



# EVERGREEN CHILD CARE, INC.

2021 CACFP Provider Annual Training



Child & Adult Care Food Program



## Please print answer sheet before continuing

Providers need to answer the 20 multiple choice questions that are available throughout this training material. The answer sheet is available in our website under the **Annual Training tab**. Please circle your answers on the sheet and submit it to our agency by no later than Friday, **September 24<sup>th</sup>, 2021**.

In order to receive credit and certificate, providers must score at least 18 out of 20.

We need your original signature on the answer sheet. Please **do not** fax or e-mail your answer sheet.

*Thank you!*

# OVERVIEW

- New CACFP Administration & National CACFP Waivers
- Civil Rights
- Enrollments
- Enrollment Renewal (2021-2022)
- Record Retention
- Daily Record Keeping Requirement
- Meal Service Schedule
- Daycare License Renewal Fee
- Meal Pattern Requirements
- Claim Submission and Reimbursement
- Monitoring Visits
- Women Infant and Children Program (WIC)
- Newsletters



## **Important Notice:** California's Child and Adult Care Food Program Moved to California's Department of Social Services

The Early Childhood Development Act of 2020 (Senate Bill (SB) 98, Chapter 24, Statutes of 2020) authorized the transfer of child care and development programs administered by the California Department of Education to the California Department of Social Services (CDSS) effective July 1, 2021.

# Extended USDA Nationwide Waivers

In response to the continuing global pandemic, the USDA has extended their waivers. The following waivers are valid through the end of 2021, with the possibility of being extended OR canceled if the Public Health Emergency is lifted before the end of the year.

**Non-Congregate Feeding Waiver in the Child Nutrition Programs-** This waiver enables programs to facilitate **grab-and-go** or delivery options.

**Meal Service Time Flexibility Waiver in the NSLP, SBP, and CACFP-** This waiver also enables programs to facilitate grab-and-go or delivery options. Providers don't need to have a 2hr spacing between meals and may select the times that better serves their current circumstances.

**Allow Parents and Guardians to Pick-up Meals for Children Waiver-** This waiver enables centers and family child care programs to prepare food for families to take home.

**Monitoring Visitations-** Sponsors are not required to conduct monitoring visitations in person, for the safety of both parties. Visitations may be conducted virtually or over the phone.

# CIVIL RIGHTS

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The civil rights regulation is a regulation that was established since 1964 under the Title VI of the Civil Rights Act with the purpose to ensure no recipient of federal financial assistance shall discriminate on the basis of race, color, or national origin as it pertains to participation in programs, activities, or services.

All active providers participating in the CACFP are required to comply with the civil rights regulation by doing the following:

- Informing the parents or legal guardians regarding your current participation in the CACFP and the program availability to ***ALL day care children in your care. This includes children during day care trial period and drop-in children.***
- Obtain a completed enrollment for all day care children (**Including children during day care “trial” period and drop-in children**) on the first day of care or prior to the enrollment date.



**PLEASE REMEMBER:**

The only way for providers to be able to prove that the nutrition program has been introduced to the parent or legal guardian is by obtaining a completed enrollment application **prior or on the first day in care.**

It is imperative to understand that **ONLY** the parent or legal guardian can decide their children's participation in the CACFP.

**EVERGREEN HIGHLY RECOMMENDS TO DO THE FOLLOWING:**

- Include the food program enrollment application along with the registration forms to ensure it was introduced prior to enrollment date.
- Have the parent complete the enrollment before or on the child's first day in care (when the child gets dropped off).
- Before the enrollment is submitted to Evergreen, please ensure the enrollment is completed with the parent's or legal guardian's signature and date.

**The enrollment form's signature date will be the child's official enrollment date to the nutrition program.**

*Any incomplete enrollment application will not be processed and meals claimed for that particular child will not be subject for reimbursement until ECCI receives the completed enrollment on file.*



## Collection and Use of Data

Evergreen is required to collect and report racial and ethnic data annually.

Data may be collected on the participant's enrollment form, meal benefit form, or through other means.

**UPDATE (2021)** - The U.S. Department of Agriculture (USDA) issued guidance that visual observation and identification is no longer an allowable practice in obtaining race and ethnicity data from Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) participants.

The USDA received reports that program participants do not want to have their race or ethnicity determined for them. Moreover, a third party's observation of an individual's appearance is not a reliable means to capture how a participant self-identifies their own racial or ethnic identity. The USDA acknowledges the challenges this may cause in the collection of demographic data. **The preferred method remains to be self-identification and self-reporting.**

***Evergreen will greatly appreciate your participation with this matter.***

## Requirements for Language Assistance

Evergreen is required to take reasonable steps to assure meaningful access to program information and services for people with Limited English Proficiency (LEP). People with LEP do not speak English as their primary language and have a limited ability to read, speak, write, or understand English.

## Americans with Disabilities Act Accessibility

A qualified person with a disability may not be excluded from the program, or subjected to discrimination. Evergreen and its providers may not restrict access for participants with disabilities to programs, services, and activities because of architectural or equipment barriers, or the need for related aids and services and auxiliary aids. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Title II are based upon the premise that participants with disabilities will be integrated with their nondisabled peers as much as possible.

Daycare facilities shall operate their program or activity so that when each part is viewed in its entirety, it is readily accessible to disabled persons. If parts of the daycare facility are not accessible, the daycare must offer comparable access to a person with a disability. Every part of a facility must be accessible to and usable by persons with disabilities.

## Requirements for Reasonable Accommodation of Persons with Disabilities

Day care homes are required to accommodate the special dietary needs of participants with disabilities.

*An individual with a disability is defined as any person who has physical or mental impairment that substantially limits one or more major life activities or is regarded as having such an impairment. Major life activities include caring for one's self, eating performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.*

## Assessing Requests for Substitutions and other Modifications

Day care home provider's (DCHP's) may consider expense and efficiency in choosing an appropriate approach to accommodate a participant's disability. DCHP's are not required to provide the specific substitution or other modification requested, but must offer a reasonable modification that effectively accommodates the participant's disability and provides equal opportunity to participate in or benefit from the program. DCHP's are not required to provide a specific brand name food item identified on the signed, written medical statement. Instead, DCHP's must offer the appropriate food substitution which does not contain the allergen that adversely affects the participant. DCHP's should consider the age, maturity, mental capacity, and physical ability of the participant when determining what is appropriate during the decision-making process. For instance, younger children may need more assistance with selecting and eating their meals, while older children and participating adults may be able to take more responsibility for some of their dietary decision.

Additionally, DCHP's are not required to provide modifications that would fundamentally alter the nature of the program. The CACFP and the SFSP may be operated by small agencies that are limited in staff and resources; therefore, modifications that would make the continued operation of the CACFP or the SFSP unfeasible are not required. For example, providing an expensive medical infant formula to accommodate an infant's disability may be a financial burden for a day care home (DCH) with one staff member. In this example, the DCH is not required to provide the requested formula.

When DCHP's are faced with an expensive request, they should first consider working with the participant and the participant's parents or guardians to offer a reasonable modification that effectively accommodates the participant's disability and provides equal opportunity to participate in or benefit from the CACFP or the SFSP. DCHP's that are concerned that providing a modification would fundamentally alter the nature of the CACFP or the SFSP should contact the CDSS for further assistance.

## Meal Modifications for Participants with Disabilities

### Requirements

Obtain a signed medical statement when food and beverage substitutions are requested by parents or guardians and do not meet the meal pattern requirements. The medical statement must be signed by a physician, physician's assistant, or nurse practitioner and must include a description of the participant's physical or mental impairment. The description must be sufficient for a program operator to understand how it restricts the participant's diet and include an explanation of what is required to accommodate the disability.

Daycare provider should not delay meal modifications while waiting for the parent or guardian to submit a medical statement. Daycare provider can claim meals with dietary modifications that do not meet the meal pattern requirements without a signed medical statement provided that they:

- Maintain documentation of the initial conversation with the family where they first learned of the need for an accommodation and requested a signed written medical statement from a state licensed physician, physician's assistant, or nurse practitioner;
- Document all follow up with the parent or guardian if the daycare provider does not receive the requested medical statement;
- Continue to follow up with the parent or guardian until a medical statement is obtained or the request is withdrawn; and,
- Provide at least one required food component when meal modifications are made for participants with a disability. Parents or guardians may supply one or more creditable food component of a reimbursable meal when there is a disability.

Link to Form: <http://www.evergreencacfp.org/uploads/1567710980cnp-925-medical-statement.pdf>

Daycare provider should use this updated form when a new medical statement is requested. The current form defines disability without requiring the disability to be disclosed. The form must include a description of the participant's physical or mental impairment that is sufficient to allow the daycare provider to understand how it restricts the participant's diet, and an explanation of what is required to accommodate the disability.

**Note:** A medical statement does not need to be updated unless there is a change in the dietary restriction.

## Meal Modifications for Participants **Without** a Disability

### Requirements

Document all parent or guardian-supplied (or daycare provider) foods and beverages offered as a meal or snack **modification**. The daycare provider can document these modifications in a document that they already maintain (e.g., infant meal record, menu with serving sizes, enrollment record), on a specific form that the daycare provider develops for this purpose, or using the specific form that the CDE developed for this purpose, listed below. **Accommodating participants without disabilities is encouraged, but not required.**

Link to Form (infants): [http://www.evergreencacfp.org/uploads/1630614655cacfp-12-parent-guardian-form-for-declining-a-providers-infant-formula-and-food\\_9\\_3\\_19.pdf](http://www.evergreencacfp.org/uploads/1630614655cacfp-12-parent-guardian-form-for-declining-a-providers-infant-formula-and-food_9_3_19.pdf)

Link to Form (Older children):

<http://www.evergreencacfp.org/uploads/1630614752cacfp-84-parent-guardian%E2%80%99s-form-for-declining-a-provider%E2%80%99s-food-for-older-children.---copy.pdf>

- Ensure parents or guardians supply **no more than one** reimbursable food component at each meal and snack.
- Ensure all parent or guardian-supplied (or daycare provider-supplied) food and beverages offered as a meal or snack modification are creditable when served as part of a reimbursable meal or snack.
- Obtain a signed written request from a child’s parent or guardian, or a household member of an adult participant, when a request is made for a fluid milk substitution and a medical statement is not on file

Link to form: <http://www.evergreencacfp.org/uploads/1562627667cacfp-49-request-for-fluid-milk-substitution.pdf>

Note: Daycare provider may include a policy that does not allow food to be brought from home unless program participants have a signed written medical statement on file in order to reduce:

- Documentation requirements for food brought from home
- The program operator’s risk for meal disallowances
- Food safety concerns
- Differences between meals that each participant receives

## Complaint Procedures

Evergreen is required to have written procedures for handling civil rights and program complaints.

A civil rights complaint can be a written, verbal, or anonymous statement alleging discrimination based on one or more of the six protected bases in the CACFP: race, color, national origin, sex, age, or disability.

All complaints of discrimination must be forwarded to the USDA national office within 180 days for review. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found on the USDA Filing a Program Discrimination Complaint as a USDA Customer (<https://www.usda.gov/oascr>), and at any USDA office, or write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

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
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Whenever Evergreen receives a complaint, the Civil Rights Coordinator must log the complaint. The complaint log should include (at a minimum) the following:

- Name, address, and telephone number or other means of contacting the person filing the complaint (if not anonymous);
- Specific location and name of the agency;
- Nature of the complaint or action that led to the charges being filed.

