



Evergreen

Child Care Food Program

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CALENDAR OF EVENTS

07/01/15– May 2015
Reimbursement was
disbursed

07/03/15—ECI
office will be closed

07/04/15– American
Independence Day



July 2015 Newsletter



May 2015 Federal reimbursement has been disbursed if your claim was submitted on time.

Manual Claiming Providers: All July forms must be submitted no later than August 5, 2015. If documents are submitted anytime later, meal claims will be considered a late (adjustment) claim.

SCHOOL AGE NOTE: Do you have school age children (6yrs and above) who are on summer vacation and attending your daycare? If so, in order to receive reimbursement for their AM Snack & Lunch meals ensure to do the following:

Providers Claiming on Scannable Forms: Complete the bottom section of your monthly Claim Information Form (CIF). If you need additional space, you may write in the back of the CIF. Ensure to provide the child's number, reason the child was not in school (in one or two words), dates in which the child was served AM Snack & Lunch.

Example : Child #2 Jonathan Smith (Summer Vacation) 07/01-31/15

Providers Claiming Online: When clicking on the attendance for an AM Snack and Lunch meal service for school age children, you must also click on the "school out" box.

WITHDRAWING CHILDREN: Please be aware that it is the provider's responsibility to keep their list of daycare children current. If there are any children that are no longer attending your daycare please ensure to do the following:

Providers Claiming on Scannable Forms: On the bottom section of your Claim Information Form (CIF), write the name (first, last) of the child, the child's number, and the date of the child's last day in care.

Providers Claiming Online: Click on the Icon that says "List Children" (Picture of children playing in the sandbox), click on the drop down menu that says, "Select Child", then select the child that you wish to withdraw from your daycare. The child's information should appear. Then, click on the "Withdraw" button on the bottom left side of the page. A pop up box should appear asking, "Are you sure you want to withdraw the selected child?" Click "YES".

SERIOUS DEFICIENCY: As a result of the findings noted by the California Department of Education (CDE) during our program review this year, Evergreen Child Care, Inc. (ECCI) is providing you with important information regarding the Serious Deficiency process. Evergreen Child Care, Inc. wants to improve the professional relationship with our providers and for both parties to become more efficient in the operation of the Child and Adult Care Food Program (CACFP). If you have any questions and/or wish to evaluate your status with ECCI in detail, you may contact us for further assistance.

What leads to Serious Deficiency? The following are grounds that may determine the provider as Serious Deficient:

1. Submission of false information.
2. Submission of false claims for reimbursement.
3. Simultaneous participation under more than one sponsor organization.
4. Failure to keep required daily records up to date.
5. Failure to make daily records available for review.
6. Children present during monitoring visit without a completed enrollment application or declining form (Including drop-in children).
7. Failure to notify the sponsor in advance of absence from home and/or call-in when there's any changes to the daycare operation/meal service. (Call-In/Absence Policy)
8. When ECCI cannot complete monitoring review even with our best effort due to provider's absences, meal times being changed without notifying ECCI, no children in attendance, no meal services, not being able to observe legitimate number of children with the number of meals providers normally claims etc.
9. Failure to comply with the record retention requirement.
10. Failure to submit the proof of the license renewal document within 2 months after its expiration date.
11. When meals being served and/or claimed do not meet the Meal Pattern Requirements.
12. Over License Capacity is detected.
13. Failure to attend/complete mandatory annual training.
14. Imminent threat to health or safety.
15. Conviction indicating a lack of business integrity during the past 7 yrs. (Lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, making false claims, or any activity that indicates lack of business integrity.
16. Any other circumstances related to non-performance under the sponsoring organization-day care home agreement.

(Please Note: Determination of such deficiencies is at the sponsor's discretion)

HARVEST OF THE MONTH:



Potatoes

Did you know that potatoes are America's #1 vegetable crop?

Americans consume on average 130 pounds of fresh and processed potatoes annually. About ½ cup to ¾ cup of cooked potatoes is a good source of vitamin C and other important vitamins and minerals such as vitamin B6, potassium, and Niacin. Niacin is a type of B-vitamin that helps make energy in your body.

Here are some healthy serving ideas for potatoes:

1. Boil, bake, roast or grill potatoes. Sprinkle with fresh herbs and spices.
2. Top baked potatoes with mashed avocado instead of butter. Other toppings include salsa, broccoli, low-fat cheddar cheese and low-fat cottage cheese.
3. Boil cubes of potatoes and carrot slices. Mash with a small amount of reduced-sodium chicken broth to make orange mashed potatoes.

