

Evergreen Child Care Food Program

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January 2018 Newsletter

CALENDAR OF EVENTS

01/05/2018 – November 2017 Reimbursement Disbursement.

01/15/2018 – ECCI office will be closed in observance of Martin Luther King Day (Meals are NOT eligible for reimbursement on this holiday).

REIMBURSEMENT REMINDER

The November 2017 Federal reimbursement was disbursed if your claim was submitted on time.

Manual Claiming Providers: All January meal claim forms must be submitted by no later than February 5, 2018. If documents are submitted anytime later, meal claims will be considered a late (adjustment) claim.

MAJOR HOLIDAYS (2018): The following major holidays are NOT eligible for meal reimbursement:

New Year's Day (Monday, January 1, 2018)

Martin Luther King Day (Monday, January 15, 2018)

Presidents Day (Monday, February 19, 2018)

Memorial Day (Monday, May 28, 2018)

Independence Day (Wednesday, July 4, 2018)

Labor Day (Monday, September 3, 2018)

Veterans Day (Sunday, November 11, 2018)

Thanksgiving Day (Thursday, November 22, 2018)

Christmas Day (Tuesday, December 25, 2018)

**** If you have a holiday closure lists, please provide it to our agency ahead of time. Also, as part of ECCI's Call-in policy, if the holiday falls on a weekend, please call us ahead of time to let us know what weekday you will be observing the holiday (if applicable)****

TAX REPORT

It's that time again! Tax season is upon us. Here are instructions on obtaining your 2017 Tax report:

For providers claiming on KidKare: Under **REPORTS**>select a category> **CLAIM STATEMENTS**>select a report>**TAX REPORT**>select a year> **2017**>then click **RUN**

For providers claiming on scannable forms: Please contact us at the office and request for your 2017 tax report. We are open Monday-Friday (8:30am-5:00pm).

NEW MEAL PATTERN CHRT

As a reminder, ALL providers are required to replace the old meal pattern chart with the NEW MEAL PATTERN CHART as of October 1, 2017. If you have not done so, please go the following links and print out the new meal pattern chart and post in your kitchen:

NEW INFANT MEAL PATTERN: http://evergreencacfp.org/uploads/1507155815cacfp_infantmealpattern.pdf

NEW CHILD MEAL PATTERN: http://evergreencacfp.org/uploads/1507155693cacfp_childmealpattern.pdf

****PLEASE NOTE: We will ask to see the new meal pattern chart(s) during all monitoring visits****

MAKING RECORDS AVAILABLE

Please be advised, the Record Retention Regulation states that all providers who are participating in the Child and Adult Care Food Program (CACFP) must keep copies of **ALL** CACFP documents for 4 years. Providers must retain their records onsite for the current month, in addition to the current year and three fiscal years prior. These records **MUST** be available at all times. Any past records (with the exception of the current month and previous 12 months) can be stored offsite as long as they are accessible within reasonable time frame upon request. Failure to comply with the Record Retention Regulation would be used as grounds to determine the provider as a "Serious Deficient".

Providers claiming on scannable forms must keep copies of:

- Enrollment renewal reports
- Carbonated copies of enrollments and UPDATED enrollments
- Carbonated copies of menus
- Claim Information forms (CIF)
- Medical Statements/Milk Substitution Forms (If applicable)
- Meal Benefit Forms (if applicable)
- Evergreen Contract (Permanent Standard Agreement)
- Copies of monitoring reports
- Other documents related to CACFP

Providers claiming online must keep copies of:

- Enrollment Renewal reports
- Children's enrollment forms and UPDATED enrollment forms.
- Medical Statements/Milk Substitution Forms (If applicable)
- Meal Benefit Forms (if applicable)
- Records of when you were claiming on scannable forms, prior to claiming online (If applicable).
- Evergreen Contract (Permanent Standard Agreement)
- Copies of monitoring reports
- Other documents related to CACFP

****Evergreen Child Care Inc. (ECCI) and/or the California Department of Education (CDE) staff may ask to see the enrollment renewal report for the current year and/or enrollment forms for each child present at the time of each monitor visit ****

WHOLE GRAIN CORN VS FRESH CORN VEGETABLE

Recent claim reviews show that there is confusion between “whole grain corn” and “fresh corn”.

As a sponsor, we want to clarify the difference between whole grain corn and fresh corn vegetable. Although the fresh corn vegetable contains all the ingredients of a whole grain corn, it is considered a **vegetable** and NOT a grain.

Please be advised, in order for whole grain corn to be qualified as a grain, it must be the 1st ingredient in a bread/bread alternate product. For example, “Romero’s whole-grain corn TORTILLA”.