***Our agency Director, Young Jin Pak, is also the Civil Rights Coordinator for Evergreen. We ask our providers to report all complaints regarding program and civil right matters to Evergreen before escalating the matter to the next level.***

## Customer Service

Good customer service is an important part of the complaint process. ECCI staff will:

- Treat everyone equally
- Be knowledgeable of rights and responsibilities
- Evaluate any barriers that prevent or deter anyone from receiving benefits, then eliminate those barriers
- Be respectful and patient

## Conflict Resolution

Conflict resolution goes hand-in-hand with good customer service. ECCI staff will provide good customer service to help avoid potential civil rights complaints. When interacting with providers, ECCI staff will:

- Avoid the desire to place blame
- Attempt to improve the situation
- Allow provider to communicate their feelings
- Improve relationships and increase communication
- Avoid repeating the situation



# ENROLLMENTS

# ENROLLMENTS

- Providers can only start claiming meals for children after receiving a completed enrollment form.
- The enrollment form must be signed and dated by the parent/guardian.
- The signature date will be the child's official enrollment date to the nutrition program.

## Please note:

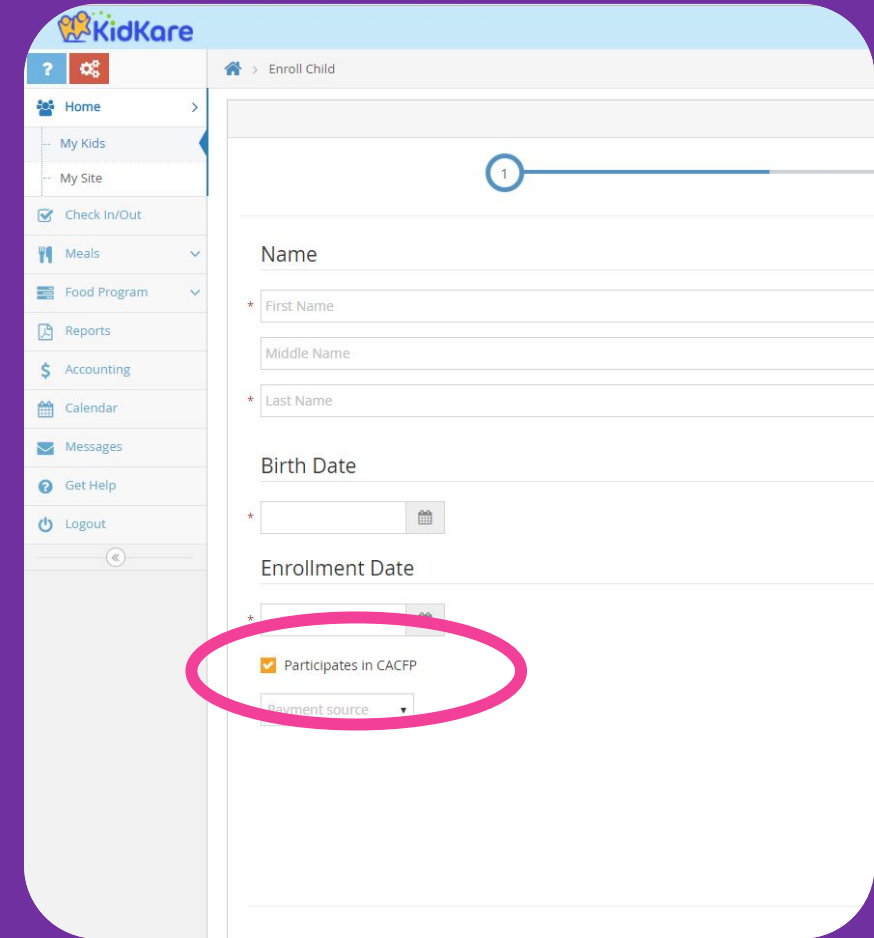
1. All completed enrollment applications must be submitted to Evergreen Child Care, Inc. (ECCI) within **5 calendar days** from the date that the parent and/or legal guardian signed.
2. If enrollments are **not** received within the **5 calendar days**, the child will become eligible as of the date that ECCI receives the enrollment form.
3. All providers must have a completed enrollment for ALL children prior to enrollment date or on the first day in care (when child is dropped off). This includes children during day care "trial" period and drop-in children.
4. Providers must keep a copy.



## What if the parent/guardian declines the nutrition program?

A COMPLETE/SIGNED ENROLLMENT IS STILL NEEDED. When completing the child's enrollment ensure to do the following:

- **Providers claiming online: On the first step of the enrollment application REMOVE THE CHECK MARK** in the Participates in CACFP box.



The screenshot shows the 'Enroll Child' form in the KidKare system. The form includes fields for Name (First Name, Middle Name, Last Name), Birth Date, and Enrollment Date. A checkbox labeled 'Participates in CACFP' is checked and circled in red. Below this checkbox is a 'Payment source' dropdown menu. A progress indicator at the top right shows step 1 of 1.

## **ECCI STRONGLY RECOMMENDS, IF POSSIBLE, ASSIGNING A STAFF TO MANAGE THE CACFP ENROLLMENT APPLICATIONS**

All children in your care must be enrolled, regardless of their participation status (participating or not participating), and the copies of the enrollment applications must be retained at the facility. Please assign a personnel that will:

- Be responsible of completing the enrollment applications for new children before their first day in care.
- Obtaining the parent signatures (+ signature date) and provider signature before the children's first day in care.
- Mailing or personally turning in the enrollments to our agency within **5 days** from the parent signature.
- Making copies of enrollments.

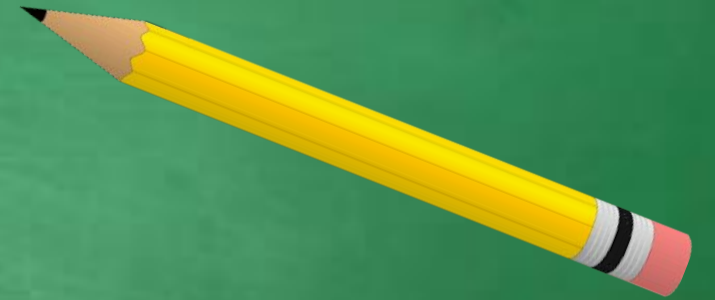
**Enrollment Application Regulation:** Providers are required to offer the food program to all children in care. Regardless of the child's participating status (participating or non-participating). The CACFP enrollment application needs to be completed (with parent/guardian signature and date) prior to the child's first day in care. Copies of enrollments must be kept and made available for CACFP reviewers. Provider must assign a personnel to complete and submit the enrollment application for new enrollees.

Failure to comply with the Enrollment Applications Regulation will result in the following:

- **1st offense:** Provider will be retrained on site by ECCI staff and the child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.
- **2nd offense:** Provider will have to submit a Corrective Action Plan and a follow-up visitation will be conducted. The child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.
- **3rd offense:** Provider will be issued a Serious Deficiency Letter and a follow-up visitation will be conducted. The child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.

**Question # 1:** When should the provider obtain a completed food program enrollment/declining form for children attending the daycare?

- A) A week after their trial period
- B) On the 1<sup>st</sup> day of care or prior
- C) Never, since parents are providing the food
- D) None of the above



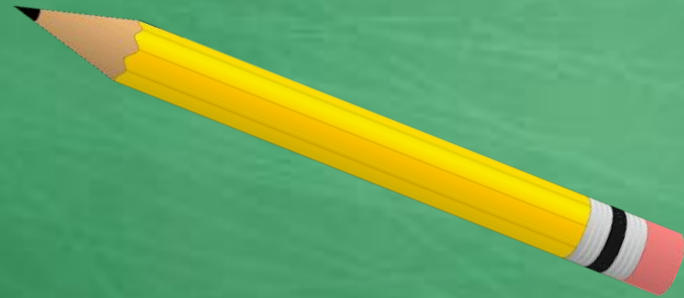
**Question # 2:** How many days does a provider have to submit a completed enrollment/declining form?

A) 1 day

B) 3 days

C) 15 days

D) 5 days



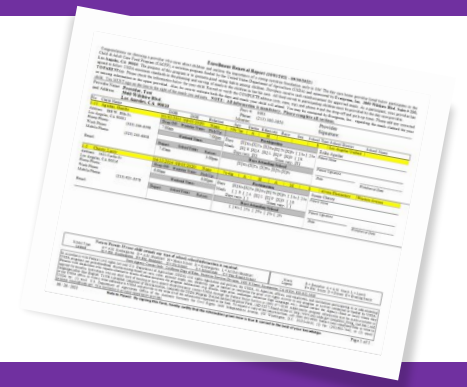
# ENROLLMENT RENEWAL

## 2021-2022



*YOU NEED TO PRINT YOUR RENEWAL!*

# ENROLLMENT RENEWAL 2021-2022



ALL active providers must renew each child's enrollment for the new fiscal year in the month of **September**. All active children's enrollments expire on the last day of September of every year.

The 2021-2022 Enrollment Renewal Report contains all of your current daycare children's enrollment information. **The children's parents/ guardians must provide their signature to renew their child's enrollment in the nutrition program.** In order to renew the child's enrollment for the new fiscal year, ECCI must have the provider's completed enrollment renewal report on file.

**ALL DAYCARE HOME PROVIDER'S NEED TO PRINT THEIR OWN ENROLLMENT RENEWAL REPORTS (SEE NEXT TWO SLIDES)**

Enrollment Renewal Reports are due by

**Friday, September 24, 2021**

Please **mail** in your enrollment renewal reports, as we need to have the original signatures (E-mailed or faxed copies will not be accepted)

## URGENT TO DO BEFORE

**PRINTING:** Before printing your report, make sure all the children's addresses and parent names are available on KidKare. If you were on scannable forms earlier this year, you will need to edit the contact information in the children's files. Log in to your KidKare account, go to My Children under the Home button, select the child and click the green EDIT button under the CONTACT section to register the child's address and parent names (if not already available).

The screenshot displays the KidKare web interface for a child named Giselle Aguilar. The interface is divided into several sections:

- Child Details:** Contains fields for Name (Giselle Aguilar), DOB (01/02/2011), Enrollment date (08/05/2020), Participates in CACFP (Y), Race, Ethnicity (Hispanic or Latino), Gender, Relation to provider (Not Related / Day Care Child), Is child of migrant worker (N), and Special needs (N).
- Contact:** Contains fields for Name (Erika Aguilar), Phone (Home - (323) 246-6598, Mobile - (323) 243-6958), Email, and Address (888 W. 80th St., Los Angeles, CA, 90001). A green 'Edit' button with a pencil icon is circled in red.
- Attendance Details:** Shows Meals: Breakfast, AM Snack, Lunch, PM Snack, Dinner.

The top navigation bar includes the KidKare logo, a 'Provider FP' button, a notification bell, and a dropdown menu for 'Test Provider (422000001)'. The left sidebar contains various icons for navigation, including Home, Messages, Settings, and a 'Withdraw' button.

