>	<input type="text"/>	<input type="text"/>
Exact Street Address of Site or Facility	City	Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Street Address <i>IF</i> 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

<input type="text"/>	<input type="text"/>
Contact Person 1	Contact 1 (Phone)

<input type="text"/>	<input type="text"/>
Contact Person 2	Contact 2 (Phone)

<input type="text"/>	<input type="text"/>
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 8, 2026 or

Last day of meal service: Friday, August 7, 2026 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:

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

SUMMER FOOD SERVICE PROGRAM

Sponsored by Houston Parks and Recreation Department

***** 2026 REQUEST TO PARTICIPATE INFORMATION *****

Application Deadline: February 27, 2026

Program MUST Do's:

1. Only e-mailed applications submitted with the training 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 to verify receipt.
2. Submit a request to participate by **February 27, 2026**. **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.

Program Frequently Asked Questions:

1. **What time is the delivery window?**
 - a. Meals are delivered between 8:00 a.m. and 12:00 p.m.
2. **What should a site do if meals have not arrived by 12:00 p.m.?**
 - a. If meals have not arrived by **12:00 p.m.**, the site must contact the Summer Food Service Program office for instructions.
3. **Must someone be there at the delivery window from 8:00 a.m. to 12:00p.m.**

Yes. A trained site representative must be present during the entire delivery window. No exceptions. If no one is available to receive the delivery, the site may miss its delivery and the driver will not return.
4. **What happens if meals are delivered after 1:00 p.m.?**
 - a. Meals delivered after **1:00 p.m. are non-payable**. Meals may still be served if food safety requirements are met; however, they will not be reimbursed.
5. **When will I receive breakfast?**
 - a. Breakfast will begin at **10:00 a.m.** and will be delivered a day prior to meal service and must be stored for next day's consumption.
6. **Must a trained representative be on site for delivery?**

Yes. A trained site representative must be on site for meal delivery and meal service every operating day.
7. **Can I order breakfast and not order lunch?**

No. Sites must participate in both breakfast and lunch service.
8. **Do I need a refrigerator to participate?**
 - a. Yes. Sites must have a standard-sized or larger working refrigerator. Coolers with ice are not an accepted form of refrigeration.
9. **Can I take lunch or breakfast 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.

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

10. Can I serve my breakfast and lunch at the same time?

- a. No. Breakfast must be served between **10:00 a.m. and 11:00 a.m.**, and lunch must be served between **1:00 p.m. and 3:00 p.m.** No exceptions.

11. What type of site am I? (Open Site vs. Closed Site)

- **Open Sites:**

- Must operate on all approved service days listed on the application, including days with field trips.
- Must be open to the public during meal service hours (**10:00 a.m. to 3:00 p.m.**).
- Must serve meals on a first-come, first-served basis.

- **Closed Sites:**

- May serve meals only to children enrolled at the site.
- Must maintain eligibility documentation for each participating child.
- Only eligible children enrolled at the site may receive meals.

NOTE: All staff and volunteers attending training and participating in meal service are subject to verification against the USDA National Disqualified List, and individuals listed may not participate in the Summer Food Service Program

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

2026 Summer Food Service Program - Training for Site Supervisors

Sponsored by Houston Parks and Recreation Department

Program dates: June 8 to August 7, 2026

******Deadline: February 27, 2026, to submit Request to Participate Form******

Please e-mail to register for one of the mandatory training sessions. **REGISTRATION REQUIRED.** Training is required every program year, even if staff attended in previous years. Space is limited.

Sites are required to attend one (1) training session with a minimum of two (2) representatives.

Programa de Alimentos Durante el Verano 2026 – Entrenamiento para Supervisores

Fechas del programa: 8 de junio – 7 de agosto de 2026

******Fecha límite: 27 de febrero de 2026 para enviar el Formulario de Solicitud de Participación******

Por favor envíe un correo electrónico para registrarse en una de las **sesiones obligatorias de capacitación**. **Se requiere registro.** La capacitación es obligatoria cada año del programa, incluso si el personal asistió en años anteriores. El espacio es limitado.

Los sitios deben asistir a una (1) sesión de capacitación con un mínimo de dos (2) representantes.

Questions / Information 713-676-6832 Preguntas / información

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

	DATE/Fecha	TIME/Hora	ATTENDEES/ Participantes	LOCATION/ Ubicación
1	Mar. 18	11:00 A.M.	Open to all participating sites	Denver Harbor Park Multi-Service Center
	Wed/Miercoles	to 1:00 P.M.	<i>Abierto para todos los sitios participantes</i>	6402 Market St. Houston, TX 77020 - Key Map 494H
2	Mar. 26	5:00 PM.	Open to all participating sites	Denver Harbor Park Multi-Service Center
	Thu/Jueves	to 7:00 P.M.	<i>Abierto para todos los sitios participantes</i>	6402 Market St. Houston, TX 77020 - Key Map 494H
3	Apr. 1	11:00 A.M.	Open to all participating sites	Denver Harbor Park Multi-Service Center
	Wed/Miercoles	to 1:00 P.M.	<i>Abierto para todos los sitios participantes</i>	6402 Market St. Houston, TX 77020 - Key Map 494H
4	Apr. 9	5:00 PM.	Open to all participating sites	Denver Harbor Park Multi-Service Center
	Thu/ Jueves	to 7:00 P.M.	<i>Abierto para todos los sitios participantes</i>	6402 Market St. Houston, TX 77020 - Key Map 494H

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

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 or tap to enter a date.

[CLICK HERE TO SELECT DATE](#)

If registering for more than one 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