

Directions for completing application

SITE/PROGRAM NAME:	The name of the program the children will be participating in.
DELIVERY ADDRESS:	The address where meals will be delivered and served.
MAILING ADDRESS:	If your mailing address is different from your delivery address, fill out this field.
SITE PHONE #s	List all applicable phone numbers for the site. We will use these numbers to confirm meal counts and communicate with you regarding deliveries.
SITE MANAGER/DIRECTOR:	The person who is manager of the food program. <i>This person is required to attend training</i> and is not necessarily the person who oversees the entire program.
DATES OF PROGRAM:	Enter the first and last day of meal service, noting that the program begins on June 8th, 2026 and continues through August 14 th . <i>No meal service will take place on June 19th or July 3.</i> Check off all the days that you will serve meals.
DAYS OF OPERATION:	
HOURS OF OPERATION:	These are the times that the site is open to receive meals, not the hours of the program. For example, if the site director arrives at 7:30 am, but the children's program begins at 9 am, put down 7:30 as your site open time. <i>This time MUST be at least 30 minutes before the first meal service.</i>
TYPE OF SITE:	Select the type of site that most closely resembles yours.
TYPE OF PROGRAM:	<i>Open to the public</i> = meals will be made available to all children in the community. <i>Enrolled</i> = meals only served to children enrolled in the program. <i>Residential/day camp</i> = residential day camps offer regularly scheduled food service as part of an organized program for enrolled children.
SITE ELIGIBILITY:	<i>Open site</i> = open to all youth in the community. <i>Closed site</i> = only for children enrolled in the program.
TRAINING:	ALL site personnel participating in meal service, as well as the site director and person filling out this application must complete training.
CACFP:	If there is another program that operates CACFP at this location, you must complete ISBE Form 67-81. Download from food4summer.com or contact us to obtain form.
MEAL PARTICIPATION:	Sites may serve up to two meal types per day. For example: breakfast & lunch OR lunch & snack.
MEAL SERVICE BEGINS:	Note the time each meal service will begin. Regulations require meal time to start no earlier or later than this time each day. First meal must be at least 30 minutes after the site open time.
MEAL SERVICE ENDS:	Note the time each meal service will end. Regulations require meal time to end no later than this time each day. You must allow at least 1 hour between the end of one meal service and beginning of another.
PROJECTED HIGHEST DAILY PARTICIPATION:	The maximum number of children who can participate in your program.
PROJECTED AVG DAILY PARTICIPATION:	The average number of children who will participate in your program. Sites must serve a minimum of 25 meals per day or 20 each if serving breakfast & lunch.
REFRIGERATION:	Does your site has a refrigerator(s) that can comfortably hold all the meals that are ordered each day? If you can hold the next day's meals in your refrigerator(s) overnight, it would at least allow us to deliver the next day's breakfast.
EMAIL COMPLETED APPLICATION TO:	gr8food@fspro.com