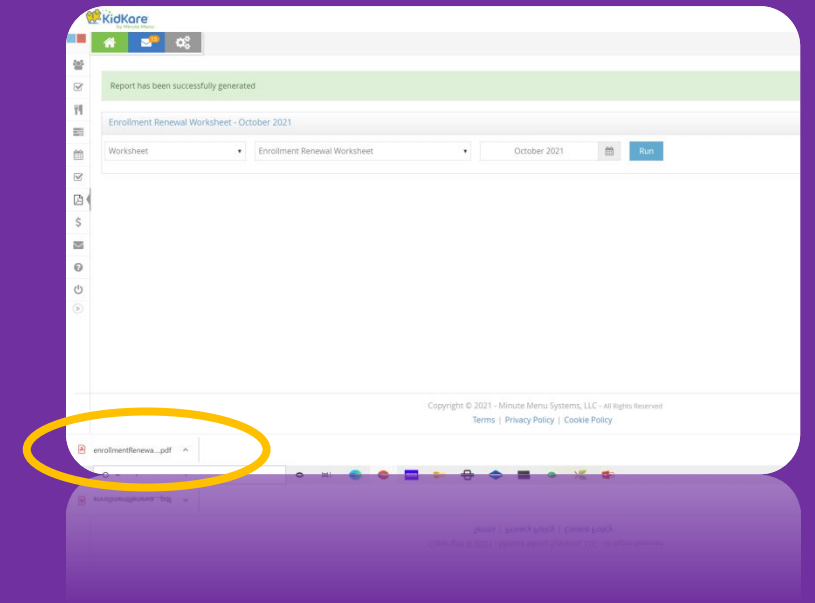


# HOW TO ACCESS & PRINT YOUR ENROLLMENT RENEWAL REPORT

Must click  
on **OCTOBER**  
2021

To access and print your Enrollment Renewal Report login to your KidKare account and do the following:

- On the side tool bar click on **REPORTS**
- On the 1<sup>st</sup> drop down menu click on **WORKSHEET**
- On the 2<sup>nd</sup> drop down menu click on **ENROLLMENT RENEWAL WORKSHEET**
- On the 3<sup>rd</sup> window, you **MUST** select **OCTOBER 2021**
- Click on **RUN** to generate your report (the report generates in the bottom left corner of your screen)
- Print and complete ALL the pages



Enrollment Renewal Worksheet - October 2021

Worksheet

Enrollment Renewal Worksheet

October 2021

Run



**Enrollment Renewal Report (10/01/2021 - 09/30/2022)**

Congratulations on choosing a provider who cares about children and realizes the importance of a strong nutrition foundation early in life! The day care home provider listed below participates in the Child & Adult Care Food Program (CACFP), a nutrition program funded by the United States Department of Agriculture (USDA) and sponsored by Evergreen, Inc. 3800 Wilshire Blvd, Suite # 210, Los Angeles, CA 90010. The purpose of this program is to promote good eating habits among children. Providers receive cash reimbursement for approved meals. As a participant, your provider has agreed to follow USDA minimum standards in the planning and serving of meals to the children in her/his care. All food served to participating children must be provided by the day care provider.

**TO PARENT (s):** Please check the information below for your child. Record or verify the COMPLETE address (city, state, zip), and phone # and the drop-off and pick-up times. Please add any corrected or missing information in the space provided. Also, be sure to indicate both the days and meals your child will attend. You may be contacted by Evergreen, Inc. regarding the meal claimed for your child. You **MUST** sign on the line to the right of the meals you indicate. **NOTE: All information is mandatory. Please complete all sections.**

Provider Name: **Provider, Test**      Payer #: 0001      Provider: \_\_\_\_\_  
 and Address: **3960 Wilshire Blvd.**      Phone: (313) 380-3850      Monitor: \_\_\_\_\_      Signature: \_\_\_\_\_  
 Los Angeles, CA 90010

No	Child Name	DOB	DOE	Relation	Age	Status	Ethnicity	Race	Sex	School Type	School District	School Name
1.1	Agular, Erika	01/22/2011	08/25/2020	None	10y7m	A	E					Los Angeles Unified
Address: 888 W. 80th St.		Drop Off: 7:00am		Weekday Times: 7:00pm		Pick Up: Days		Participation: [X]M[X]Tu [X]W[X]Th [X]Fr [ ]Sa [ ]Su		Favor Name: Erika Agular		
Home Phone: (323) 246-6598		Weekend Times:		Meals: [X]B [X]A [X]L [X]P [X]D [ ]E		Days vary: [X]		Times vary: [X]		Favor Signature: _____		
Work Phone: (323) 243-6958		Depart: 7:45am		School Times: 3:00pm		Return: Days Attending School:		[X]M[X]Tu [X]W[X]Th [X]Fr [ ]Sa [ ]Su		Date: _____		Withdrawal Date: _____
Email:		Days Attending School:		[X]M[X]Tu [X]W[X]Th [X]Fr [ ]Sa [ ]Su		Date: _____		Withdrawal Date: _____				
1.5	Cherry, Lacey	04/13/2014	08/25/2020	None	7y4m	A	H	A	M	F		Alhambra Elementary
Address: 3421 Carlin St		Drop Off: 6:00am		Weekday Times: 6:00pm		Pick Up: Days		Participation: [X]M[X]Tu [X]W[X]Th [X]Fr [ ]Sa [ ]Su		Favor Name: Susan Cherry		
Home Phone: (213) 925-9378		Weekend Times:		Meals: [ ]B [ ]A [X]L [X]P [X]D [ ]E		Days vary: [ ]		Times vary: [ ]		Favor Signature: _____		
Work Phone:		Depart: [ ]		School Times:		Return: Days Attending School:		[ ]Sa [ ]Su [ ]Tu [ ]W [ ]Th [ ]Fr [ ]Sa [ ]Su		Date: _____		Withdrawal Date: _____
Email:		Days Attending School:		[ ]Sa [ ]Su [ ]Tu [ ]W [ ]Th [ ]Fr [ ]Sa [ ]Su		Date: _____		Withdrawal Date: _____				

**Note to Parent: If your child attends any type of school, school information is required.**  
 School Type: A = A.M. Kindergarten D = A.M. Headstart H = Home School K = Kindergarten L = All Day Headstart M = M. Kindergarten P = P.M. Headstart R = No School S = School Age T = Two Round Schools  
 Main Agency Contact Info: California Dept of Ed., Nutrition Services Division, 1400 N Street, Sacramento, CA 95814, 800-922-3400

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or marital or marital status in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they apply for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-302) found online at [http://www.asc.usda.gov/complaint\\_filing\\_cust.html](http://www.asc.usda.gov/complaint_filing_cust.html) and send it to USDA office or write a letter addressed to USDA and provide the same item of information requested in the form. To request a copy of this complaint form, call (800) 853-9119. Indicate your complaint form or name to USDA by (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)895-7442, or (3) email: [usda.nondisc@aphis.usda.gov](mailto:usda.nondisc@aphis.usda.gov). This information is for equal opportunity provider.

**Note to Parent: By signing this form, hereby certify that the information given here is true & correct to the best of your knowledge.**

Page 1 of 1

# ATTENTION ALL PROVIDERS

**Provider's** must sign ALL pages in order to renew the day care children listed on the page. Incomplete Enrollment Renewal Forms will be mailed back.

**Parent's/Legal Guardian's** must :

- Print their name (if not already printed)
- Provide their signature
- Write the signature DATE (must be signed in the month of September of 2021).

**Enrollment Renewal Report (10/01/2021 - 09/30/2022)**

Congratulations on choosing a provider who cares about children and realizes the importance of a strong nutrition foundation early in life! The day care home provider listed below participates in the Child & Adult Care Food Program (CACFP), a nutrition program funded by the United States Department of Agriculture (USDA) and sponsored by Evergreen, Inc. 3850 Wilshire Blvd. Suite 1000, Los Angeles, CA 90010. The purpose of this program is to promote good eating habits among children. Providers receive cash reimbursement for approved meals. As a participant, you have agreed to follow USDA minimum standards in the planning and serving of meals to the children in her/his care. All food served to participating children must be provided by the day care home provider. **TO PARENT(S):** Please check the information below for your child. Record or verify the COMPLETE address (city, state, zip), and phone # and the drop-off and pick-up times. Please provide any missing information in the space provided. Also, be sure to indicate both the days and meals your child will attend. You may be contacted by Evergreen, Inc. regarding the meals for your child. You MUST sign on the line to the right of the meals you indicate. **NOTE: All information is mandatory. Please complete all sections.**

Provider Name: **Provider, Test** Prov #: 0001  
 and Address: **3960 Wilshire Blvd. Los Angeles, CA 90010** Phone: (213) 380-3850  
 Monitor: \_\_\_\_\_ Provider Signature: \_\_\_\_\_

No	Child Name	DOB	DOE	Relation	Age	Status	Ethnicity	Race	Sex	School Type	Days Attending School	Meals	Drop Off	Pick Up	Participation	Parent Name	Parent Signature	Date	Withdrawal Date
1-11	Alvin	01/02/2011	08/05/2020	None	10y 7m	A	H		M	S	[X]Mo [X]Tu [X]We [X]Th [X]Fr [ ]Sa [ ]Su	[X]B [X]A [X]L [X]P [X]D [ ]E	7:00am	7:00pm	Days vary: [X] Times vary: [X]	Erika Aguilar	_____	_____	_____
1-3	Alvin	04/13/2014	08/05/2020	None	7y 4m	A	H	A	M	S	[X]Mo [X]Tu [X]We [X]Th [X]Fr [ ]Sa [ ]Su	[ ]B [ ]A [X]L [X]P [X]D [ ]E	6:00am	3:00pm	Days vary: [ ] Times vary: [ ]	Susan Cherry	_____	_____	_____

Is any type of school, school info: Headstart H = Home School K = Kindergarten N = No School S = School  
 Contact Info: California Dept of Educ, N...  
 USDA by: (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. This institution is an equal opportunity provider.

08 / 26 / 2021 **Note to Parent: By signing this form, hereby certify that the information given here is true & correct to the best of your knowledge.** Page 1 of 1

Make sure the child's address and phone numbers are available

If child is now attending school in person, write in the school depart and school return time.

If child is no longer in your care or will not be participating as of October 1, 2021, parent signature is not needed. Simply write the child's withdraw date in the designated area (Withdraw Date)

If you need to make a change on the report please do so with a **RED** pen. The change will be effective as of October 1<sup>st</sup>.

The most current Enrollment Renewal Report needs to be readily available for ECCI, California Department of Social Services, and CACFP representatives to review at all times.

### IMPORTANT POINTS:

- If not submitted by the due date, ECCI will withdraw the children as of October 1, 2021.
- Children enrolled **for the first time** in your daycare in the month of September **do not** necessarily need to appear on the enrollment renewal report.
- Ensure to mail in ALL the pages . The bottom left corner tells you how many pages your report contains.
- As part of the Record Retention Requirement, providers are required to **KEEP A COPY** of the Enrollment Renewals.

The image shows a 'Child Enrollment Renewal Report' form, tilted at an angle. The form is titled 'Child Enrollment Renewal Report (09/2020) (09/2021)'. It contains various fields for provider information, child information, and enrollment details. The form is partially filled out with handwritten and printed text, and has a signature line at the bottom right.

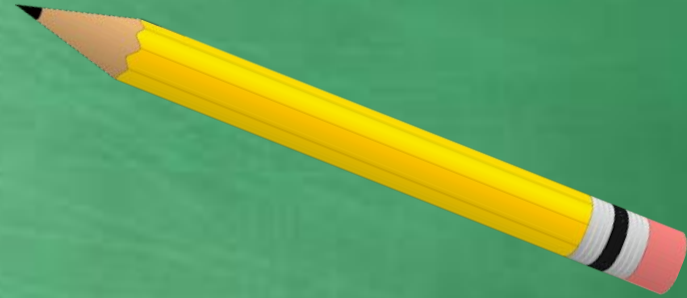
**Question # 3:** When is the completed Enrollment Renewal due at the ECCI office?

