



EVERGREEN CHILD CARE, INC.

# 2024 CACFP Provider Annual Training



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.





## PLEASE READ BEFORE CONTINUING

After reading the following annual training material, you will need to take an online multiple choice test available on the link provided on the last page of this reading material. **Please read the material first before taking the test.** The test must be completed by no later than

**Friday, September 27<sup>th</sup>, 2024**

Before you begin the test, you will be asked to type your name, last name, email & your provider ID # (last 4 digits of your KidKareID).

In order to receive credit and certificate, providers must score at least 18 correct out of 20. **You will be able to print your own certificate once you pass, so please have your printer ready.** If you do not pass, you can take the test again until you do. You do NOT have to mail in your results, as we will have access to see your score.

Lets begin!

# OVERVIEW

- Civil Rights
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- Enrollments
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- Record Retention
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- Claim Submission and Reimbursement
- Monitoring Visits
- Women Infant and Children Program (WIC)
- Newsletters

# Civil Rights



The goal of civil rights in the child nutrition programs is to provide fair and equitable treatment to all program applicants and participants according to the specific laws and regulations that provide for the protected bases for each nutritional program.

### The goals of civil rights include:

- Eliminating barriers
- Providing equitable treatment
- Ensuring applicants and participants understand their rights and responsibilities
- Respect and dignity



# Discrimination

“A difference in treatment that makes a distinction of one person or group of persons from others, either intentionally or through neglect or by actions or lack of actions taken”

Discrimination may include:



- Not offering milk substitutions to children with disabilities or with religious reasons
- Serving meals at a discriminatory time
- Not offering language assistance

# The 6 Protected Classes & Discrimination



## Race

Race discrimination occurs when someone is treated unfairly due to their race.

*USDA race categories: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander and White*



## Age

Age discrimination happens when someone is treated negatively based on their age.

## Disability

Disability discrimination is the unfair treatment of an individual based on a person's real or perceived disability.

## National Origin

Unfair treatment because someone: is from a particular country or part of the world; displays an ethnicity or accent; appears to be of a certain background.

## Color

Color discrimination is the unfair treatment of a person based on their skin color.

## Sex

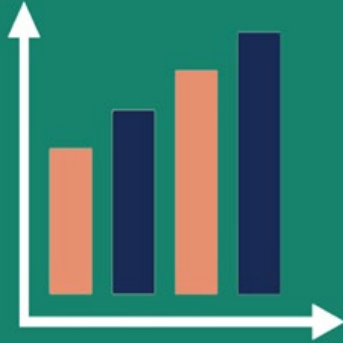
Complaints alleging discrimination on the basis of gender identity or sexual orientation are processed and evaluated as complaints of discrimination on the basis of sex.





# Collection and Use of Data

ECCI is required to obtain data by ethnic and race category.



The purpose is to determine how effectively FNS programs are reaching potential eligible persons and to identify where outreach may be needed

Data may be collected on the participant's enrollment form, meal benefit form, or through other means.



**Visual observation and identification are NOT allowable methods of collecting race and ethnicity data**

Providers should use methods that are based on self-identification and self-reporting. A best practice for this would be obtaining the information from parents or guardians or adult participants.

# Requirements for Reasonable Accommodation of Persons with Disabilities

All sponsors are required to accommodate individuals with disabilities. An individual with a disability is defined as any person who has physical or mental impairment that substantially limits one or more major life activities or is regarded as having such an impairment. Major life activities include caring for one's self, eating performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

CACFP Operators are required to make substitutions to meals for participants with disabilities that restrict their diet.

