

# November 2023

## Newsletter

### CALENDAR OF EVENTS

**11/23 & 24/2023**– ECCI office will be closed in observance of Thanksgiving Day (Meals for Friday, November 24 are eligible for reimbursement).



## MONITORING VISITS

Please click on the link below and print the list (not a limited list). We strongly suggest you go over this list MONTHLY, which will assist you to prepare for upcoming in-person monitoring visits at any time.

[http://www.evergreencacfp.org/uploads/1692985095provider-check-list\\_preparing-for-in-person-visits.pdf](http://www.evergreencacfp.org/uploads/1692985095provider-check-list_preparing-for-in-person-visits.pdf)

## SAVING CURRENT MONTH'S FOOD PACKAGES

Please ensure that you save your food label packaging for the current month to allow CACFP reviewers to review them during monitoring visits and ensure that the foods being served are creditable. Providers must save packages showing the products front label, list of ingredients, and nutrition facts label for ALL commercially prepared items. The foods include and not limited to: all grain/bread items, yogurt, juices, tofu (if offered), and processed meat items (such as lunch meat, hot dogs, chicken nuggets, corn dogs etc.). Failure to make the label packaging available 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.

## MILK

Please ensure to have enough milk to serve the day. ECCI strongly suggest to have enough milk for a couple of days. During monitoring visits ECCI staff needs to ensure providers have enough milk for the day of the visit in order for the meals to be subject for reimbursement and ensure providers are serving the age appropriate milks, which are as follows:

- 1 years olds– Whole Milk
- 2-12 year olds– 1% or Fat-Free Milk

*If a child cannot have dairy, please ensure to provide the parent with a milk substitution form or a medical statement and submit it to our agency. Please see our provider manual for guidance on which form to use.*

## 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. 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.





Thankful for You!

We are sending you our gratitude and wishing you a Happy Thanksgiving.



# Happy Birthday *Evergreen Providers!*

Nune Balasanyan  
Sparkle Blount  
Patricia Castillo  
Cristian Corona  
Margarita Cruz  
Oralia Estrada  
Crystal Gabourel  
Blanca Garcia  
Rasheedah Grant

Ana Gutierrez-Dubose  
Shelley Hughes  
Soon Goo Jae  
San Juana Juarez  
Lucine Keseyan  
Iraira Lazcano  
Bok Rye Lee  
Maria Lopez De Jarrin  
Rosa Maurtua de Duenas

Maria Melendez  
Myung Park  
Linda Quezada  
Cecilia Santana  
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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