



Evergreen Child Care, Inc.

Child Nutrition Program

January 2023 Newsletter

CALENDAR OF EVENTS

01/09/2023 – November 2022 Reimbursement Disbursement.

01/16/2023– ECCI office will be closed in observance of Martin Luther King Day. Meals on this holiday are not subject for reimbursement.

MAJOR HOLIDAYS (2023)

The following major holidays are NOT eligible for meal reimbursement:

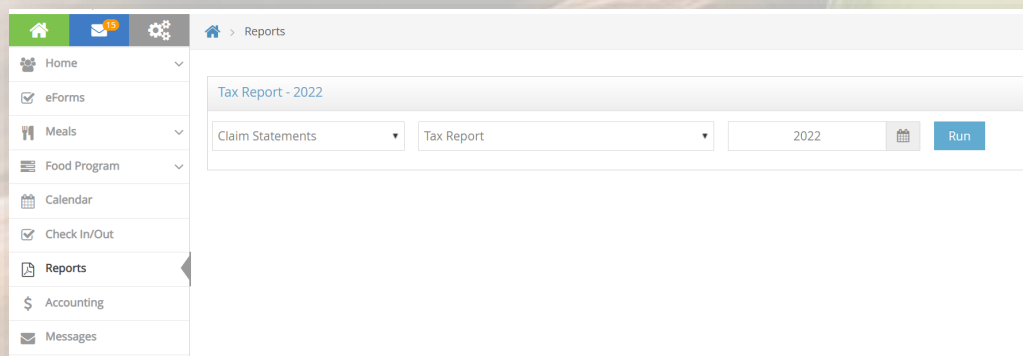
- Sunday, January 1, 2023- New Year’s Day
- Monday, January 16, 2023- Martin Luther King Jr. Day
- Monday, February 20, 2023- Presidents’ Day
- Friday, March 31, 2023- Cesar Chavez Day (Recently added)
- Monday, May 29, 2023- Memorial Day
- Tuesday, July 4, 2023- Independence Day
- Monday, September 4, 2023- Labor Day
- Saturday, November 11, 2023- Veterans Day
- Thursday, November 23, 2023- Thanksgiving Day
- Monday, December 25, 2023- Christmas Day

** If you have a holiday closure lists, please provide it to our agency ahead of time. Also, as part of ECCI’s Call-in policy, if the holiday falls on a weekend, please call us ahead of time to let us know what weekday you will be observing the holiday (if applicable) **

TAX REPORT

It’s that time again! Tax season is upon us. Here are instructions on obtaining your 2022 Tax report:

Click on **REPORTS** on the side toolbar> select a category> **CLAIM STATEMENTS**>select a report>**TAX REPORT**>select a year> **2022**>then click **RUN**



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Home, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, and Messages. The 'Reports' item is highlighted. The main content area shows the 'Reports' page with a breadcrumb trail: Home > Reports. Below the breadcrumb, there is a section titled 'Tax Report - 2022'. This section contains two dropdown menus: the first is set to 'Claim Statements' and the second is set to 'Tax Report'. To the right of these dropdowns is a text input field containing '2022'. To the right of the input field is a 'Run' button.

Evergreen's Desk Audits & 2023 State Program Review

Lately, we have been unable to conduct desk audits with some providers. This means that after several attempts of contacting providers, either they are not answering their phones and/or not calling back within a reasonable amount of time for meal services. It is imperative that all providers work with us in order for our agency to comply with the Child and Adult Care Food Program (CACFP) sponsoring requirements. As we are still in amidst a pandemic (Covid-19), the method of conducting the required monitoring visits is conducted remotely via desk audits.

As your sponsor, every 2 years, we are also required to receive a state program review. This is to ensure that we are in compliance with the CACFP requirements. So, from today until the end of May 2023, the California Department of Social Services (CDSS) will be conducting monitoring visits to a percentage of our providers. The state reviewers will be conducting their visits remotely (over the phone). Therefore, please make sure to answer their calls as well. If, for any reason, you are unable to answer their call at that time, please return their call **immediately**. The visits from CDSS will be similar to our monitoring visits.

We understand the nature of your business, and we commend you all for the wonderful job you do. However, until we are able to return to normal operations, contacting providers over the phone is the only method we are implementing to conduct the monitoring visits. With that said, please ensure to answer our calls. We suggest setting a different ring tone for the numbers you have stored for us. Below are our field specialist's phone numbers for your references:

Yazmin Otero - (213) 925-3378

Rina Larida- (909) 247-5652

Absence/Call-in Policy

Please be advised that as a day care home provider participating in the food program during CACFP operating hours, it is imperative to inform ECCI by call-in and/or send a written notice in advance of any changes to your daycare operation (including but not limited to; closure, pick up schedule, no meal service, no children and field trips). Failure to comply with our Absence/Call-in Policy and/or any regulation thereof will result in disallowance of meals and you may be determined as a Serious Deficient provider (Please refer to provider's manual).

Meal Time Schedule

Please make sure to serve your meals at the scheduled meal times agreed with our agency. Should you need to make updates to your meal service times, please contact us at (213) 380-3850 and we will gladly assist you.

Thank you for your cooperation with this matter.

Happy Birthday *Evergreen Providers!*

Rita Collins

Christina Corbin

Brenda De Leon

Sabrina Duran

Yesmin Escalante

Belem Garcia

Ilhama Isgandarova

Teresa Jacobo Ramirez

Dalvanice Lacerda

Alma Lopez

Yehudit Maouda

Maria Michea

Gayane Nasibyan

Felipa Pacheco Melchor

Amanda Quintanilla

Aurora Porsche Reyes

Myra Shepherd

Eun Ja Song

Marine Sosyan

Mekol Twyman

Josefa Vasquez

Vicky Williams

Jeanne Yu

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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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