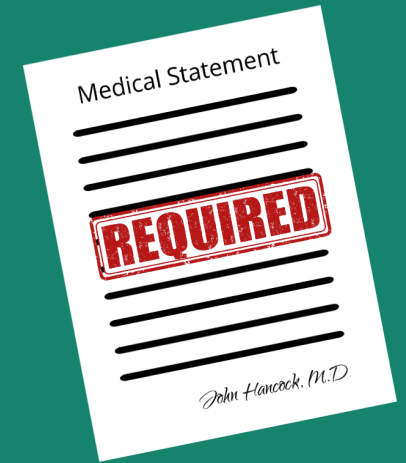
## Medical Statement

Providers must submit a medical statement to ECCL if the child has a disability. The medical statement should include:

- Information about how the disability restricts the participant's diet
- Foods or beverages to be omitted from the diet
- Recommended foods to substitute
- Signature from a state-licensed healthcare professional

**A medical statement does not need to be updated unless there is a change in the dietary restriction.**

The medical statement form is available in Evergreen's website in the Forms tab: <http://evergreencacfp.org/forms>



## For participants who do NOT have a disability

The day care home may, at their discretion, accommodate special needs. However, any menu substitutions made for non-disabled participants must meet the CACFP meal pattern requirements in order to claim meals and snacks for reimbursement.

## Requirements for Language Assistance

Evergreen is required to take reasonable steps to assure meaningful access to program information and services for people with Limited English Proficiency (LEP). People with LEP do not speak English as their primary language and have a limited ability to read, speak, write, or understand English.

## Americans with Disabilities Act Accessibility

A qualified person with a disability may not be excluded from the program, or subjected to discrimination. Evergreen and its providers may not restrict access for participants with disabilities to programs, services, and activities because of architectural or equipment barriers, or the need for related aids and services and auxiliary aids. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Title II are based upon the premise that participants with disabilities will be integrated with their nondisabled peers as much as possible.

Daycare facilities shall operate their program or activity so that when each part is viewed in its entirety, it is readily accessible to disabled persons. If parts of the daycare facility are not accessible, the daycare must offer comparable access to a person with a disability. Every part of a facility must be accessible to and usable by persons with disabilities.



## Complaint Procedures

There are written procedures for handling civil rights and program complaints.

A civil rights complaint can be a written, verbal, or anonymous statement alleging discrimination based on one or more of the six protected bases in the CACFP: race, color, national origin, sex, age, or disability.

All complaints of discrimination must be forwarded to the USDA national office within 180 days for review. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found on the USDA Filing a Program Discrimination Complaint as a USDA Customer (<https://www.usda.gov/oascr>), and at any USDA office, or write a letter addressed to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: 202-690-7442
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Whenever Evergreen receives a complaint, the Civil Rights Coordinator must log the complaint. The complaint log should include (at a minimum) the following:

- Name, address, and telephone number or other means of contacting the person filing the complaint (if not anonymous);
- Specific location and name of the agency;
- Nature of the complaint or action that led to the charges being filed.

***Our agency Director, Young Jin Pak, is also the Civil Rights Coordinator for Evergreen. We ask our providers to report all complaints regarding program and civil right matters to Evergreen before escalating the matter to the next level.***

## Customer Service

Good customer service is an important part of the complaint process. Evergreen Child Care, Inc. (ECCI) staff will:

- Treat everyone equally
- Be knowledgeable of rights and responsibilities
- Evaluate any barriers that prevent or deter anyone from receiving benefits, then eliminate those barriers
- Be respectful and patient

## Conflict Resolution

Conflict resolution goes hand-in-hand with good customer service. ECCI staff will provide good customer service to help avoid potential civil rights complaints. When interacting with providers, ECCI staff will:

- Avoid the desire to place blame
- Attempt to improve the situation
- Allow provider to communicate their feelings
- Improve relationships and increase communication
- Avoid repeating the situation

# Medical Statement & Milk Substitution Form

Evergreen reminds all daycare home providers that non-dairy beverages may be served in the Child and Adult Care Food Program in place of cow's milk *when a participant has a **Milk Substitution Form or Medical Statement on file***. We want to ensure that our providers are aware of this requirement, as failure to comply with this requirement may lead to serious deficiency.