A) September 2, 2021

B) October 5, 2021

C) September 24, 2021

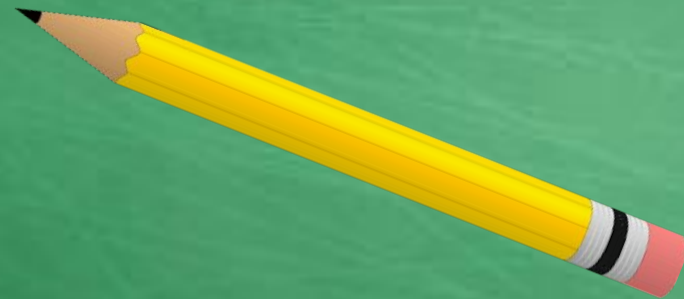
D) December 24, 2021



**Question #4:** Providers must sign all pages of the Enrollment Renewal Report.

A) True

B) False



# RECORD RETENTION

# RECORD RETENTION



All providers are required to keep copies of their CACFP daily records for *4 years*. The current fiscal year copies must be stored & readily available in the provider's home, while the previous 3 years may be stored in another site (accessible within a reasonable time).

The CACFP requires providers to keep copies of the following:

- License documentation of current status, or authorization to operate
- Enrollment documents
- Attendance documentation
- Meal counts
- Documentation from families declining participation
- Menus

ECCI requires providers to keep copies of the children's enrollment applications and the enrollment renewal reports in order to show the children's status in the CACFP.

*\*\*ECCI and California Department of Social Services (CDSS) staff may ask to see the enrollment renewal for the current year and/or enrollment forms for each child present at the time of each monitor visit\*\**

ECCI highly recommends keeping copies of documents that are provided to us in the event that they get lost in the mail, documents such as: annual enrollment renewal, meal benefit forms, milk substitution forms, medical statements, and annual licensing payment receipts.



Failure to comply with the record retention regulation will result in the following:

- **First offence:** Training will be provided.
- **Second offence:** Corrective Action Plan will be requested .
- **Third offence:** SD Process will be initiated and a Corrective Action Plan will be requested..

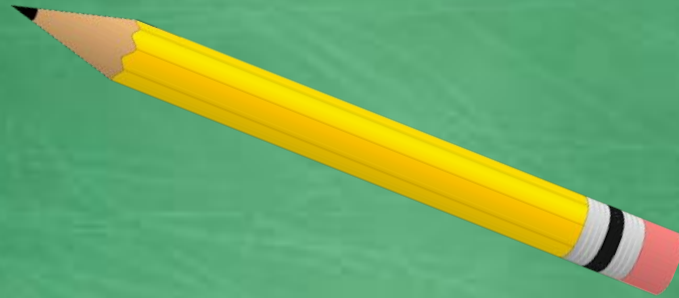
**Question # 5:** Up to how many years should providers keep copies of their CACFP records?

A) 1yr

B) 2yrs

C) 7yrs

D) 4yrs



# DAILY RECORD KEEPING REQUIREMENT

# DAILY RECORD KEEPING REQUIREMENT

## A. Recording Meal Attendance

Record the attendance daily by **the end of the day (Before 10PM)**. For BEST PRACTICES ECCI recommends recording the meal attendance during or after each meal service.

After recording the daily attendance and in & outs (if required), please make sure your meal claims have been successfully saved.

For technical difficulties with your computer or electronic devices, please contact ECCI immediately, on the **same day** before 10PM.

## B. In & out times

- Recording the children's in & out times is also part of the record keeping requirement (when applicable).

**PLEASE NOTE:** Reporting in & out times is required ONLY when the total number of daily attendance is greater than the license capacity and/or number of daily meals claimed for any meal types are greater than the license capacity. Providers are then required to record daily in/out times for ALL children in care.

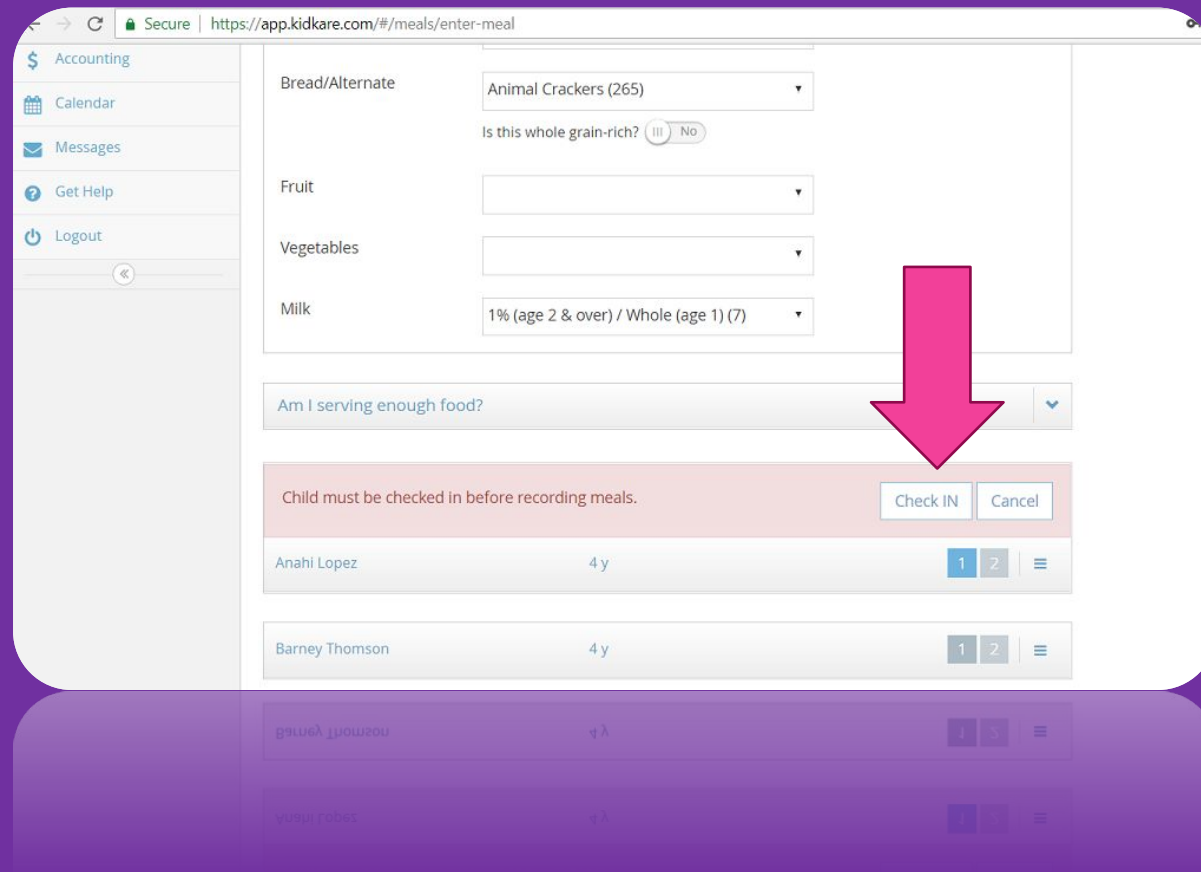
Example: Provider's day care license is for 14. However, the provider cares for 16 children. In this case, the provider needs to prove that he or she never has more than 14 children at once by recording the daily in & out times for all children.

### **C. Daily attendance requirement (Required as of August 1, 2018)**

The USDA is requesting that participants in the Child and Adult Care Food Program take attendance of the children present for the day (separate from the meal attendance). The USDA memo states that under 7 CFR 226.6(m)(4) and 226.16(d)(4), all reviews of day care homes and sponsored centers must include the reconciliation of meal counts with enrollment and attendance records for five consecutive operating days.

- The daily attendance must be recorded daily, prior to claiming the child's first meal of the day.
- Both, daily attendance and meal attendance need to be recorded.

The daily attendance will be recorded as you record your first meal of the day. You will be required to “CHECK IN” each child before their first meal of the day.



The screenshot shows the 'enter-meal' interface in the KidKare app. The browser address bar indicates the URL is <https://app.kidkare.com/#/meals/enter-meal>. On the left, a sidebar menu includes Accounting, Calendar, Messages, Get Help, and Logout. The main content area contains several dropdown menus for meal selection: Bread/Alternate (Animal Crackers (265)), Fruit, Vegetables, and Milk (1% (age 2 & over) / Whole (age 1) (7)). A toggle switch for 'Is this whole grain-rich?' is set to 'No'. Below these is a question 'Am I serving enough food?' with a dropdown arrow. A red arrow points to a 'Check IN' button in a pink notification box that says 'Child must be checked in before recording meals.' Below this are two child entries: Anahl Lopez, 4 y, and Barney Thomson, 4 y, each with a '1' button and a '2' button.

Child Name	Age	1	2	Menu
Anahl Lopez	4 y	1	2	☰
Barney Thomson	4 y	1	2	☰

## D. Menus

Menus **must be pre-planned** to meet the record keeping regulation by doing the following:

- Pre-plan your menus at least two hours prior to the meal service.
- If there is a need to make a change to a menu, providers may do so at least 2 hours prior to the meal service.
- ECCI highly recommends:
  - Menus to be pre-planned a week or a month in advance. If doing so, please review the next day's menu the night before & make changes if necessary.
  - Ensure to provide enough food to meet the Meal Pattern requirement.
  - Pre-plan menus that are well balanced and offer a variety of fruits and vegetables.

**REMEMBER: If provider does not serve what appears on the scheduled menu, that meal cannot be reimbursed and may be used as grounds to determine the provider as a Serious Deficient.**

## E. Identical Menus

ECCI does not recommend serving identical menus within the same week.

## F. Cycle Menus

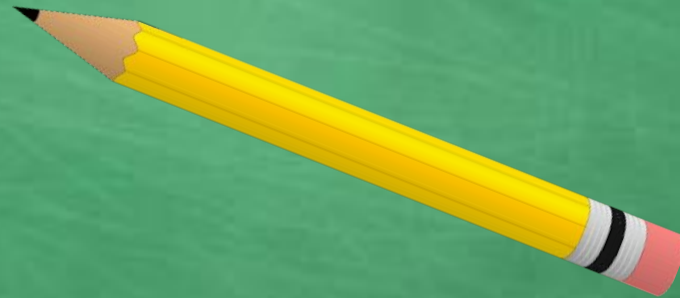
Providers can do what is called a "cycle menu" to avoid identical menus and help plan your menus in advance.

What is a cycle menu? A cycle menu is a series of menus planned for a particular period of time.



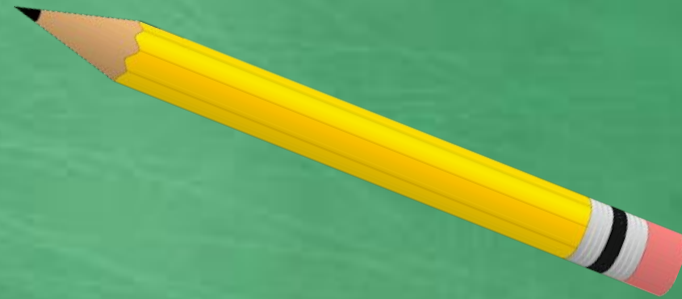
**Question # 6:** When should a provider log in their meal attendance into KidKare?

