

Evergreen Child Care Food Program

3850 Wilshire Blvd. Suite 210 Los Angeles, CA 90010

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

E-mail: joinecci@gmail.com

September 2020 Newsletter

CALENDAR OF EVENTS

09/01/2020 – Mandatory Annual Workshop will be available in our website.

09/01/2020 – **First week of September:** Instructions for the 2020-2021 Enrollment Renewal Reports were e-mailed to all providers (Via KidKare for online providers and regular e-mail for providers claiming on scannable forms).

09/07/2020 – Labor Day: Meals on this holiday are not subject for reimbursement.

09/09/2020 – Disbursement of July 2020 Meal Claim Reimbursement.

09/25/2020 – Last day to submit the 2020-2021 Enrollment Renewal Report and the Annual Training Answer Sheet.

THE MANDATORY ANNUAL TRAINING IS NOW AVAILABLE ONLINE (REQUIRED FOR ALL PROVIDERS):

It's that time of the year again. The annual MANDATORY workshop is here. The training is available in our website under the **Annual Training Tab**. <http://www.evergreencacfp.org/training>

This year there will not be a video, providers will be reading the published training material and need to answer the 20 questions that are listed throughout the reading material. Providers must answer the questions in the provided answer sheet (please print the answer sheet before beginning to read the training material). The answer sheet will also be available under the Annual Training Tab, titled as Answer Sheet.

Please be advised, the answer sheets are due by no later than

Friday, September 25, 2020

Providers must answer all the answers correct in order to receive credit for this year's workshop. Failure to complete the annual training is grounds for Serious Deficiency.

2020-2021 ENROLLMENT RENEWALS :

Providers are required to renew each child's application every year in September, through the Enrollment Renewal Report (Report name: **Enrollment Renewal Report 10/01/2020-09/30/2021**). The report will include information of each child enrolled in your daycare and requires the signature of each parent/guardian in order for us to renew your daycare children's enrollment as of October 1st, 2020.

All providers are required to PRINT their Enrollment Renewal

Enrollment Renewal Reports need to be submitted to our agency by no later than:

Friday, September 25, 2020

Providers Claiming Online: To access and print your Enrollment Renewal login to your KidKare account and do the following:

- On the side tool bar click on REPORTS
- On the 1st drop down menu click on WORKSHEET
- On the 2nd drop down menu click on ENROLLMENT RENEWAL WORKSHEET
- On the 3rd window, you MUST select **OCTOBER 2020**
- Click on RUN to generate your report (the report generates in the bottom left corner of your screen)
- Print and complete ALL the pages

Providers Claiming on Scannable Forms: Evergreen e-mailed the Enrollment Renewal Reports and further instructions to providers claiming manually in the first week of September (please check your e-mails).

MEAL BENEFIT FORMS: Meal Benefit Forms are now **past due**, but you may still submit it if you missed the due date. Meal Benefit Forms are not applicable to everyone, only for providers who:

- Want to claim and/or continue to claim **their own children** (biological/adopted)
- Want to claim their foster child(ren), who live in the provider's residence
- Are in Tier 2, applying for Tier 1 rates

For those providers who fall in the categories listed above, the Meal Benefit Form needs to be updated yearly in the month of August. The Meal Benefit Form has been uploaded to our website under the forms tab (Titled- **Meal Benefit Form (Day Care Homes)**)

<http://www.evergreencacfp.org/uploads/1583434914revised-dch-06-meal-benefit-form-for-providers.pdf>

FOSTER CHILDREN: Require their own Meal Benefit Form. Therefore, please submit one Meal Benefit Form per foster child. Also, provider's household income (Part 3) is **not required** to be completed when applying for eligibility for foster children.

Any providers who wish to apply/reapply for eligibility must submit the completed Meal Benefit Form as soon as possible.

URGENT REMINDER FOR PROVIDERS WITH SCHOOL AGE CHILDREN:

Please make sure to report that the school age children are not attending school (physically). We understand that currently majority of children are attending school virtually. However, the software system that we use to process the meal claims will not credit the school age children's AM Snack or Lunch meals, unless you report that they did not go to school. In the past few months we have been adjusting those meals that were disallowed due to the lack of reporting that the children did not attend school. Please be advised that as of **September 2020** our agency **will not** adjust those errors if the provider forgets to do so.

- If you are claiming on scannable forms please write it on the CIF (Claim information Form)
- If you claim online, please log in the school out days on the Child Calendar. Here is the link on how to report the school out days:
https://youtu.be/hLcA_QaeEVs

Happy Birthday *Evergreen Providers!*

Senik Avetisyan

Brenda Broome

Gail Clark

Randi Colar

Guia Jean De Luna

Susan Garcia

Shlomit Hayun

Brandon Hollins

Cheryl Howard

Farzaneh Javadi

RosaLara

Johana Legazpi

Ana Maria Lopez

Lateefah Minafee

Maria Olid

Valerie Rendon

Mirian Taura

Cleo Thomas

Patricia Thompkins

Sophia Tourneh

Hye Ran Yun

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.



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