



PLANNING & DEVELOPMENT DEPARTMENT

Health Services

REQUIREMENTS FOR SUMMER FOOD SERVICE PROGRAM (SFSP) Organization Registration and Site Permit(s)

Summer Food Service Program Permits are for organizations that offer prepared meals to children and teens in low-income areas during school breaks to ensure that students continue to have access to food. Providers must be approved through the Texas Department of Agriculture (www.squaremeals.org) prior to receiving a permit to conduct summer feeding services within the City of Arlington.

To apply and operate a SFSP, the following requirements must be met:

Central Preparation Facility

All SFSPs must operate from a Central Preparation Facility (commercial kitchen/commissary). If the applicant does not own the Central Preparation Facility being used to prepare the summer feeding program food, a Central Preparation Facility Approval form must be completed and notarized. The Central Preparation Facility must meet the following requirements:

1. Permitted and inspected by a regulating health authority.
2. Provide adequate facilities for storage of food and single service articles, washing and sanitizing of food contact equipment, disposal of wastewater.
3. If the Central Preparation Facility is located outside the city limits of Arlington, a copy of the State, County, or City permit and current sanitation inspection report for foods prepared or manufactured must be submitted.

Residences, office buildings, apartments, or other properties without a commercial kitchen permit do not meet the requirement as a Central Preparation Facility.

Application

1. The vendor must register as a Summer Feeding Program Organization.
2. A temporary food service permit must be obtained for each site where summer feeding activities will take place.

SFSP applications must include the following documents:

- Proposed menu
- Tax ID/ 501(c) document/Business License
- Letter of intent to include program start and end date, hours and days of operation, brief description of food service method, list of equipment used to transport food and equipment that will be available for use at the feeding site, if applicable
- Approval letter from Texas Department of Agriculture
- Approval letter from property owner/management for each proposed feeding site identifying the days and times of service at each location
- Current Food Manager Certificate or Food Handlers' Certificate
- Valid Texas Driver's license or other government issued ID

Online application for organization registration and site permits are found at www.ArlingtonPermits.com

Operation

All SFSP vendors must meet all applicable requirements of the Texas Food Establishment Rules and the City of Arlington Health Code including:

1. All food must be transported in approved insulated units (electrical heat, mechanical refrigeration or cambros) to maintain required temperatures for potentially hazardous food.

2. All potentially hazardous food must always be maintained at the proper temperature. Cold foods must be maintained at 41°F or below; hot foods must be maintained at 135°F or above
3. Food containers and all serving articles must be stored and dispensed in a manner to prevent contamination.
4. Food may not be sold. Food must be consumed at the feeding site. Food may only be distributed to adults in accordance with Texas Department of Agriculture meal reimbursement requirements.
5. Distribution of the food must be conducted by the SFSP staff. SFSP staff must keep their original Food Handler's Certificate on site during food service times. Food may not be dropped off or left unattended at the feeding site.
6. When utilizing equipment, such as refrigerators, at the feeding site, it is the responsibility of the SFSP staff to ensure that the equipment is in good working condition. Refrigerators must have a working thermometer inside so staff can verify safe food storage temperature (41°F or below) daily.

Permit Requirement

It is a violation of the City of Arlington Health Ordinance to operate a SFSP without a current permit for that feeding site. A permit will be issued upon:

- Approval of the organization registration and permit application
- Payment of organization registration (\$50) and permit fee (\$50 per feeding site)

Inspection(s) will be made at each feeding site during the permitted period to ensure that minimum food safety requirements are being maintained.

**Please contact the Planning and Development Services Department for additional information:
Health Services
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(817) 459-6656**