Source:

www.harvestofthemonth.cdph.ca.gov

The following are steps that ECCI takes when a provider is not in compliance with the following policies and regulations (Please Note: Findings mentioned above that are not mentioned subsequent are instant Serious Deficiency determinations):

Failure to Comply with the Record Keeping Regulation

- **First Occurrence:** Provider who fails to maintain daily records up to date (less than 2 full days) will be given on-site training regards to the Record Keeping Regulation. In addition, all meal(s) that are found to be non-compliance with record keeping regulation will be disallowed. A corrective action plan may be required and a follow-up visit may be conducted within 30 days to determine if the corrective action plan is adequate.

***If the provider does not have records (menus and/or attendance) for 2 full days within the month of review, provider will be found as a Serious Deficient provider and a Serious Deficiency letter will be issued. A corrective action plan will be required and a follow-up visit will be conducted within 30 days to determine if the corrective action plan is adequate. If the problem reoccurs in any subsequent visits, a Notice of Proposed to Terminate and Proposed Disqualification will be sent and ECCI will initiate the termination process.**
- **Second Occurrence:** If the provider fails to be in compliance with the Record Keeping regulation in any subsequent visits, ECCI will initiate the SD process and issue a Serious Deficiency letter. A corrective action plan will be required and a follow-up visit will be conducted within 30 days to determine if the corrective action plan is adequate.
- **Third Occurrence:** If the problem reoccurs in any subsequent visits, a Notice of Proposed to Terminate and Proposed Disqualification will be sent and ECCI will initiate the termination process.

Failure to Comply with the Call-In/Absence Policy

- **First Occurrence:** Provider will be given on-site, phone, and/or written training in regards to the Call-In/Absence Policy. In addition, all meals where the provider failed to call out or notify ECCI in advance of changes during the month of review will not be subject to reimbursement. A corrective action plan may be required and a follow-up visit may be conducted within 30 days to determine if the corrective action plan is adequate.
- **Second Occurrence:** If provider fails to be in compliance with the Call-In/Absence Policy on any given day and/or meal, ECCI will initiate the SD process and issue a Serious Deficiency letter. A corrective action plan will be required and a follow-up visit will be conducted within 30 days to determine if the corrective action plan is adequate. (Claiming on scannable forms: any records not available for review up to the date of the monitoring visit will not be subject to reimbursement.)
- **Third Occurrence:** If the problem reoccurs, a Notice of Proposed to Terminate and Proposed Disqualification will be sent and ECCI will initiate the termination process.

Children in Care without a Completed Enrollment Application or Declining Form

- **First Occurrence:** Provider will be given on-site training on his or her responsibility to inform parents and/or guardians of the daycare's current participation in the Child and Adult Care Food Program (CACFP) and to offer the program to the parents or guardians of ALL daycare children (Including drop-in children) by having each parent or guardian complete an enrollment application or decline form on or before the 1st day of care.
- **Second Occurrence:** During any subsequent visits, if the provider is found with children in the daycare without a completed enrollment application or declining form, ECCI will initiate the SD process and issue a Serious Deficiency letter. A corrective action plan will be required and a follow-up visit will be conducted within 30 days to determine if the corrective action plan is adequate.
- **Third Occurrence:** If the problem reoccurs, a Notice of Proposed to Terminate and Proposed Disqualification will be sent and ECCI will initiate the termination process.

IDENTICAL MENUS: Recent claim review and monitoring visits conducted by Evergreen Child Care, Inc. (ECCL) show that a number of providers are serving identical menu items within the same week. Please be advised that serving identical menu items within the same week is not subject to reimbursement. (Ex. Serving MILK, BANANA, and TOAST on March 21st and serving the exact same menu for the same children on March 22nd; Breakfast for March 22 will not be subject to reimbursement).

Research show that people who eat a variety of vegetables and fruits as part of an overall healthy diet, are likely to reduce the risk of some chronic diseases. Vegetables and fruits provide nutrients vital for health and maintenance of your body. So, serve a variety of options for your daycare children; it is good for their overall health.

IN & OUT TIMES (ONLINE CLAIMING PROVIDERS): Please be advised that recording times when a child comes in and out of the daycare (when necessary) is part of the record keeping requirement. Failure to be in compliance with the record keeping requirement is considered a serious deficiency (Please refer to the record keeping process). For that reason, ECCL would like to remind you to check your records at the end of each day (before 10 pm) to confirm that all necessary times were recorded in order to receive reimbursement for each child.

FOOD LIST UPDATE (ONLINE CLAIMING PROVIDERS): Please be informed, the following components have been added to our lists of foods on Minute Menu:

- Granola (124)
- Almond Butter (145)

METRIC CONVERSION GUIDE: As you may already know, the meal pattern chart that is posted in your kitchen show the required minimum serving size for each food group by age. We have posted on our website a guide of the metric conversion system for the Child and Adult Care Food Program (CACFP) to help you become familiar with the relationship between metric units. Please be advised that weight and volume for dry food and liquid are different.

Visit the link below to view the metric conversion chart:

<http://evergreencacfp.org/uploads/1435712417metric-equivalents-for-food-buying-guide.pdf>



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