If a child will be served non-dairy milk, the provider is required to print and provide the applicable form to the child's parent/legal guardian:

**Milk Substitution Form:** If the child does **NOT** have a disability, but the parent/legal guardian is requesting a fluid milk substitute due to personal preference (other than taste preference), a milk substitution form is required and needs to be signed by the parent/legal guardian prior to serving. This form must be submitted to Evergreen immediately.

Only approved non-dairy milks can be used. Please refer to the milk section on Evergreen's provider manual for further guidance.

Link to Milk Substitution Form: <http://www.evergreencacfp.org/uploads/1690224401cacfp49-request-for-milk-substitution-may23.pdf>



The image shows a form titled "Request for a Fluid Milk Substitution" from the California Department of Social Services, Child and Adult Care Food Programs Branch. The form is for use by agencies and includes fields for agency name, participant name, parent/legal guardian name, site name, and telephone numbers. It also includes a section for the parent/legal guardian to sign and date. The form contains a disclaimer stating that the agency is not responsible for the fluid milk substitution if the participant does not have a disability, but the legal guardian or adult household member is requesting a fluid milk substitute due to a medical or other special dietary need. The form also includes a section for the parent/legal guardian to sign and date, and a section for the agency to sign and date.

California Department of Social Services  
Child and Adult Care Food Programs Branch

Child and Adult Care Food Program  
CACFP 49 (Rev. 05/2023)

**Request for a Fluid Milk Substitution**

Name of Agency: \_\_\_\_\_ Site Telephone #: \_\_\_\_\_  
Participant's Name: \_\_\_\_\_ Name of Site: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Name of Parent/Legal Guardian or Adult Household Member: \_\_\_\_\_ Telephone #: \_\_\_\_\_

The above listed participant does not have a disability, but the legal guardian or adult household member is requesting a fluid milk substitute due to a medical or other special dietary need. This form is not intended to accommodate participants who drink fluid milk substitutes such as soy milk due to taste preferences. The Child and Adult Care Food Program agency has the discretion to select a specific brand of milk substitute since acceptable products must meet specified nutrient requirements. Juice cannot be offered as a fluid milk substitute for participants with medical or special dietary needs that do not rise to the level of a disability.

This written statement will remain in effect until the legal guardian or adult household member revokes each statement or until the agency discontinues the fluid milk substitution option. Agencies participating in federal nutrition programs are encouraged, but not required, to accommodate reasonable requests. **A child's parent or legal guardian must sign this form.**

Medical or Other Special Dietary Need Requiring a Fluid Milk Substitution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Child Care)  
Signature of Parent/Legal Guardian \_\_\_\_\_ (Child Care)  
Printed Name of Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

(Adult Day Care)  
Signature of Participant/Adult Household Member \_\_\_\_\_ (Adult Day Care)  
Printed Name of Participant/Adult Household Member \_\_\_\_\_ Date \_\_\_\_\_



**Medical Statement Form:** If the child has a physical or mental impairment that restricts the child's diet (including dairy milk) a medical statement form is required. The medical statement form needs to be completed and signed by a State Licensed Healthcare Professional. This form must be submitted to Evergreen immediately.

Link to Medical Statement (**UPDATED 2024** Version):

[http://www.evergreencacfp.org/uploads/1724785050cacfp-97-fill-frm-\(feb2024\).pdf](http://www.evergreencacfp.org/uploads/1724785050cacfp-97-fill-frm-(feb2024).pdf)

California Department of Social Services  
Child and Adult Care Food Program Branch  
Child and Adult Care Food Program  
CACFP 97 (2/2024)

