



# Evergreen

## Child Care Food Program

3960 Wilshire Blvd. Suite 306

Los Angeles, CA 90010

Tel. (213) 380-3850

Fax. (213) 380-9050

joinecci@gmail.com

www.evergreencacfp.org

## August 2015 Newsletter



### CALENDAR OF EVENTS

**08/04/15**– June 2015 Reimbursement was disbursed

**08/28/15**—Meal Benefit Forms & Permanent Agreement Due Date

**08/21/15**-Workshop Video will be available

**09/07/15**- Labor Day (Meals are not subject for reimbursement)

**09/25/15**– Enrollment Renewal Report & Workshop Answer Sheet Due Date

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

### ELIGIBILITY RENEWAL (2015-2016)

Attention providers who:

- Want to claim and/or continue to claim their own children (Own /own foster child)
- Want to claim and or continue to claim children that live in the provider's residence
- And/or are in Tier 2 applying for Tier 1 rates

The Meal Benefit Form for 2015-2016 has been uploaded to our website for those providers who fall in the categories listed above. Any providers who wish to apply for eligibility must submit the completed Meal Benefit form by

**Friday, August 28, 2015**

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For those providers applying for Tier 1 who fail to submit the Meal Benefit Form by August 28, 2015 will receive Tier 2 rates and/or any residence children may not be eligible for reimbursement as of September 1, 2015.

\*\*If you are applying for foster children, one Meal Benefit Form **per** foster child is required.

**\*\*When completing Section 3 (if applicable) on the form, please make sure to write the number 0 on the empty boxes.**

**To print the Meal Benefit form please do the following:**

- 1. Go to [www.evergreencacfp.org](http://www.evergreencacfp.org)**
- 2. Click on the tab titled **FORMS****
- 3. Click on MEAL BENEFIT FORM FOR PROVIDERS**

## **PERMANENT AGREEMENT (CONTRACT)**

What is the Permanent Agreement? The Permanent Agreement is the contract between the daycare provider and sponsor (ECCI). Please be advised, upon request from the [California Department of Education](http://California Department of Education) our Permanent Agreement has been updated and ALL PROVIDERS must read, sign and mail it to our agency by no later than

**Friday, August 28, 2015**

**To print the Permanent Standard Agreement please do the following:**

- 1. Go to [www.evergreencacfp.org](http://www.evergreencacfp.org)**
- 2. Click on the tab titled **FORMS****
- 3. Click on Permanent Agreement (Contract)**

**\*\*\*MAKE SURE TO KEEP A COPY, AS IT IS PART OF THE RECORD RETENTION REGULATION. EVERGREEN OR CALIFORNIA DEPARTMENT OF EDUCATION REPRESENTATIVES MAY ASK TO SEE THE COPY OF YOUR PERMANENT AGREEMENT DURING MONITORING VISITATIONS.**

## **2015 ECCI MANDATORY WORKSHOP**

The mandatory annual workshop will be online as of **August 21, 2015!**

In order to fulfill their annual workshop requirement (As stated on the Permanent Agreement), providers are required to watch a video and answer the 20 questions that will appear throughout the video. Furthermore, providers must answer all the answers correct in order to receive credit for this year's workshop.

Evergreen will be uploading the workshop video on our website under the **ANNUAL TRAINING TAB**. On the Annual Training Tab providers will find the workshop video, an instructions page and the answer sheet (In PDF format). The workshop answer sheet must be submitted to ECCI by no later than

**Friday, September 25, 2015**

**\*\*Failure to complete/pass the workshop by September 25, 2015 will determine the provider as Serious Deficient.**

## 2015-2016 ENROLLMENT RENEWAL

Our renewal time is next month! Providers are mandated to renew each child's application every year in September, through the Enrollment Renewal Report generated by us. Evergreen will be mailing the Enrollment Renewal Reports to all active providers on the first week of September.

Enrollment Renewal Report will be due by

**Friday, September 25, 2015**

## 2015-2016 CACFP REIMBURSEMENT RATES

The following chart reflects the annual adjustment reimbursement rates in the Child and Adult Care Food Program (CACFP) for State Fiscal Year 2015–2016. Included are the federal rates for Tier 1 and Tier 2 established by the U.S. Department of Agriculture (USDA) for the CACFP. These reimbursement rates are effective July 1, 2015 through June 30, 2016.

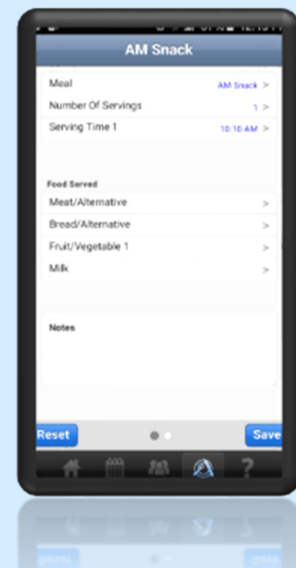
Day Care Homes (Child Care Only) Federal Reimbursement

	<b>Tier I</b>	<b>Tier II</b>
Breakfast	\$1.32	\$0.48
Lunch/Dinner	\$2.48	\$1.50
Snacks	\$0.74	\$0.20

# PROCESSED/ HOMEMADE FOODS

## **-ATTENTION PROVIDERS CLAIMING ONLINE!-**

Evergreen needs to ensure that providers are only claiming creditable processed foods (When applicable). As a result, effective immediately, providers claiming online are required to write the commercially processed food manufacture name on the **comments** or **notes** box, if the menu contains an approved processed food component.



If you serve what might seem as a commercially processed food (Chicken nuggets, fish sticks, etc.), yet it is actually homemade, then ensure to write HOME MADE on the menu comments or note box. Not indicating homemade or the manufacture name, when applicable, will make the menu not subject for reimbursement.

\*Commercially Processed foods include, but are not limited to: Chicken Nuggets, Fish Sticks, Corn Dogs, Meat Balls, Beef & Chicken Patties.

\*If you don't recall the creditable processed foods, please see **Evergreen's Approved Processed Foods List** (Located in our website under the **Policies and Regulations** Tab).

\*Contact ECCI if you find and want to use a processed food that is not in our list, but does have a Child Nutrition label.



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