

# List of Documents and items to prepare for In-Person/Virtual Monitoring Visits

## (모니터링 방문시 체크사항들 )

Updated 02/27/26

□□□□ 방문( 비디오 방문 포함)을 준비하시기 위해 이 목록을 활용해 주시기 바랍니다. 이 목록을 매월 검토하실 것을 강력히 권장드리며, 이는 언제든지 예정될 수 있는 향후 모니터링 방문을 준비하는 데 도움이 될 것입니다.

- Copy of Enrollment Renewal Report (데이케어 아동의 재등록 서류). This report is generated annually in September to renew the children's enrollment in the food program. Please have your copy readily available for review by our staff. □□□ 검토를 위해 **사본을 미리 준비해 주시기 바랍니다** □
- Enrollment copies for new children (that are not on the renewal report). 재등록 기간 이후에 등록된 아이들 등록 서류 Please have your copies readily available.
- All children present in your daycare must have a food program enrollment or a declining form on file to show you introduced the food program prior to 1<sup>st</sup> day of care. This is part of our Civil Rights Regulation and enrollment forms show proof that the food program was introduced to the child. □□□□ 출석 중인 모든 아동은 급식 프로그램 등록서 또는 참여 거부서가 반드시 파일로 보관되어 있어야 합니다.
- Are you following the meal service times you have scheduled with our agency? It is important to serve your meals according to schedule, as those are the times our monitors may arrive to monitor your meal services. Should you need to make any changes to your meal service times, please notify us in advance to receive approval. **에버그린과 정한 식사 시간 준수**
- Are you in compliance with your license capacity? Please visit Community Care Licensing Department (CCLD)'s website for more information including children ratio and staff ratio. **라이센스 정원 규정 준수**
- Are the CACFP Meal Pattern Charts posted in your kitchen? Here are the links to the **current Meal Pattern Charts**: **식단 차트**

[http://www.evergreencacfp.org/uploads/1725573597cacfp-children-meal-pattern-\(2024\).pdf](http://www.evergreencacfp.org/uploads/1725573597cacfp-children-meal-pattern-(2024).pdf)

[http://www.evergreencacfp.org/uploads/1725574022cacfp-infant-meal-pattern-\(2024\).pdf](http://www.evergreencacfp.org/uploads/1725574022cacfp-infant-meal-pattern-(2024).pdf)

- "Building for the Future with CACFP" 포스터를 학부모님들이 볼 수 있는 장소에 게시하셨습니다가? 데이케어에 해당 포스터를 반드시 게시해야 합니다. 아래는 영어 포스터 링크입니다

[http://www.evergreencacfp.org/uploads/1749580530cacfp-build4future-flyer-nov2019-\(1\).pdf](http://www.evergreencacfp.org/uploads/1749580530cacfp-build4future-flyer-nov2019-(1).pdf)

- Did you preplan your menus in advance on KidKare? (At least 2 hours prior to the meal service). We recommend you plan your menus on KidKare the night before or do cycle menus (weekly or monthly). We also highly suggest that you do not have identical menus within the same week. As part of the food program, we want you to offer variety to gain more nutritional value in different fruits and vegetables. 식사 메뉴를 미리 KIDKARE 에 입력 하여 주시고 식사 제공시 입력된 음식 구성원을 제공 하여 주십시오.
- All labels for the food items listed on your menus for the day of visit, plus 4 previous claiming days, will be requested. Please ensure that you save all your food labels that is currently in use, to allow our monitors to review them and ensure that the foods served meet CACFP requirements. Providers must save packages showing the products front label, list of ingredients, and nutrition facts label for ALL commercially prepared items which 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.). 최소 방문날 부터 5 일이전 메뉴의 음식 구성원의 팩케지를 방문시 검토 할수 있게 준비하여 주세요.

알□: 곡류 식품 등 식품을 플라스틱 용기에 보관하는 경우, 모니터링 방문 시 직원이 검토할 수 있도록 원래 포장지를 반드시 보관해 주시기 바랍니다. 실제 포장지는 상자나 파일 폴더에 보관하셔도 됩니다. 온라인에서 출력한 이미지나 사진은 인정되지 않습니다.

- Do you have the age-appropriate milks? Whole milk for your 1-year-olds and 1% or non-fat milk for children 2 and over. Please be prepared to present the milk carton(s) to confirm the milk fat % and the expiration date. 연령층에 맞는 우유 제공 및 팩케지 준비
- If you have children who cannot drink dairy milk, do you have a copy of the Evergreen's Milk Substitution Form that you submitted to our agency? 장애와 상관없이 우유를 대체 하는 음료제공시
- Signed Medical Statement for children with food allergies, do you have a copy of Evergreen's Medical Statement Form that you submitted to our agency? 데이케어 아이가 장애관계로 프로그램 식단차트 이외에 식단을 제공시 받으실경우
- Are you recording your meal attendance on KidKare daily before 10PM? 매일 10 시이전에 식사 기록을 하시는지.
- Are you checking that your meal attendance saved? After recording the meal attendance on KidKare for the day, on the side tool bar select CALENDAR> SELECT ONLY ONE CALENDAR, IN THIS CASE SELECT THE **MEAL** CALENDAR. In the meal calendar you will see the initials for the meals where you successfully saved the meal attendance. 기록 하신 식사를 잘 저장이 되었는지 매일 재 검토 하시는지.

- Are you calling out **in advance** when not claiming a meal or closed for the day? 식사 제공 하지 않을시 에버그린에 미리 연락 하시는지
- Did you review your Claim Summary and Error Report for the previous claim month? By doing so, you'll know how many meals claimed have been processed and disallowed. To access this report on your KidKare account do the following: Click on Food Program > View Claims > Print Claim Summary Report. 매달클레임제출후 Claim Summary and Error Report 검토 하시는지
- Proof of payment for daycare license renewal fee (not applicable if you were recently licensed). Please ensure to email us your proof annually and keep a copy for your records. 데에케어 라이선스 재 갱신 페에먼트 증명
- For school age children, are you reporting **NO SCHOOL** on the child calendar when the children are not attending school? (I.e. Summer vacation, Spring break, Winter break) Ensure to do this before submitting your claim at the end of the month. 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. 방학시 또는 학교에 등교하지 않을경우 School age 아이들 No school 로 Kidkare 에 기입 하시는지
- For technical issues with KidKare, are you notifying our agency on the same day prior to 10PM? 인터넷 또는 전기 문제로 클레임을 못하실경우 그날 저녁 10 까지 에버그린에 이메일 또는 메시지를 남기시고 그날의 기록을 따로 하셔서 보내 주셔야 합니다.
- Do you have water available at all times? Ensure to show how you make water available for all children (i.e. water bottles, water dispenser, water in the pitcher with cups, etc.) 아이들에게 물을 어떤 방식으로 제공 하시는지
- Safety and Sanitation: Ensure to show our staff the area where you feed the children. 식사 제공/준비 하는 장소 가 청결하고 안전 한곳인지.