- A) Daily, by midnight
- B) There is no limit
- C) Daily, before 10pm
- D) None of the above



**Question # 7:** In Order for meals to be considered for reimbursement, when should a provider contact ECCI if he/she is having technical issues with KidKare?

- A) The next day
- B) The same day before 10pm
- C) Anytime after 10pm
- D) Never



# MEAL SERVICE SCHEDULE

# EXCEPTION DUE TO GLOBAL PANDEMIC

Two hours spacing between meals is not required given the current circumstances. Providers are permitted to choose a time that better serves their current schedule situation. Provider must contact ECCL in **advance** to report their new schedule.

# MEAL SERVICE SCHEDULE

All providers must serve meals at the scheduled meal service times agreed with ECCI.

## Why?

- It is a program requirement, in which ECCI must conduct at least three successful monitoring visits to each participating facility within the CACFP fiscal year (Two out of three visits must be unannounced).
- To ensure all menus and meals meet the CACFP Meal Pattern.
- To ensure the written menu match what was served and meets the CACFP requirements.

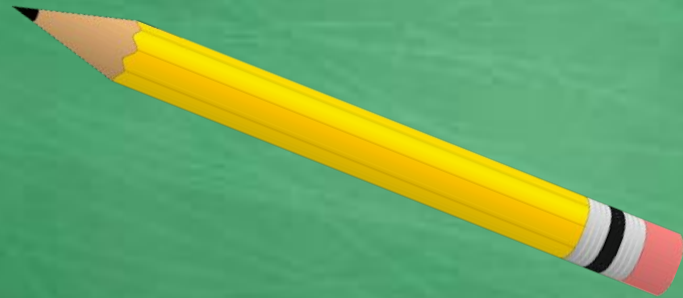
**REMEMBER:** If ECCI does not fulfill this program requirement, ECCI will not reimburse the provider for the meals that the provider claimed. Furthermore, provider may lose the privilege of claiming that meal service.



**Question # 8:** A provider can serve meals at his/her desired meal time, without informing ECCI of their updated schedule.

A) True

B) False



**Question # 9:** Any meals that are not observed during a meal visit will not be reimbursed.

A) True

B) False



DAYCARE LICENSE ANNUAL  
RENEWAL FEE



# DAYCARE LICENSE ANNUAL RENEWAL FEE

Providers participating in the CACFP must be current with their daycare license fees. Therefore, proof of the annual license fee payment made to the Department of Social Services (DSS) is required to be submitted to ECCI annually.

The following are acceptable proof of payments:

- Front & back copy of the cancelled check
- Money order
- Online payment confirmation
- Bank/credit card statement that has payable to DSS, and that it has been posted
- Copy of Profile (May be requested from licensing)

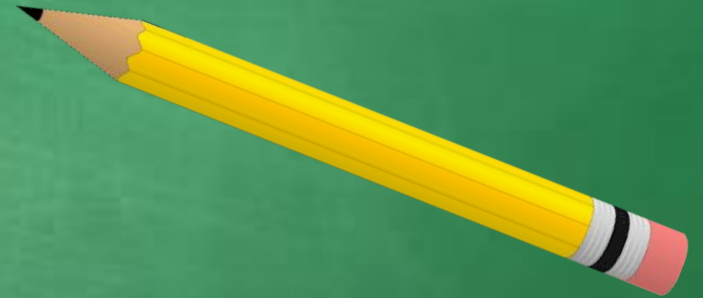
Please be advised: Daycare license renewal fee proof must be forwarded to ECCI within 2 months from the license renewal date. Failure to submit the required proof within the due date may be used as grounds to determine provider as Serious Deficient.



2021 2021  
DEPARTMENT OF  
CALIFORNIA

**Question # 10:** Providers are required to provide ECCL a copy of 1 of the following receipts yearly. Which one?

- A) Groceries receipts
- B) Daycare license renewal payment
- C) Car payment
- D) None of the above



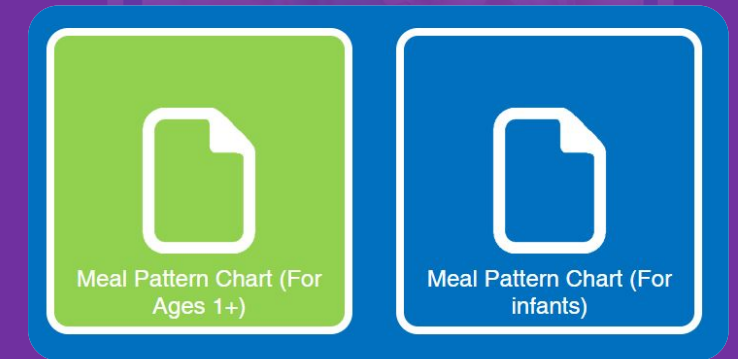
# MEAL PATTERN REQUIREMENTS

# CACFP MEAL PATTERN CHARTS MUST BE POSTED IN YOUR KITCHEN

Meal pattern charts are available in Evergreen's website if you ever misplace or damage your chart(s)

[www.evergreencacfp.org](http://www.evergreencacfp.org)

The Meal Pattern Charts are located under the **Policies & Regulation** tab. Click on Meal Pattern Chart (For Ages 1+). If you have infants under the age of one, also access and print the Meal Pattern Chart (For infants).



www.evergreen.org

USDA United States Department of Agriculture

### CHILD MEAL PATTERN

Breakfast

Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-17 <sup>2</sup>
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	1 fluid ounce	2 fluid ounces	4 fluid ounces
<b>Vegetables, fruits, or portions of both<sup>4</sup></b>	½ cup	½ cup	½ cup	½ cup
<b>Grains [at least 1/2<sup>5</sup>]</b>				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as bread, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal, cereal grains, and/or pasta	½ cup	½ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cereal <sup>6</sup> )	½ cup	½ cup	½ cup	½ cup
Pancakes or waffles	½ cup	½ cup	1 cup	1 cup
Puffed cereal	½ cup	½ cup	1 ½ cup	1 ½ cup
Cereals	½ cup	½ cup	½ cup	½ cup

<sup>1</sup>Food items are all food components for a reimbursable meal. Other items would be a snack for a snack reimbursement.

<sup>2</sup>Larger portions than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup>Milk be ultra-pasteurized whole milk for children age one. Must be ultra-pasteurized (2 percent) or ultra-pasteurized (low-fat) milk for children age two and older.

<sup>4</sup>Vegetables and/or fruits may only be used to meet the vegetable or fruit requirement at one meal, including meals per day.

<sup>5</sup>As an one serving per day, areas of eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

<sup>6</sup>Wheat and most alternatives may be used to meet the entire grains requirement a maximum of three times a week. One ounce of wheat and most alternatives is equal to one ounce equivalent of grains.

<sup>7</sup>Beginning October 1, 2018, source equivalents are used to determine the quantity of creditable grains.

<sup>8</sup>Creditable cereals must contain no more than 1 gram of sugar per dry ounce for cereals for children ages 1-2, 3 grams of sugar and other sugars per 100 grams of dry cereal.

<sup>9</sup>Beginning October 1, 2018, the maximum serving size specified in this section for ready-to-eat breakfast cereals must be served. Under October 1, 2018, the maximum serving size for any type of ready-to-eat breakfast cereal is ½ cup for children ages 1-2, 1 ½ cup for children ages 3-5, and ½ cup for children ages 6-12.

USDA United States Department of Agriculture

### Infant Meal Pattern

Breakfast

Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> , and
	0-1 tablespoons infant cereal <sup>3</sup>
	meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or
	0-2 ounces of cheese; or
	0-4 ounces (volume) of cottage cheese; or
	0-4 ounces or "scop of egg" <sup>4</sup> ; or a combination of the above <sup>5</sup> ; and
	0-2 tablespoons vegetable or fruit or a combination of both <sup>6</sup>

<sup>1</sup>Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup>Infant formula and dry infant cereal must be iron-fortified.

<sup>3</sup>Beginning October 1, 2018, source equivalents are used to determine the quantity of creditable grains.

<sup>4</sup>Veggie must contain no more than 23 grams of total sugar per 6 ounces.

<sup>5</sup>A serving of this component is required when the infant is developmentally ready to accept it.

<sup>6</sup>Fruit and vegetable juices must not be served.



## REQUIRED MEAL COMPONENTS IN THE CACFP (1-12 YEAR OLDS)

Prepare and offer meals that meet the CACFP meal pattern requirements.

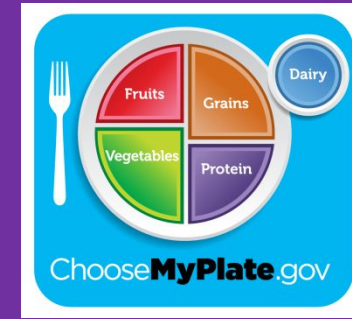
**THREE** components are required for **BREAKFAST**:

- 1) Bread/Bread Alternate (Grains) OR Meat/Meat Alternate (Note: Meat cannot be served more than 3 times per week during breakfast)
- 2) Fruit, vegetable or juice
- 3) Milk

Major meals such as **LUNCH & DINNER** must include **FIVE** components:

- 1) Meat/Meat Alternate
- 2) Bread/Bread Alternate
- 3) Vegetable
- 4) Fruit/Vegetable
- 5) Milk

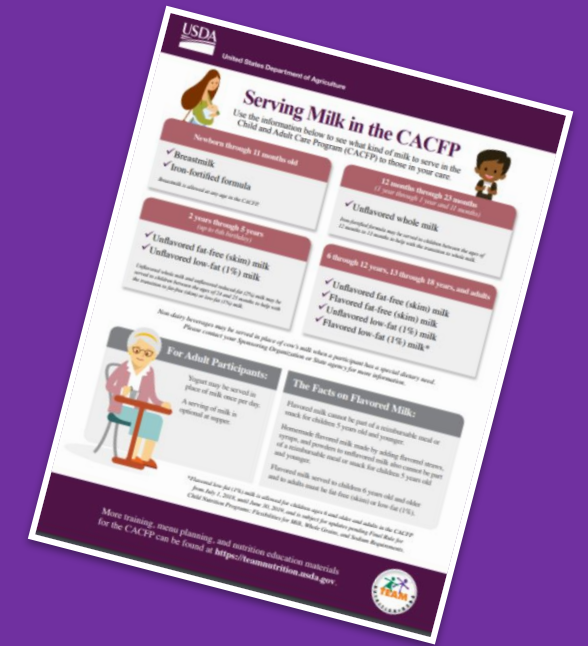
**SNACKS** must be at least **TWO** of the 5 components listed above. For snacks, a fruit and vegetable can be served as a complete AM or PM snack.



# Milk

In the state of California, flavored milk is not allowed to be served in licensed child care facilities.

- Children that are ONE year old: Must be served unflavored whole milk
- Children ages 2 and above: MUST be served unflavored 1% or unflavored fat-free (non-fat) milk



Consequences of not complying with the CACFP meal pattern requirements:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.





