

# Evergreen Child Care Food Program

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## November 2022 Newsletter

### CALENDAR OF EVENTS

**11/11/2022**- ECCI office will be closed in observance of Veterans Day (Meals are not subject for reimbursement on this holiday).

**11/24 & 25/2022**– ECCI office will be closed in observance of Thanksgiving Day (Meals for Friday, November 25 are eligible for reimbursement).

## 2022 ANNUAL WORKSHOP CERTIFICATES

Evergreen Child Care Inc. (ECCI) would like to thank those providers who have completed the annual workshop. The certificates of completion will be emailed to our providers by November 16, 2022 . If you completed the annual training and did not receive your certificate, please contact us.

## CLAIM SUMMARY AND ERROR REPORT & REPORTING SCHOOL OUT DAYS

It is of great importance that you review your Claim Summary and Error Report after submitting your claim at the end of the month. We will like for you to review it as soon as possible this month, so you can take immediate action if you were disallowed for not renewing children or forgot to report school out for those children not attending school in person. Here are the instructions on how to access your Claim Summary and Error Report and Reporting School out for the school age children on KidKare:

- View Your Error Report after Submitting Your Meal Claim (available 1-2 business days after submitting your claim): **On side tool bar select Food Program>View Claims> Print Claim Summary.**
- **Reporting when school age children do not physically attend school:** In order to receive credit for school age children's AM Snack and Lunch meals, you need to log in the school out dates on the child's calendar before the current month ends. To do so **click on Calendar on the side tool bar> On the top section, select the child calendar> Then click on the drop down menu to select the name of the child you wish to access >Drag the NO SCHOOL OR SICK box to the applicable dates in which the child did not attend school.**

If you need assistance or have questions, please do not hesitate to contact us at (213) 380-3850.



# Happy Thanksgiving

A special greeting from all of us at ECCI to express to you our sincere appreciation for your business, your confidence and loyalty.

We are deeply thankful and extend to you our best wishes for a happy and healthy Thanksgiving Day.

# Happy Birthday *Evergreen Providers!*

**Nune Balasanyan**

**Patricia Castillo**

**Cristian Corona**

**Norma Cotton**

**Margarita Cruz**

**Oralia Estrada**

**Crystal Gabourel**

**Blanca Garcia**

**Ana Gutierrez-Dubose**

**Luzmila Severa Huete**

**Shelley Hughes**

**Soon Goo Jae**

**San Juana Juarez**

**Lucine Keseyan**

**Iraira Lazcano**

**Bok Ry Lee**

**Maria Lopez De Jarrin**

**Rosa Maurtua de Duenas**

**Maria Melendez**

**Myung Park**

**Linda Quezada**

**Cecilia Santana**

**Sang Soo Suh**

**Effat Tabae**

**Maria Trujillo**

**Grigoriy Tsinman**

**Darlene Wilson**

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



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