**Medical Statement to Request Special Meals or Accommodations in the Child and Adult Care Food Program**

1. Institution Name: \_\_\_\_\_

2. Site Name: \_\_\_\_\_

3. Site Phone Number: \_\_\_\_\_

4. Name of Child or Participant: \_\_\_\_\_

5. Age or Date of Birth: \_\_\_\_\_

6. Name of Parent or Guardian: \_\_\_\_\_

7. Phone Number: \_\_\_\_\_

8. Description of Child or Participant's Physical or Mental Impairment Affected:  
\_\_\_\_\_

9. Explanation of Diet Prescription or Accommodation to Ensure Proper Implementation:  
\_\_\_\_\_

10. Indicate Food Texture for Above Child or Participant:  
Regular  Chopped  Ground  Pureed

11. Foods to be Omitted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Failure to comply can lead to Serious Deficiency and ECCI will take the following actions:**

- First offence: Training will be provided and applicable meal disallowances will be made.
- Second offence: Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- Third offence: SD Process will be initiated and applicable meal disallowances will be made.

# Enrollments

**Providers are required to offer the food program to all children in their care, regardless of the child's participating status (participating or non- participating).** The CACFP enrollment application needs to be completed (with parent/guardian signature and date) prior to the child's first day in care. Copies of enrollments must be kept and made available during monitoring visits.

# ENROLLMENTS

- Providers can only start claiming meals for children after receiving a completed enrollment form.
- The enrollment form must be signed and dated by the parent/guardian. Provider signature is also required.
- The signature date will be the child's official enrollment date to the nutrition program.

## Please note:

1. All completed enrollment applications must be submitted to Evergreen Child Care, Inc. (ECCI) within **5 calendar days** from the date that the parent and/or legal guardian signed.
2. If enrollments are **not** received within the **5 calendar days**, the child will become eligible as of the date that ECCI receives the enrollment form.
3. All providers must have a completed enrollment for ALL children prior to enrollment date or on the first day in care (when child is dropped off). This includes children during day care "trial" period and drop-in children.
4. **Providers must keep a copy of the signed and dated enrollments.**

**PLEASE REMEMBER:**

The only way for providers to be able to prove that the nutrition program has been introduced to the parent or legal guardian is by obtaining a completed enrollment application **prior or on the first day in care.**

It is imperative to understand that **ONLY** the parent or legal guardian can decide their children's participation in the CACFP.

**ECCI highly recommends the following:**

- Include the food program enrollment application along with the daycare registration packet, to ensure it was introduced prior to enrollment date.
- Have parents sign & date the enrollment on or before the first day of care (before the parent or legal guardian leaves the child in care).
- Before the enrollment is submitted to Evergreen, please ensure the enrollment is completed with the parent's or legal guardian's signature and date.

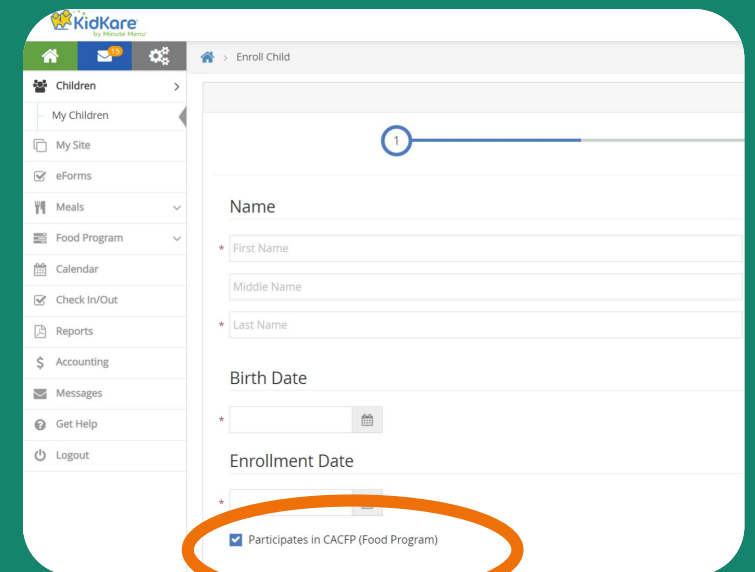
*Any incomplete enrollment application will not be processed and meals claimed for that particular child will not be subject for reimbursement until ECCI receives the completed enrollment.*



What if the parent/guardian declines to participate in the nutrition program?