## Water

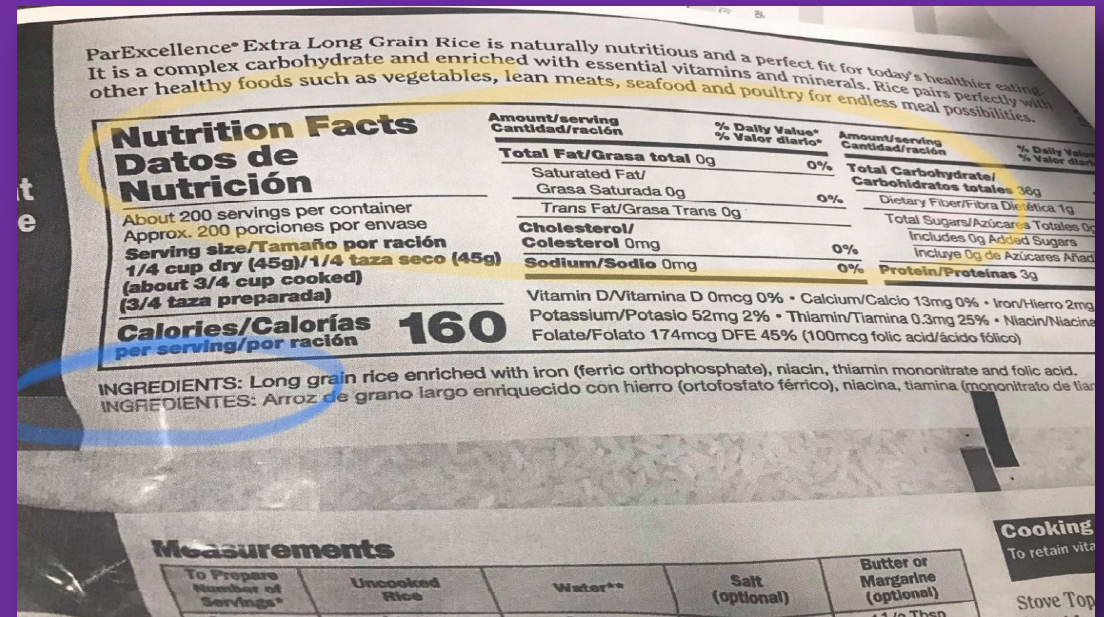
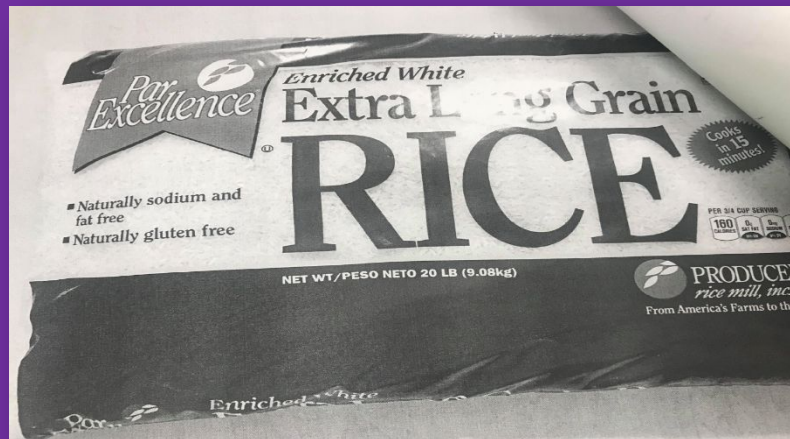
- Water must be available to children throughout the day, including during meal and snack times.
- Water is not considered part of a reimbursable meal and may not be served instead of milk.
- It can be available in a variety of ways, including, but not limited to:
  - Cups available next to a kitchen sink faucet
  - Water pitchers and cups in the room on the side table.
  - Provided when it is requested.



# FOOD PACKAGING (NUTRITION FACT LABELS OR OTHER DOCUMENTATION TO SUPPORT CREDITING OF MEATS/MEAT ALTERNATES, AND GRAINS/BREADS)

As part of our monitoring visit policy, we are required to ensure all food items listed in your menus are creditable and meet the CACFP meal pattern requirements. If you were already visited these past few months, you will have noticed that we ask to see food packaging for food items on the current weekly/monthly/daily menus. The California Department of Education (CDE) requires us to review all menu item packaging, which include:

- Front label of the item
- List of ingredients
- Nutrition facts label



Foods that require you to save the packaging- ALL commercially prepared items which include and not limited to: yogurt, ALL grain/bread items, juices, tofu (if offered), processed meat items (such as lunch meat, hot dogs, chicken nuggets, corn dogs, fish sticks, etc.).

Therefore, we ask all providers to keep their packaging on the actual food items in your kitchen for review. We understand the storage of items differ based on the provider's preferences. So, if you store your food item elsewhere, other than in the original packaging (i.e cereal in a cereal container), we ask that you keep the original package in a separate folder and available for us to review at all times. We will continue to ask for these packages during all monitoring visits (images will NOT be accepted).

Failure to save and have the food label packaging will result in the following:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.

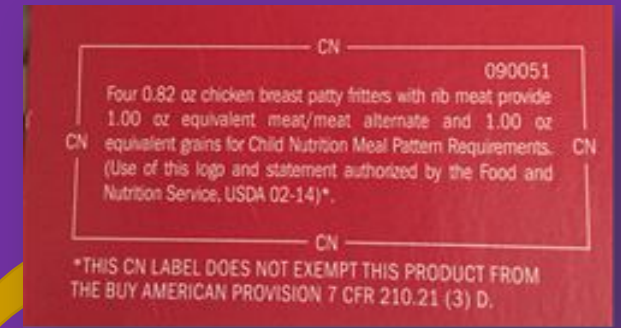


# CHILD NUTRITION (CN) LABELS & PRODUCT FORMULATION STATEMENTS (PFS) FOR PROCESSED FOODS

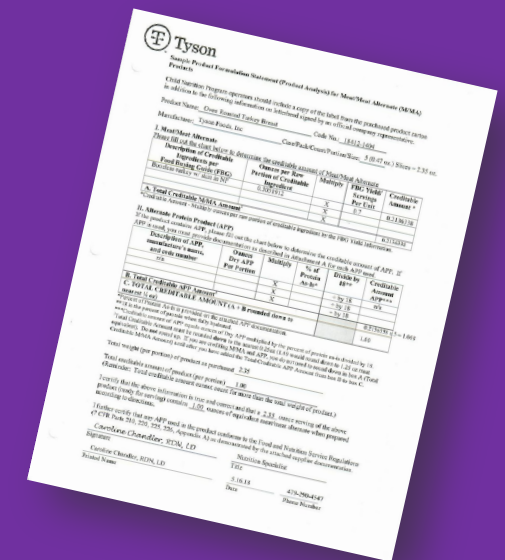
Before purchasing processed foods ensure that the processed foods either have a valid Child Nutrition (CN) label printed on the package **OR** that our agency has a Product Formulation Statement (PFS) for that product.

- CN Label-** Display the contribution that commercial products make toward CN meal pattern requirements. Provides a warranty that the product contributes to the meal pattern requirements as printed on the label. Please be advised, CN Labels expire 5 years from certification date (Example: The CN Label on the top right corner expired on 02-2019, as it was issued on 02-2014)
- Product Formulation Statement-** An information sheet obtained from the manufacturer with a detailed explanation of what the product actually contains and the amount of each ingredient by weight. Provides a warranty that the product contributes to the meal pattern requirements. PFS's must contain the original signature of an authorized company representative, not that of a sales representative. Unfortunately, some manufacturers do not provide PFS's. We will be uploading a file in our website with all the PFS's & CN labels we have on file.

## CHILD NUTRITION LABEL (CN LABEL)



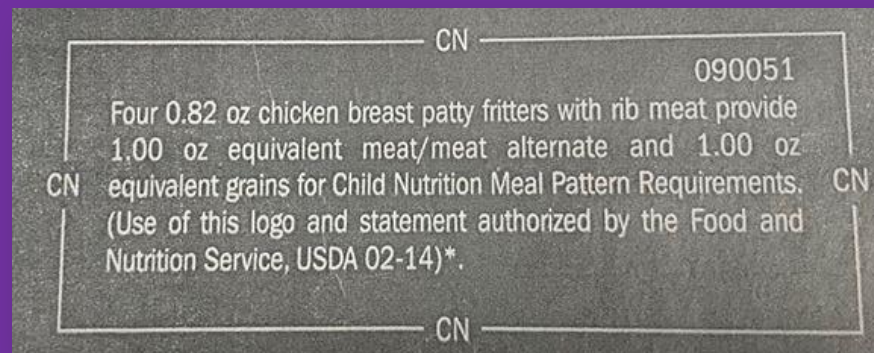
## PRODUCT FORMULATION STATEMENT (PFS)

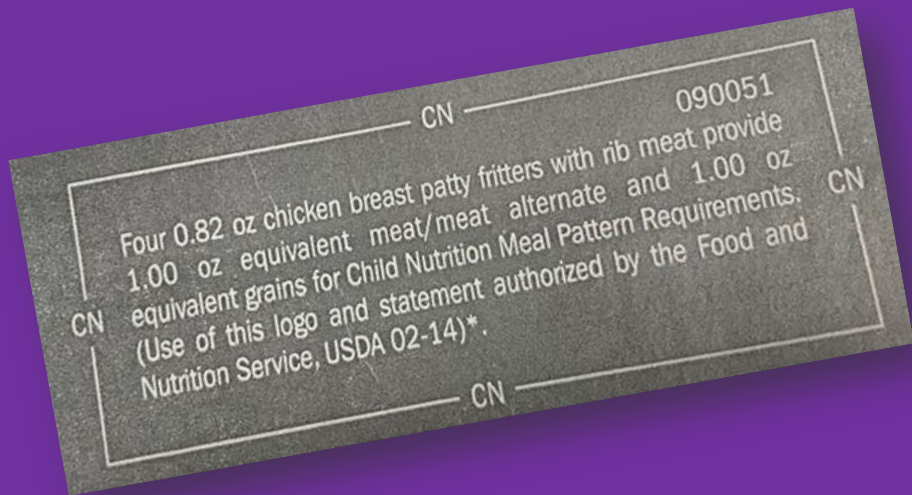


## Once again, why do CN Labels & PFS's matter?

They matter because CN Labels & PFS's inform you of the products contribution to the CACFP meal pattern.

The product example shown below has a CN Label printed on the package and the manufacturer is certifying that **4 of their chicken nuggets contribute 1oz of meat and 1oz of grains in the CACFP Meal Pattern.** You will then need to look at your CACFP meal pattern chart to see how many ounces of meat/meat alternate the children need, which is based on their age and meal type (major meal or snack).





**CHILD MEAL PATTERN**

<b>Lunch and Supper</b>				
(Select all five components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> <small>(at-risk afterschool programs and emergency shelters)</small>
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/meat alternates</b>				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products <sup>4</sup>	1 ounce	1 ½ ounce	2 ounces	2 ounces

## Lets Practice!

How to determine the chicken nugget serving size for a 2 year old (for a lunch meal)

1. Read the CN label on the package.
2. Use your CACFP meal pattern chart.

The CN Label above indicates that 4 chicken nuggets provide 1 oz of meat/meat alternate. Then we know from the lunch meal pattern chart that a 2 year old needs 1 oz of meat. **Therefore, a 2 year old will need to be served at least 4 pieces of these chicken nuggets in order for the meal to be reimbursable and meet the CACFP meal pattern requirements** 😊



Sample Product Formulation Statement (Product Analysis) for Meat/Meat Alternate (M/MA) Products

Child Nutrition Program operators should include a copy of the label from the purchased product carton in addition to the following information on letterhead signed by an official company representative.