Furthermore, according to California Department of Education Nutrition Services Division:

“As stated in the USDA’S Food Buying Guide for Child Nutrition Programs, **fresh corn** is considered a starchy vegetable, so would credit as a vegetable, and therefore would not be considered a grain or a whole grain.

However, a product that is a cereal grain (such as cornmeal, corn grits, corn chips, corn tortilla, etc.) would credit as a grain. For that grain to be considered “whole grain-rich” the first ingredient on the label would need to say “whole grain corn” and the remaining grains would need to be enriched. “

(Source: <https://foodbuyingguide.fsn.usda.gov/MasFoodItems/Index>)

WHOLE GRAIN-RICH REGULATION:

During the past two meal claim reviews ECCI has found that many providers are not reporting their once a day whole grain-rich product on the menu. To report the whole grain-rich product on your menu make sure to do the following:

PROVIDERS CLAIMING KIDKARE: Ensure to click “yes” on the question “Is this a whole grain-rich product?” on the particular menu you which you will be serving the whole grain-rich product. Also, in the event that the button is not working in your account, you MAY indicate on the comment section which meal has a whole grain-rich product.



PROVIDERS CLAIMING ON SCANNABLE FORMS: On the new scannable menus there is a section for you to bubble at which meal you served a whole grain. Therefore, there is no need to write “WG” on the menu. It will be the provider’s responsibility to bubble this section.

As a reminder, part of the new meal pattern requirements states that you are now required to serve at least ONE whole grain-rich product on your menu/per day. Please be advised, **WHITE RICE** is **NOT** a whole-grain rich product. Examples of whole-grain rich products are:

- Whole-grain corn cereals
- Whole corn tortillas
- Whole wheat breads
- Whole oats/Oatmeal
- Brown rice
- Whole rye
- Whole-grain barley
- Wild rice
- Buckwheat
- Triticale
- Bulgur (cracked wheat)
- Millet
- Quinoa
- Sorghum
- 100% whole wheat flour

HARVEST OF THE MONTH: Mandarin Oranges



Did you know that the first known reference of citrus fruits, the mandarin, is native to Southeastern Asia and the Philippines? California is the nation's second leading grower of mandarins. Mandarins are a great source of Vitamin C, which is necessary for growth and development. Vitamin C is found only in plants. The body does not make or store Vitamin C, so it is important to eat foods with vitamin C every day. Vitamin C helps the body heal cuts and wounds and helps lower the risk of infection. It also helps keep the body from bruising and helps build the tissue that holds muscles and bones together. Too little vitamin C in the diet can cause dry and splitting hair, bleeding gums, easy bruising, and swollen and painful joints.

Here are some shopper tips when purchasing Mandarins:

Look for mandarins with glossy, deep orange skins and stems still attached. Some patches of green near the stem are okay to eat. Keep mandarins on the counter for a few days OR keep in the refrigerator for up to one week.

How much do I need?

The amount of fruits and vegetables depend on your age category. Please check meal pattern chart for correct portions and sizing. For example, 1 medium size mandarin is about ½ cup of fruit.

Healthy Serving Ideas:

Mandarins are easy to peel and make a great AM or PM snack along with whole grain crackers.

Add mandarin slices to green salad.

Mix cooked long grain rice with mandarins, crushed pineapple, chopped red onions, chopped cucumbers and chopped mint for a refreshing side dish.

Source: (<http://harvestofthemonth.cdph.ca.gov>)

JANUARY 2018 Nutrition Education Series: Food Safety

As a provider, it is important to keep your daycare safe and clean, especially since you are serving food to children. 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:

- Wash hands with soap and water or use a hand sanitizer.
- 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.
- 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.
- Keep appliances clean.
- 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.
- Separate foods when shopping. Place raw seafood, meat and poultry in plastic bag. Store them below ready-to-eat foods in your refrigerator.
- 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.
- 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)

Happy Birthday *Evergreen Providers!*

Jolynn Adams

Estela Carrera

Rita Collins

Brenda De Leon

Yesmin Escalante

Maria Garcia

Linda Garrett

Mary Huei-Chung Jaw

Maria Pabla Jimenez

Audrey Kim

Dalvanice Lacerda

Suk Lee

Mahnaz Malekebrahimi

Yehudit Maouda

Aleksandr Matusov

Maria Michea

Theresa Morse

Amanda Quintanilla

Aurora Porsche Reyes

Elnora Rozell

Myra Shepherd

Eun Ja Song

Josefa Vasquez

Rita White

Jeanne Yu

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Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.



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