A COMPLETE/SIGNED ENROLLMENT IS STILL NEEDED. When completing the child's enrollment ensure to do the following:

On the first step of the enrollment application **REMOVE** THE CHECK MARK in the Participates in CACFP box.



The image shows a screenshot of the KidKare web application interface. The page title is "Enroll Child". On the left is a navigation menu with items: Children, My Children, My Site, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout. The main content area shows a form with fields for Name (First Name, Middle Name, Last Name), Birth Date, and Enrollment Date. At the bottom of the form, there is a checkbox labeled "Participates in CACFP (Food Program)" which is currently checked. This checkbox is circled in orange. A progress indicator at the top of the form shows a single step labeled "1".

Failure to comply with the Enrollment Application Regulation will result in the following:

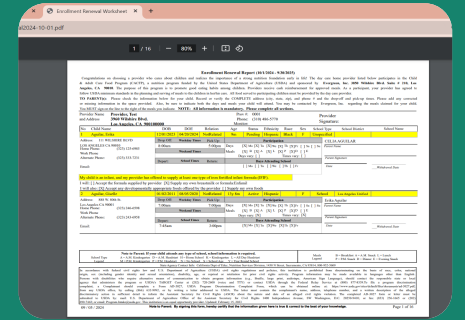
- **1st offense:** Provider will be retrained on site by ECCI staff and the child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.
- **2nd offense:** Provider will have to submit a Corrective Action Plan and a follow-up visitation will be conducted. The child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.
- **3rd offense:** Provider will be issued a Serious Deficiency Letter and a follow-up visitation will be conducted. The child(ren) present during our visit without an enrollment will have to be enrolled immediately (the same day of our finding). ECCI staff will contact the provider once back in the office, to ensure that the provider has mailed or personally delivered the completed enrollment application to the ECCI office.

# Enrollment Renewal 2024-2025





# ENROLLMENT RENEWAL 2024-2025



Providers must renew each child's enrollment for the new fiscal year in the month of September, as the current children's enrollments are set to expire on the last day of September.

The 2024-2025 Enrollment Renewal Report contains all of your current daycare children's enrollment information. The children's parents/ guardians must certify their children's participation on the renewal. In order to renew the child's enrollment for the new fiscal year, ECCI must have the provider's completed enrollment renewal report on file.

**ALL DAYCARE HOME PROVIDER'S NEED TO PRINT THEIR OWN ENROLLMENT RENEWAL REPORTS (SEE NEXT TWO SLIDES)**

Enrollment Renewal Reports are due by

**Friday, September 27, 2024**

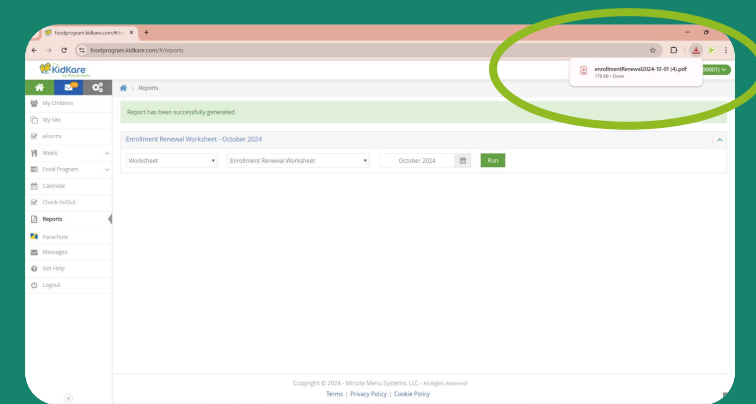
Please mail in your enrollment renewal reports, as we need to have the original signatures (E-mailed or faxed copies will not be accepted)