Product Name: Oven Roasted Turkey Breast Code No.: 18412-1404
Manufacturer: Tyson Foods, Inc Case/Pack/Count/Portion/Size: 5 (0.47 oz.) Slices = 2.35 oz.

I. Meat/Meat Alternate

Please fill out the chart below to determine the creditable amount of Meat/Meat Alternate

Table with 5 columns: Description of Creditable Ingredients per Food Buying Guide (FBG), Ounces per Raw Portion of Creditable Ingredient, Multiply, FBG Yield/ Servings Per Unit, Creditable Amount \*. Row 1: Boneless turkey w/ skin in NP, 0.3051912, X, 0.7, 0.2136338.

A. Total Creditable M/MA Amount: 0.2136338

\*Creditable Amount - Multiply ounces per raw portion of creditable ingredient by the FBG Yield Information.

II. Alternate Protein Product (APP)

If the product contains APP, please fill out the chart below to determine the creditable amount of APP. If APP is used, you must provide documentation as described in Attachment A for each APP used.

Table with 6 columns: Description of APP, manufacturer's name, and code number; Ounces Dry APP Per Portion; Multiply; % of Protein As-Is; Divide by 18; Creditable Amount APP. Row 1: n/a, X, + by 18, n/a.

B. Total Creditable APP Amount: 0.2136338 x 5 = 1.068

C. TOTAL CREDITABLE AMOUNT (A + B rounded down to nearest 1/4 oz): 1.00

\*\*Percent of Protein As-Is is provided on the attached APP documentation.
\*\*\*18 is the percent of protein when fully hydrated.
\*\*\*\*Creditable amount of APP equals ounces of Dry APP multiplied by the percent of protein as-is divided by 18.
†Total Creditable Amount must be rounded down to the nearest 0.25oz (1.49 would round down to 1.25 oz meat equivalent). Do not round up. If you are crediting M/MA and APP, you do not need to round down in box A (Total Creditable M/MA Amount) until after you have added the Total Creditable APP Amount from box B to box C.

Total weight (per portion) of product as purchased: 2.35
Total creditable amount of product (per portion): 1.00
(Reminder: Total creditable amount cannot count for more than the total weight of product.)

I certify that the above information is true and correct and that a 2.35 ounce serving of the above product (ready for serving) contains 1.00 ounces of equivalent meat/meat alternate when prepared according to directions.

I further certify that any APP used in the product conforms to the Food and Nutrition Service Regulations (7 CFR Parts 210, 220, 225, 226, Appendix A) as demonstrated by the attached supplier documentation.

Signature: Caroline Chandler, RDN, LD; Title: Nutrition Specialist; Date: 5.16.18; Phone Number: 479-290-4547

Reading Product Formulation Statements

This Product Formulation Statement indicates that five slices of this specific turkey lunch meat weighs 2.35oz (not that it credits this amount).

See the I certify paragraph to see how much the 5 slices credits to the CACFP Meal Pattern. The 5 slices credits 1oz of meat.

Reminder: According to the Meal Pattern, 6-12 yr olds need 2 oz of meat/meat alternate for lunch and dinner. In this case, you will need to provide 6-12 year olds at least 10 slices of turkey in their sandwich in order to comply with the CACFP Meal Pattern and for the meal to be subject for reimbursement. Wow, that's a lot!

Processed foods CN Labels and PFS must be available for CACFP reviewers. ECCI will have a PDF in our website showing the specific processed foods that we have approved, as we have their CN labels & PFS on file (<http://www.evergreencacfp.org/policies>).

Consequences of not complying with the CACFP's making records available regulation:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.

## GRAIN PRODUCTS (ENRICHED & WHOLE)

All grain products served in the CACFP must be made with enriched or whole grain meal or flour or bran or germ in order to be creditable.

**Enriched Food Products-** Enriched grains are refined grains that have been processed to remove the nutrient-rich bran and germ, and then have thiamin, riboflavin, niacin, folic acid, and iron added after processing. Similarly, a food that is fortified has certain vitamins and minerals added to increase the nutritional quality. Foods made from refined grains that meet at least one of the following are considered creditable:

1. The food is labeled as “enriched.” For example, long grain rice that is enriched will have the product name “enriched long grain rice.”
2. An enriched grain is listed as the first ingredient on the food’s ingredient list or second after water. The ingredient list will usually say “enriched flour” or “enriched wheat flour,” or there is a sub-listing of nutrients used to enrich the flour, for example, “yellow corn flour {iron, folic acid, riboflavin, niacin, and thiamine}.”







## At least one serving of grains per day MUST be whole grain-rich

Whole grain-rich foods are foods that contain 100 percent whole grains, or that contain at least 50 percent whole grains and the remaining grains in the food are enriched. This whole grain-rich requirement only applies to meals served to children and adults; it does not apply to infant meals.

### EXAMPLES OF WHOLE GRAIN-RICH PRODUCTS :

- Whole grain corn tortillas
- Whole grain breakfast cereals
- Whole oats/oatmeal
- Brown rice
- Whole rye
- Whole-grain barley
- Wild rice
- Buckwheat
- Triticale
- Bulgur (cracked wheat)
- Millet
- Quinoa
- Sorghum
- 100% whole wheat flour



Please be advised, if you do not serve at least one whole-grain rich product on your menu per day, you will automatically be disallowed a meal (**lowest overall financial impact**) for that day.



Consequences of not complying with the CACFP meal pattern requirements:

- First offence: Training will be provided and applicable meal disallowances will be made.
- Second offence: Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- Third offence: SD Process will be initiated and applicable meal disallowances will be made.

# To meet the daily one whole grain-rich product requirement, provider's must do the following:

When scheduling your menus ensure to click on the button that ask if the bread/bread alternate is a whole grain-rich product (See image on the right)

Also, after scheduling your menus you can pull up the weeks menu to confirm that you have a **Whole Grain Rich-Food** scheduled at least once a day (see image below)

Serving 1 12:00 PM Serving 2

Lunch

Save Delete

Menus + Create MyMenu

Meat/Alternate Turkey Ground (052)

Bread/Alternate Spaghetti Noodles (072)

Is this whole grain-rich? Yes (III)

Vegetables Tomato Sauce (242)

Fruit/Vegetable Cantaloupe (048)

Milk 1% (age 2 & over) / Whole (age 1) (7)

KidKare

Home Meals Food Program Calendar Check in/Out Reports Accounting Messages Get Help Logout

Reports

Scheduled Menus - 07/22/2019 - 07/26/2019

Menu Planning Scheduled Menus Infants Non-Infants

Date Range Custom From 07/22/2019 To 07/26/2019

Run Print

Provider Name: Provider, Test (0001)

Meals	Mon - 07/22	Tue - 07/23	Wed - 07/24	Thu - 07/25	Fri - 07/26
Breakfast	Waffles Bananas 1% Unflavored	Cereal (WG) Apples 1% Unflavored	Cream Wheat (WG) Strawberries 1% Unflavored	Pancakes Oranges 1% Unflavored	Breakfast Cereal (WG) Milk 1% Unflavored
AM Snack	Croissants 100% Apple-Grape Juice	Blackberries Carrots	Yogurt Apricots	Crepes Blackberries	AmSnack Ritz Crackers Strawberries
Lunch	American Cheese Whole Wheat Bread (WG) Avocado Cantaloupe 1% Unflavored	Mozzarella Cheese Guerrero Whole Wheat Tortilla (WG) Corn Green Peas 1% Unflavored	BBQ Chicken Rolls (WG) Mashed potatoes Cole Slaw 1% Unflavored	Beef Ground Spaghetti Noodles (WG) Tomato Sauce Applesauce 1% Unflavored	Lunch Chicken Meatballs Brown Rice (WG) Broccoli Blueberries 1% Unflavored

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Terms | Privacy Policy

To view your scheduled menus go to **Reports>Select Menu Planning>Scheduled Menus>Choose start and end date of the week you wish to view>Click RUN 😊**

# CHEESE



Natural and pasteurized processed cheeses are creditable in the CACFP.

However, cheeses labeled as “imitation cheese” and “cheese product” are not creditable. Ensure to read the cheese front label and ingredients label before purchasing. Please take note of the following:

**Powdered Cheese (in Boxed Macaroni and Cheese):** Powdered cheese mix is not creditable in the CACFP. The macaroni, if enriched or whole grain, may be credited toward the grains/breads requirement. You may add creditable cheese to the enriched or whole grain boxed macaroni to receive credit.



**Not creditable as it is labeled as “cheese product”.**

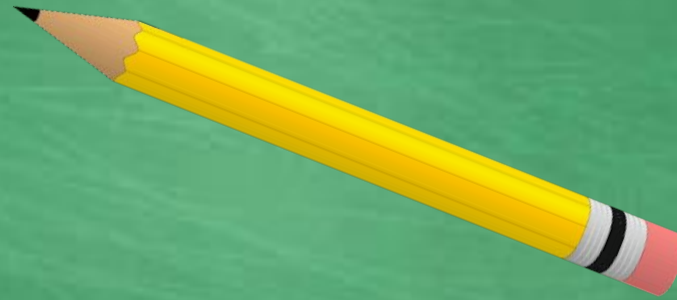
**Question # 11:** Where can a provider find and print a copy of the CACFP Meal Pattern Charts?

A) Evergreen Website

B) KidKare Website

C) Post Office

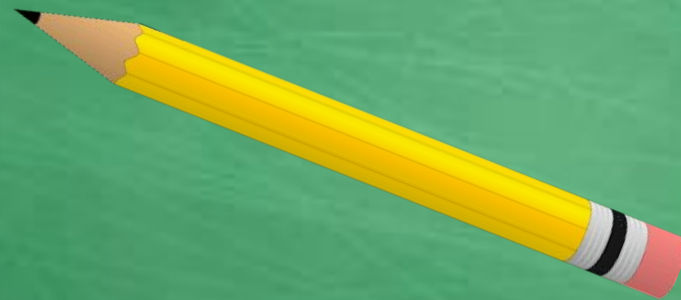
D) None of the above



**Question # 12:** Meal Pattern Charts provide guidance to the minimum serving sizes that need to be offered to the daycare children in order for the meals to be subject for reimbursement.

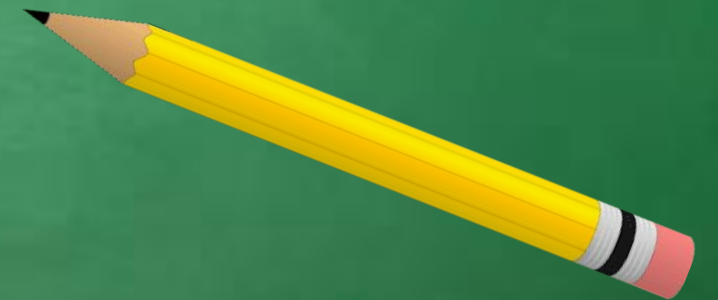
A) True

B) False



**Question # 13:** If a provider has daycare children ages 1yr- 12yrs of age, which types of milk should the provider be offering?

