

Evergreen Child Care Food Program

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September 2021

CALENDAR OF EVENTS

09/03/2021 – Mandatory Annual Workshop was posted in our website.

09/24/2021 – Last day to submit the 2021-2022 Enrollment Renewal Report and Annual Training Answer Sheet.

ANNUAL TRAINING & 2021-2022 ENROLLMENT RENEWAL REPORT

Two matters need to be taken care of this month and need to be mailed/delivered to our office by no later than

Friday, September 24, 2021

1. Mandatory Annual Training
2. 2021-2022 Enrollment Renewal Report (Please see attachment for additional instructions).

MANDATORY ANNUAL TRAINING

The Annual Training reading material is already available in our website under the Annual Training Tab in PDF. Please print the answer sheet available in the same page and record your answers on it. Ensure to submit your answers by Friday, September 24, 2021. Failure to comply with this requirement is grounds for serious deficiency determination. Providers must score no less than 18 out of 20 to receive credit and certificate.

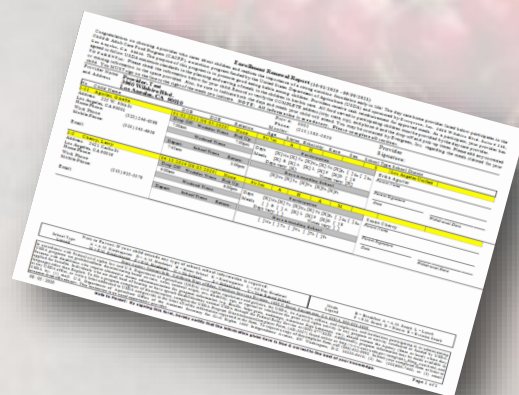
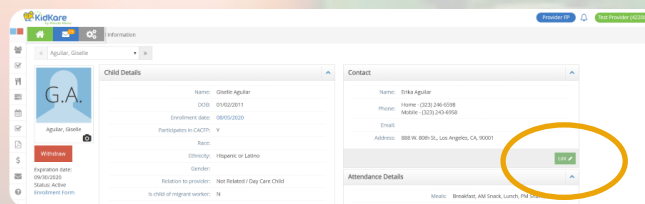
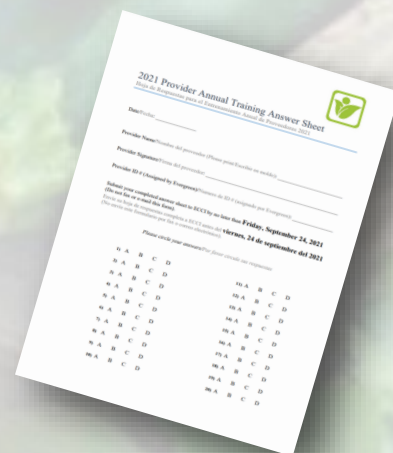
Our website address is www.evergreencacfp.org

2021-2022 ENROLLMENT RENEWAL REPORT (Available to print in KidKare)

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).

It is time to renew all of the children's status with our agency for the upcoming fiscal year (2021-2022). To renew their participation, print the following report, obtain the parent/guardian signatures and submit it to our agency by no later than Friday, September 24, 2021 (Please see attachment for further instructions):

- Login to your KidKare account
- 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 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 (Provider signature is required on all pages, see top right corner of the report pages).



2021-2022 MEAL BENEFIT FORMS (FOR PROVIDER'S OWN CHILDREN)

Past Due- Friday, August 27, 2021

Providers who wish to apply, can still submit a Meal Benefit Form.

As a reminder, any 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

For those providers who fall in the categories listed above, the Meal Benefit Form needed to be updated in the month of August for 2021-2022. 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: 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 for eligibility must submit the completed Meal Benefit Form as soon as possible.

Happy Birthday *Evergreen Providers!*

Naira Aghavelyan

Senik Avetisyan

Ruth Brooks

Brenda Broome

Maisha Brown

Gail Clark

Randi Colar

Guia Jean De Luna

Susana Esquivias Aguirre

Susan Garcia

Shlomit Hayun

Brandon Hollins

Cheryl Howard

Farzaneh Javadi

Rosa Lara

Ana Maria Lopez

Maria Olid

Mercedes Ortiz

Victoria Palmer

Valerie Rendon

Margaret Soto

Mirian Taura

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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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