

Evergreen Child Care Food Program

3850 Wilshire Blvd. Suite 210 Los Angeles, CA 90010

Tel. 213-380-3850/5345 Fax. 213-380-9050

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Grab & Go Registration

Please e-mail this form for approval. Upon approval from our agency, ensure to mail it to our office. Thank you!

I, _____ (name of daycare provider) will be offering Grab & Go meal(s) to the children registered in my daycare.

Start date of Grab & Go Meals: _____

Meal type/s (check all that apply) and time frame:

****Children may be claimed daily for a maximum of 2 major meals and 1 snack OR 2 snacks and 1 major meal***

Breakfast Time: _____

AM Snack Time: _____

Lunch Time: _____

PM Snack Time: _____

Dinner Time: _____

To ensure program integrity and accountability, the daycare home provider must implement the following:

- Meals must be reported onto the Grab & Go attendance sheet after it has been distributed to each child, to ensure duplicate meals are not issued to any child. To generate the weekly attendance sheet on KidKare click on the following: **Reports->Select category->Worksheet->Select Report->Weekly Attendance Worksheet->Select day-> April 1 (select the first day of the week you choose)-> Run**

Please write GRAB & GO MEALS on the top of each page. This form will be intended to keep record of the Grab & Go meals only. Be advised that providers still need to log in their daily records (menus & meal attendance) on KidKare to get reimbursed.

- All parents and guardians of enrolled daycare children will be notified of the daily meal distribution schedule by e-mail or telephone, along with the Grab & Go menus at least one day in advance.
- Daycare child may be present during the pick-up of the meal. In the event that the daycare child is not present during the grab & go pick up, parent must provide proof that they are the parent/guardian of daycare child through:

Proof of identification (ID)

OR

Provider/staff may also validate that they are the parent/guardian with use of their own professional knowledge.

- All Grab & Go Meals will be prepared on site and will contain all required meal components, abiding with the CACFP Meal Pattern Requirements. Any children with special needs/diet must have a medical statement on file; meals will be accommodated based on the medical statement.

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**This form is due at the end of the month along with the Grab & Go Weekly Attendance Worksheet.
Please e-mail this form to our agency.**

Grab & Go Meals for the Month of

(Month)

I, _____ (provider name) certify that only the parent or legal guardian of each child listed on the weekly attendance sheet(s) are authorized to pick up the meal(s) under the Grab & Go meal service method.

Provider Signature: _____ Date: _____

Grab & Go attendance sheet(s) for the current month must be forwarded to Evergreen by no later than 10th of the following claim month (i.e. April Grab & Go attendance sheet(s) are due by no later than May 10).

Instructions of retrieving Weekly Attendance Worksheet:

To generate the weekly attendance sheet on KidKare click on the following: **Reports->Select category->Worksheet->Select Report->Weekly Attendance Worksheet->Select day-> April 1** (select the first day of the week you choose)-> **Run**

Ensure to have a separate weekly attendance sheet for those children who are receiving Grab & Go meals **only**.

Below, is an example of the retrievable weekly attendance worksheet from KidKare

The screenshot shows a grid titled "Weekly Attendance Worksheet". The top row contains the header "0801 Provider List" followed by "Child Name" and "April 1, 2014". The grid columns represent days of the week: S (Sun), M (Mon), T (Tue), W (Wed), T (Thu), F (Fri), S (Sat). The rows list children's names and their corresponding dates. A large red arrow points to the top header area of the grid.

Child Name	0801 Provider List	April 1, 2014	S	M	T	W	T	F	S
Arden, Dawn	0241	02-20-2014							
Brown, Dawn	0221	02-20-2014							
Clark, Liane	0219	02-20-2014							
Conrad, Kelly	0219	02-20-2014							
Diaz, Joseph	0219	02-20-2014							
Goodman, Chak	0219	02-20-2014							
Green, Lisa	0219	02-20-2014							
Hugh, Brandon	0219	02-20-2014							
Irby, Brian	0219	02-20-2014							
Lynn, Stephanie	0219	02-20-2014							
Smith, Brian	0219	02-20-2014							
Watts, Kim	0219	02-20-2014							
Yee, Kim	0219	02-20-2014							

Make sure to Write **Grab & Go Meals** on the top.