

A vibrant collage of fresh produce including pumpkins, bell peppers, grapes, tomatoes, and broccoli. The background is a dense arrangement of various fruits and vegetables, with a large orange pumpkin as the central focus.

September 2024

Newsletter

Evergreen Child Care, Inc.
Child Nutrition Program

ANNUAL TRAINING & 2024-2025 ENROLLMENT RENEWAL REPORT

Two matters need to be taken care of this month and need to be mailed/delivered to our office by

Friday, September 27, 2024

1. Mandatory Annual Training
2. 2024-2025 Enrollment Renewal Report

1. MANDATORY ANNUAL TRAINING

On September 12, 2024, the Annual Training Reading Material (PDF) will be available on our website under the Annual Training tab. You will need to answer 20 questions, which are available in the link at the end of the reading material. The link will take you to a web page where you will answer the questions electronically. You will have until **Friday, September 27, 2024** to complete the training and answer the questions.

**** You may take the exam until you pass.**

Failure to comply with this requirement is grounds for a determination of serious deficiency. Providers must score no less than 18 out of 20 to receive credit and certificate. [Your certificate will be immediately available to print upon passing the exam.](#)

Our website address is

www.evergreencacfp.org

2. 2024-2025 ENROLLMENT RENEWAL REPORT (Available to print in KidKare)

It is time to renew all of the children's status with our agency for the upcoming fiscal year (2024-2025). To renew their participation, print the following report, obtain the parent/guardian signatures and submit it to our agency by no later than **Friday, September 27, 2024** (Please see attachment for further instructions):

- Login to your KidKare account
- On the side toolbar click on REPORTS
- On the 1st drop down menu click on WORKSHEET
- On the 2nd drop down menu click on ENROLLMENT RENEWAL WORKSHEET
- On the 3rd window, you MUST select **OCTOBER 2024**
- Click on RUN to generate your report (if using the Google browser, the report generates in the top right corner of your screen)
- Print and complete ALL the pages
- Provider signature is required on all pages, see top right corner of the report pages.

**** Providers must keep a copy (ECCI needs the original).** During monitoring visits, providers will be asked to show their copy.

Should you have any questions or concerns, please do not hesitate to contact us at (213) 380-3850.

Happy Birthday *Evergreen Providers!*

Naira Aghavelyan

Andre Aivazian

Beverly Allen

Maisha Brown

Silvia Cardenas

Gail Clark

Randi Colar

Elizabeth Cruz

Guia Jean De Luna

Shlomit Hayun

Alida Hernandez

Susanna Khachatryan

Viktoriia Kuzina

Rosa Lara

Ana Maria Lopez

Mashon Miller

Maria Olid

Rubicelia Prieto

Valerie Rendon

Margaret Soto

Mirian Taura

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

fax: (833) 256-1665 or (202) 690-7442; or

email: Program.Intake@usda.gov



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