



Evergreen Child Care Food Program
3960 Wilshire Blvd. Suite 306 Los Angeles, CA 90010
Tel. 213-380-3850/5345 Fax. 213-380-9050
joinecci@gmail.com

MAY 2015 NEWSLETTER

“03-15 Federal” reimbursement has been disbursed if your claim was submitted on time. Manual Claiming Providers: All May forms must be submitted no later than **June 5, 2015**. If documents are submitted anytime later, meal claims will be considered a late (adjustment) claim.



- ❖ **MEAL SERVICE TIMES:** In recent monitoring visits conducted by Evergreen Child Care, Inc. (ECCI) show that a few providers have served the meal(s) prior or after their scheduled meal service times. Please be advised, failure to follow the scheduled meal service times is categorized as a serious deficiency and may lead to termination from the Child and Adult Care Food Program. Furthermore, make note that ECCI will not provide reimbursement for any meals that **are not** served at the scheduled meal service times. (Please keep in mind that all providers are allowed to update their meal service schedule at any given time, as long as ECCI is informed **in advance** by phone or via e-mail and **ECCI approves the such changes.**)
- ❖ **CONTACTING US VIA E-MAIL:** As part of our Absence/Call-In Policy, providers are required to inform ECCI in advance of any changes to the daycare operations (including but not limited to: closure, pick up schedule, no meal service, no children, holiday closure lists and field trips). Even though notifying ECCI by phone is acceptable, we **HIGHLY** suggest providers to notify us by e-mail at joinecci@gmail.com instead. By using the method of email will be a better way for both agency and provider to make clear record of time and date of the contact including the details of the message.

Here are examples of e-mail messages:

Subject: Provider #1780

Message: Today I will not be serving Lunch due to a field trip. Please reply when you receive this.

Thank you!

Mrs. Mary Apples #1780

Subject: Provider #1755

Message: I am notifying in advance that as of June 1, 2015 I will be making changes to my PM Snack & Dinner times. My new schedule will be as follows:

Lunch: 11:30am

PM Snack: 3:30pm

Dinner: 5:30pm

Please reply when you receive this.

Thank you!

Mrs. Sofia Green #1755

❖ **NEW CHILDREN:** *Do you have any new or drop-in children in your daycare?* If so, here are the steps to follow in order to be in compliance with the CIVIL RIGHTS regulation. As a provider, you are responsible to inform parents and/or guardians of your current participation in the Child and Adult Care Food Program (CACFP) and offer the program to ALL children in your daycare. **Please keep in mind that the best way to prove that the program has been introduced to the parent or guardian is to obtain a completed enrollment application before or on the first day of care (Including drop-in children).** For example, if the child's first day of care is May 5, 2015, then a completed enrollment application (which includes parent's signature) must be on file prior to or the morning of May 5, 2015, NOT at the end of the first day of care. In case the parent or guardian chooses NOT to have the child participate in the CACFP, the provider is still required to submit a complete enrollment application to ECCI and ensure to do the following on the enrollment application:

- Providers Claiming on Scannable Forms:** If the child will NOT be participating in the nutrition program, on section 12 of the enrollment application bubble **NON-PARTICIPATING**.
- Providers Claiming Online:** If the child will NOT be participating in the nutrition program, on the first step of the enrollment application you will see a checkmark where it says PARTICIPATES IN CACFP, make sure to **REMOVE THE CHECKMARK**.

❖ HARVEST OF THE MONTH: Strawberries



Did you know that Strawberries are an excellent source of Vitamin C. Vitamin C helps your immune system. It helps fight off sickness and infections. Our body cannot naturally make Vitamin C so we need to add fruits and vegetables that are rich in Vitamin C as part of our daily diet.

Here are some produce tips when buying strawberries:

1. Look for plump berries with a natural shine, rich red color, bright green caps and a sweet smell.
2. When buying frozen strawberries, look for the “no sugar added” on the label.
3. Unwashed strawberries should be stored in the refrigerator for up to 3 days.
4. Before serving make you gently wash them with the green caps still on for food safety.

(Source: www.harvestofthemonth.cdph.ca.gov)