

Evergreen Child Care Food Program

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Happy Thanksgiving November 2020 Newsletter

CALENDAR OF EVENTS

11/04/2020 – September 2020 Reimbursement Disbursement.

11/11/2020- ECCI office will be closed in observance of Veterans Day (Meals are not subject for reimbursement on this holiday).

11/26 & 27/2020– ECCI office will be closed in observance of Thanksgiving Day (Meals for Friday, November 27 are eligible for reimbursement).

REIMBURSEMENT REMINDER

The September 2020 Federal reimbursement was disbursed if your claim was submitted on time.

Manual Claiming Providers: All November claim forms must be submitted by no later than December 5, 2020. If documents are submitted anytime later, meal claims will be considered a late (adjustment) claim.



FaceTime



WhatsApp

Monitoring Visits During COVID-19

This is an urgent reminder regarding Evergreen Child Care, Inc. (ECCI) current method of conducting monitoring visits to our daycare homes and centers during the global pandemic.

How are monitoring visits conducted?

ECCI is conducting announced and unannounced desk audits (remote monitoring visits) to active providers. Once the provider is contacted, ECCI staff will ask the provider if they are able to conduct the desk audit virtually via Facetime, Zoom or WhatsApp. Should the provider be unable to have a virtual desk audit, then the desk audit will be conducted via telephone call.

Staff will be taking attendance of the children present, ensuring that the provider is in compliance with the record keeping and record retention requirements. Please have your copies of the 2020-2021 Enrollment Renewal Report and child enrollment forms for children that started after September 1, 2020 readily available. The visits can be conducted faster if the provider has the required documentation, including food labels, readily available and can show them to our staff virtually. If the provider cannot do a virtual desk audit, ECCI staff will request images of the documents to be sent via text message to them that same day.

After the desk audit is complete, ECCI will inform and email the provider our **Desk Audit Confirmation Form** which requires the provider's signature and confirms when the desk audit was completed. The completed Desk Audit Confirmation Form needs to be submitted to our staff within 24 hours. Provider's may text or e-mail a scanned image or picture of the completed form.

Will ECCI be contacting me during a meal service time?

Given the current circumstances, and until further notice from the USDA, our visits will not be conducted during a meal service.

Monitoring Staff Phone Numbers

It is of urgent matter that you answer our calls, since we are still mandated to conduct visits to active providers. If unable to conduct the monitoring visit within a reasonable time (2 days), ECCI cannot provide reimbursement for the date last contacted. Our staff for the most part are working remotely and therefore might not be calling providers from our office telephone line. Therefore, please save the following staff phone numbers for *visitation purposes only*.

(213) 925-3378

(909) 247-5652

Make sure to call our office line for any other matters at (213) 380-3850. Thank you for your cooperation. *Stay Safe!*

2020 ADMINISTRATIVE REVIEW (AUDIT): As you may already know, the California Department of Education (CDE) oversees the operation of our program and they assess our program every two years for program compliance purposes. As part of their assessment this year, they will be selecting a group of our daycare home providers for monitoring visits. Please be advised that the CDE will be conducting monitoring visits via desk audit (virtually) for everyone's safety.

Please make sure to have your copies of the children's enrollment applications and your most recent enrollment renewal report (2020-2021).

Thank you in advance for your cooperation!

NO MORE SCANNABLE FORMS AS OF APRIL 2021: Please be advised that as of April 2021 all of our daycare home providers will be required to claim online. Please stay tuned for further information in our upcoming newsletters. Training dates and more information will be announced shortly.

2020 ANNUAL WORKSHOP RESULTS: Evergreen Child Care Inc. (ECCI) would like to thank those providers who have completed the annual workshop. The results of the annual workshop were posted in our website under the "annual training" tab on **Wednesday, October 28, 2020**. Once you click on annual training tab, click on the icon titled GRADES. If you did not receive "20/20" on your test, please email us the correct answer(s) by **December 4, 2020**. Our e-mail address is **joinecci@gmail.com**

Happy Birthday *Evergreen Providers!*

Nune Balasanyan

Patricia Castillo

Cristian Corona

Margarita Cruz

Carla Elliott

Oralia Estrada

Crystal Gabourel

Blanca Garcia

Ana Gutierrez-Dubose

Luzmila Severa Huete

Shelley Hughes

Soon Goo Jae

San Juana Juarez

Lucine Keseyan

Bok Rye Lee

Maria Lopez De Jarrin

RosaMaurtua de Duenas

Darlene Morales

Arsen Muradyan

Myung Park

Carmen Picolomini

Linda Quezada

Leslie Rojas

Adriana Ruiz

Cecilia Santana

Effat Tabae

Maria Trujillo

Grigoriy Tsinman

Darlene Wilson

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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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