# HOW TO ACCESS & PRINT YOUR ENROLLMENT RENEWAL REPORT

Must click  
on **OCTOBER**  
2024

To access and print your Enrollment Renewal Report login to your KidKare account and do the following:

- On the side tool bar click on **REPORTS**
- On the 1<sup>st</sup> drop down menu click on **WORKSHEET**
- On the 2<sup>nd</sup> drop down menu click on **ENROLLMENT RENEWAL WORKSHEET**
- On the 3<sup>rd</sup> window, you **MUST** select **OCTOBER 2024**
- Click on **RUN** to generate your report (if using the Google browser, the report now generates on the top right corner of your screen)
- Print and complete ALL the pages



# ENSURE YOUR REPORTS ARE COMPLETE

## Enrollment Renewal Report (10/1/2024 - 9/30/2025)

Congratulations on choosing a provider who cares about children and realizes the importance of a strong nutrition foundation early in life! The day care home provider listed below participates in the Child & Adult Care Food Program (CACFP), a nutrition program funded by the United States Department of Agriculture (USDA) and sponsored by Evergreen, Inc. 3850 Wilshire Blvd, Suite # 210, Los Angeles, CA 90010. The purpose of this program is to promote good eating habits among children. Providers receive cash reimbursement for approved meals. As a participant, your provider has agreed to follow USDA minimum standards in the planning and serving of meals to the children in her/his care. All food served to participating children must be provided by the day care provider.

**TO PARENT(S):** Please check the information below for your child. Record or verify the COMPLETE address (city, state, zip), and phone # and the drop-off and pick-up times. Please add any corrected or missing information in the space provided. Also, be sure to indicate both the days and meals your child will attend. You may be contacted by Evergreen, Inc. regarding the meals claimed for your child. You MUST sign on the line to the right of the meals you indicate. **NOTE: All information is mandatory. Please complete all sections.**

Provider Name: **Provider, Test** Prov #: 0001  
 and Address: **3960 Wilshire Blvd.** Phone: (310) 486-5770  
**Los Angeles, CA 900100000** Monitor:

No	Child Name	DOB	DOE	Relation	Age	Status	Ethnicity	Race	Sex	School	School District	School Year
1	Aguilar, Erika	12/01/2023	04/20/2024	NotRelated	9m	Pending	Hispanic	Black	F	Unspecified		

Address: 111 WILSHIRE BLVD  
 LOS ANGELES CA 90010  
 Home Phone: (323) 125-6985  
 Work Phone:  
 Alternate Phone: (323) 333-7231

Drop Off: Weekday Times Pick Up: Participation  
 8:00am 5:00pm Days [X] Mo [X] Tu [X] We [X] Th [X] Fr [ ] Sa [ ] Su  
 Weekend Times Meals [X] B [X] A [X] L [X] P [X] D [ ] E  
 Times vary: [ ]

Parent Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Withdrawal Date: \_\_\_\_\_

My child is an infant, and my provider has offered to supply at least one type of iron fortified infant formula (IFIF).  
 I will use the formula supplied by provider [X] Supply my own breast milk [ ] Enfamil [ ]  
 I will accept any developmentally appropriate foods offered by the provider [X] Supply my own foods [ ]

No	Child Name	DOB	DOE	Relation	Age	Status	Ethnicity	Race	Sex	School	School District	School Year
2	Giselle	01/02/2011	08/05/2020	NotRelated	13y 8m	Active	Hispanic		F	School	Los Angeles Unified	

Address: W. 80th St.  
 Los Angeles CA 90001  
 Home Phone: (323) 246-6598  
 Work Phone:  
 Alternate Phone: (323) 243-6958

Drop Off: Weekday Times Pick Up: Participation  
 7:00am 7:00pm Days [X] Mo [X] