

Evergreen Child Care Food Program

3960 Wilshire Blvd. Suite 306 Los Angeles, CA 90010

Tel. 213-380-3850/5345 Fax. 213-380-9050

E-mail: joinceci@gmail.com

October 2015 Newsletter

CALENDAR OF EVENTS

10/07/15– August
2015 Reimburse-
ment Disburse-
ment

10/12/15– Ever-
green office will be
closed in ob-
servance of Colum-
bus Day.



Reimbursement Reminder

The **August 2015** Federal
reimbursement has been
disbursed if your claim
was submitted on time.

**Manual Claiming Provid-
ers:** All October forms
must be submitted no
late than November 5,
2015. If documents are
submitted anytime later,
meal claims will be con-
sidered a late
(adjustment) claim.

Newsletter Topics:

1. Enrollment Renewal
2. Record Keeping
3. Processed Foods
4. Annual Workshop
5. Newsletter Memo
6. Food Safety
7. Birthday Announcement

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ENROLLMENT RENEWAL: Please be advised that the enrollment renewal report is now ***past due***. For providers who have not turned in their completed enrollment renewal report, their active daycare children will automatically be withdrawn as of October 1, 2015. In addition, meals claimed for these daycare children will not be subject to reimbursement until the ***day after*** we receive a completed enrollment renewal report.


For example; if you have a child who was automatically withdrawn on October 1, 2015 but you turned in the completed enrollment renewal report on October 5, 2015 you will begin to receive reimbursement for this child's meals as of October 6, 2015.

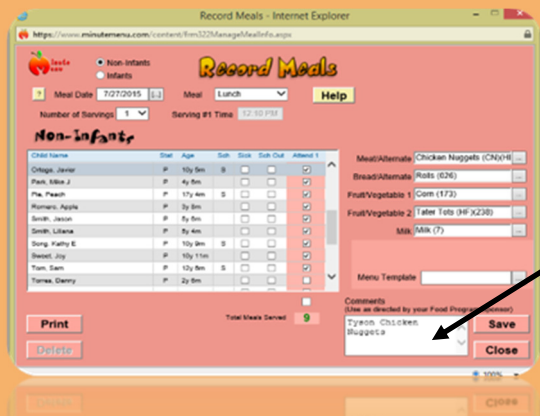
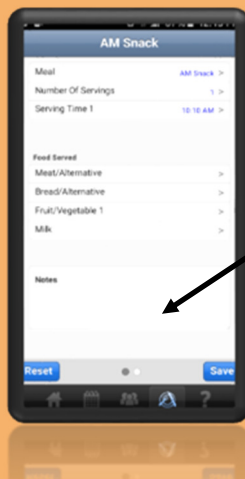
RECORD KEEPING: Are you aware that a 2nd occurrence of Record Keeping violation may lead to a ***Serious Deficiency*** and/or a ***Propose to Termination***? Please be advised that **ANY** number of meals and days written up during a monitoring visit is counted as a violation of Record Keeping. A violation of the Record Keeping can be as little as one meal service and up to a whole month's worth of meal services. If you have a history of record keeping violation during the previous visits, then the same and/or similar findings during any subsequent monitoring visit(s) will lead to a Serious Deficiency and/or Termination process depending on the previous citation.

For example, if you were ever cited with Record Keeping violation during a monitoring visit and did not receive a Serious Deficiency letter. However, during any subsequent monitor visit, ECCI found that you were not in compliance with the Record Keeping regulation, you will be determined as a serious deficient provider and/or ECCI will initiate the termination process.

(For more information on policies and regulations please visit our website the location is under the **Policies and Regulations** tab.)

****Please Note: If you want to check your status with our agency or have any questions, feel free to contact us. We are open Monday-Friday 8:30am-5:00pm****

PROCESSED FOODS (PROVIDERS CLAIMING ONLINE)  : As a reminder, in order to get reimbursed for processed foods, Evergreen Child Care Inc. (ECCI) needs to ensure that providers are only claiming creditable processed foods (when applicable). Therefore, providers claiming online are required to write the commercially processed food manufacture name on the comments or notes box. Here is an example below:

Any homemade foods that might seem like a commercially processed food (chicken nuggets, fish sticks, meat balls, any type of meat patties, etc.) ensure to write **HOME MADE** on the menu comments or note box.

*To access **Evergreen's Approved Processed Foods List**, please visit our website the location is 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 has a Child Nutrition label.

ANNUAL WORKSHOP: Evergreen Child Care Inc. (ECCI) would like to thank everyone for completing the annual workshop online. After reviewing the test, these are common topics that need to be re-addressed:

SWEET FOODS: Please be advised that sweet foods can be served **NO MORE THAN TWICE A WEEK**. If sweet foods have been served more than twice within the same week, the additional meal services will not be subject to reimbursement. These sweets include but are not limited to the following:

Toaster pastries (“Pop Tarts”)	Doughnuts (<i>once</i> a week only)
Sweet rolls	Fruit Grain/Granola Bars
Cookies (snack only)	Homemade Brownies
Dessert Pies (snack only)	

****Please be advised that all types of cakes and cupcakes are NOT CREDITABLE**.**

ENROLLMENT SIGNATURE DATE: Please be advised that providers can only start claiming meals for children **AFTER** receiving a completed enrollment form signed and dated by the parent or guardian. Once a provider receives a completed enrollment form signed and dated by the parent or guardian, providers can begin claiming the child’s meals as of the date of the parents signature. Please remember that all completed enrollment applications must be submitted to Evergreen Child Care Inc. (ECCI), **within 5 calendar days** from the date that the parent or guardian signed. If ECCI does not receive the completed enrollments within the 5 calendar days, the child will become eligible as of the date that ECCI receives the enrollment form.

(For more information on policies and regulations please visit our website the location is under the **Policies and Regulations** tab.)

NEWSLETTER MEMO: Please be advised that it is the provider’s responsibility to read our monthly newsletters, which are uploaded onto our website by no later than the 5th of every month. It is imperative that each provider read the newsletters, since it is our method of communication with our providers and the newsletters contain important updates about the Child and Adult Care Food Program (CACFP) and our agency.

To access our newsletters online, please do the following:

- 1. Go to www.evergreencacfp.org**
- 2. Click on the tab titled NEWSLETTERS**
- 3. Click on your language preference.**



October 2015 Nutrition Education

Series: Food Safety



As a provider, it is important to keep your daycare safe and clean. Practicing these food safety tips when preparing CACFP meals will help fight the risk of food borne illnesses and keep bacteria away.

Food Safety Tips:

- 1) Wash hands with soap and water or use a hand sanitizer.
- 2) Sanitize surfaces after using it. Surfaces should be washed with hot, soapy water. A solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of water can be used to sanitize surfaces.
- 3) At least once a week, throw out refrigerated foods that should no longer be eaten. Leftovers should be thrown away after 4 days; raw poultry and ground meats, 1 to 2 days.
- 4) Keep appliances clean.
- 5) Rinse fresh vegetables and fruits under running water just before eating, cutting or cooking. Even if you plan to peel or cut the produce before eating, it is IMPORTANT to thoroughly rinse it first to prevent microbes from transferring from the outside to the inside of the produce.
- 6) Separate foods when shopping. Place raw seafood, meat and poultry in plastic bag. Store them below ready-to-eat foods in your refrigerator.
- 7) Separate foods when preparing and serving. Always use a clean cutting board for fresh produce and a separate one for raw seafood, meat and poultry. Never place cooked food back on the same plate or cutting board that previously held raw food.
- 8) Keep foods at safe temperatures. Store dry foods at 50 degrees F for maximum shelf life. Maintain refrigerated storage spaces at 32-40 degrees F. Maintain freezer storage at 0 degrees F or below.

(For more information please visit www.choosemyplate.gov)



*We want to wish the following Providers a
Happy Birthday!*

Alba Guerreiro

Angela Swoope

Aura Huete

Bessie Lewis

Brenda Phillips

Clara Beom Kim

Cynthia Beezer

Doris Van Norton

Faye Jean Evans

Hortencia Gutierrez

Hyang Choi

Isabel Mundy

Jin ju Kim

Joy Jakes-Shackleford

Julia Salazar

Karine Kirakosyan

Katherine Baird

La Tricia D Johnson

Leonila Irias

Maria Escobedo

Maxine Cooley

Melinda Luis

Meronica Franklin

Mikyong Yi

Monica Cadiz Barbosa

Nicole Trimble

Ramatu Kamara

Rosilyn Batiste

Roxana Beatriz Velasco

Sharon Baker-Stewart

Simona Tsinman

Sonia Gonzalez

Yaffa Basson

Yoon Hee Lee