- A) Flavored milk to all the children
- B) Fat-free and whole milk to whomever wants milk
- C) Unflavored 1% or fat-free milk to children 2 year and older & Unflavored whole milk to 1year olds.
- D) 2% milk to all children





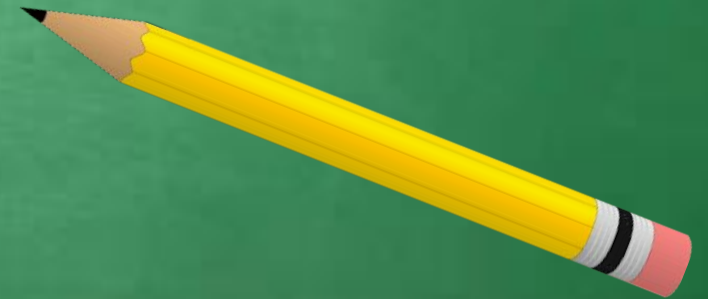
**Question # 14:** Is water reimbursable?

A) Yes

B) No, but it must be available to children throughout the day.

C) I don't offer water.

D) None of the above



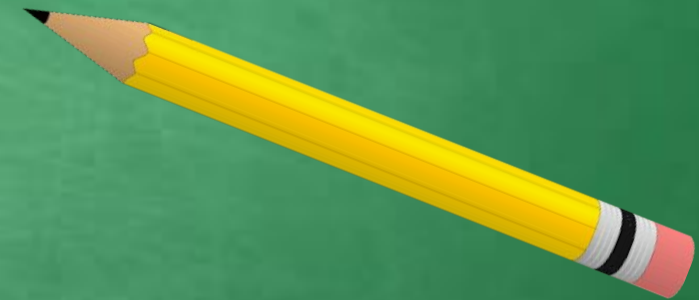
**Question # 15:** Where can a provider find a list of all approved processed foods?

A) Google.com

B) Evergreen's Website

C) KidKare Website

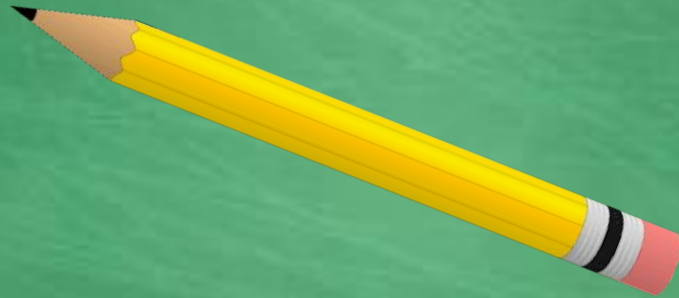
D) None of the above



**Question # 16:** Grain products served in the CACFP must be made with Enriched or Whole grain meal flour or germ in order to be creditable.

A) True

B) False



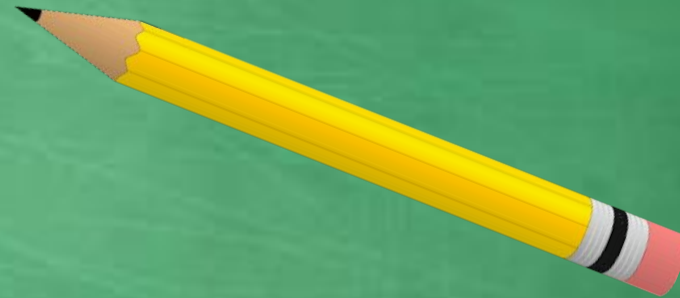
**Question # 17:** How many times per day must a provider serve a whole grain-rich product?

A) None

B) Only once a month

C) At least once a day

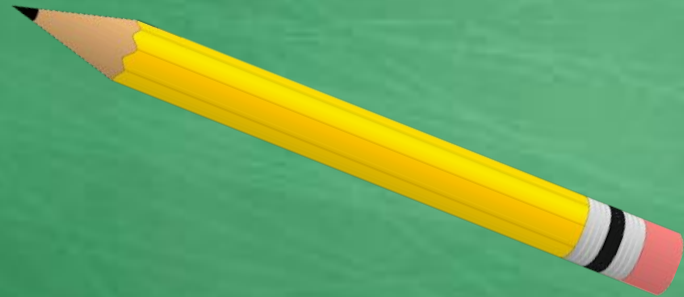
D) Only once per week



**Question # 18:** Cheeses labeled as “Imitation Cheese” and “Cheese Product” are creditable in the CACFP.

A) True

B) False



# CLAIM SUBMISSION AND REIMBURSEMENT



- To submit your meal claim, log into your KidKare account and click the **SUBMIT CLAIM** button. Providers must submit the meal claim at the end of each month OR prior to claiming for the following month.
- All meal claims received by the 5th calendar day will be reviewed by ECCI staff and its claim information will be submitted to California Department of Social Services (CDSS) before the 10th of each month.
- Once the providers claim information is submitted to CDSS, it takes approximately 4-6 weeks to process Evergreen's claim request.
- When ECCI receives the reimbursement, it must be disbursed within 5 working days.

## Claim Summary and Errors Report

After submitting your meal claim to our agency, your Claim Summary and Errors Report is available.

**Accessing the report-** On KidKare under Reports, your Claim Summary and Errors Report is available online 2-3 business days after you submit your meal claim. Please review and contact us if you have any questions.

We want all of our providers to strive in receiving the following message on their Claim Summary and Errors Report

**CONGRATULATIONS! WE FOUND NO ERRORS ON YOUR CLAIM**





# MONITORING VISITS

# EXCEPTION DUE TO GLOBAL PANDEMIC

Given the current circumstances, the USDA is permitting sponsors to conduct the monitoring visits virtually or over the phone.

# Monitoring Visits During COVID-19

## 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. If visit is conducted for a meal service, staff will ensure provider is in compliance with the CACFP meal pattern requirements.

Please have your copies of the current Enrollment Renewal Report and child enrollment forms for children that started after September 1, 2021 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.

*It is of urgent matter that providers answer ECCI's 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.*

*Please note, our staff are working remotely and therefore might not be calling providers from our office telephone line.*



# MONITORING VISITS

During each fiscal year, minimum of three monitoring visits are required for daycares participating in the Child and Adult Care Food Program (CACFP). Two out of the three monitoring visits conducted are unannounced and **one of the unannounced visit** must be in observance of a meal service.

- Reminder: Evergreen's fiscal year begins in October and ends in September of the following year.

## ***Monitors will check for:***

- License capacity compliance
- **Record Retention** which includes, but not limited to, copies of: Regular/Infant Menus and recorded meals, Claim Information Forms (CIF) enrollment applications (new and updated enrollments), current fiscal year enrollment renewal, license renewal fee payment record, medical statements (if applicable), Meal Benefit Forms (if applicable).

\*\* Record Retention Requirement: All providers who are participating in Child and Adult Care Food Program (CACFP) must retain copies of all ECCI's documents for **4 years**. Providers must retain their records for the current fiscal year onsite. Past records (not including the current fiscal year) can be stored offsite as long as they are accessible within a reasonable time frame upon request.\*\*

- Children present vs. average number of children claimed.
- **Record Keeping:** Regular/Infant Menu, Recorded meals, and Daily In & Out records (if applicable),
- All foods, juices, and milk used in preparation of a meal must be readily available for monitors to see. Portions and components must meet the meal pattern requirements.
- Meals being served to children accordingly to provider's meal time schedule and must match the menu posted.  
\*\*All participating children must be served the same meal unless they have a medical statement, milk substitution and/or meal accommodation form. \*\*
- Meal pattern (Food Chart) must be posted in the kitchen at all times.
- Any non-creditable food is being used.
- Sanitation and safety of the facility.

For more information please refer to our provider's manual on our website, under the "Policy and Regulations" tab.

## ALLOWING US ACCESS TO YOUR DAYCARE HOME

ECCI providers must permit representatives of ECCI, the CDSS, or the USDA to review CACFP records and the meal and/or snack service operation in the home (including virtually) during announced or unannounced visits during normal childcare hours (Such representatives must show photo identification that identifies them as employees of their respective organizations). Failure to do so will result in the following:

- **First occurrence:** Meals will be disallowed, and provider will be issued a corrective action letter. Follow-up visit will be conducted.
- **Second occurrence:** Meals will be disallowed, and provider will be issued a Serious Deficiency letter. Follow-up visit will be conducted.
- **Third occurrence:** Meals will be disallowed, and ECCI will initiate the Termination Process.

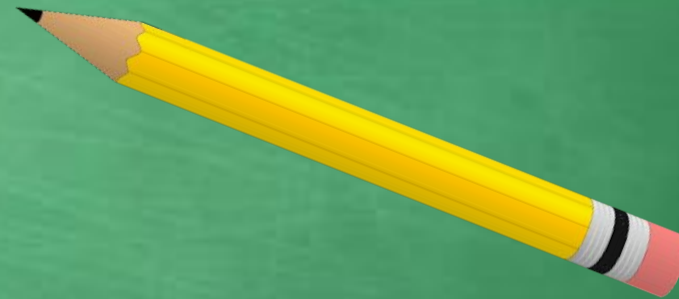
**Question # 19:** What methods of communication is ECCL using to conduct monitoring visits during the pandemic?

A) Telephone Call

B) Facetime/WhatsApp

C) Zoom

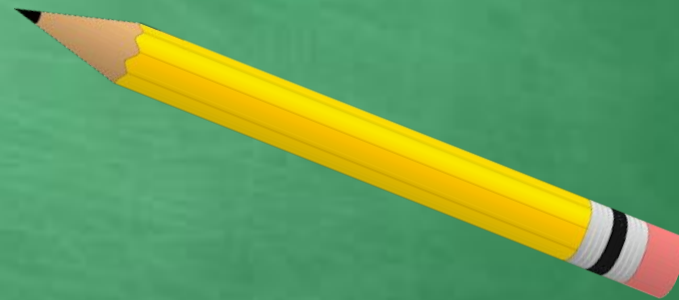
D) All of the above



**Question # 20:** ECCI providers must permit representatives of ECCI, the CDSS, or the USDA to review CACFP records and the meal and/or snack service operation in the home (including virtually) during announced or unannounced visits during normal childcare hour.

A) True

B) False





# WOMAN, INFANTS AND CHILDREN (WIC) PROGRAM

## What is WIC?

- The Women, Infants, and Children program is a nutrition program that helps pregnant women, mothers with infants, infants and young children eat well, be active, and stay healthy.
- WIC helps families by providing nutrition education, issuing checks for healthy supplemental foods, and making referrals to healthcare and other community services.
- Foster parents, guardians and **single fathers** who have custody of their children can also receive WIC.

## You can participate in WIC if you:

- Are pregnant.
- Breastfeeding a baby under 1 year of age.
- Just had a baby in the past 6 months.
- Have children who are under 5 years of age (including those cared for by a single father, grandparent, foster parent, step-parent or guardian).
- Have family income within WIC guidelines.

For further information, please visit: [www.wicworks.ca.gov](http://www.wicworks.ca.gov)



# NEWSLETTERS



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Fax: 213.380.9050  
joinecci@gmail.com  
Lang: English | Español

- ABOUT US
- POLICIES & REGULATIONS
- NEWSLETTERS
- FORMS
- RESOURCES
- ANNUAL TRAINING



### Newsletters

- August 2018 Korean English Spanish
- July 2018 English Korean Spanish
- June 2018 Korean English Spanish

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Providers are **required** to read our monthly newsletters. Important information is communicated through the newsletters, such as:

- Due dates
- New creditable foods
- Harvest of the month
- Changes in the CACFP
- Grant information

[www.evergreencacfp.org](http://www.evergreencacfp.org)



Please make sure to mail in your answer sheets by **Friday, September 24, 2021**



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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (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](mailto:program.intake@usda.gov).

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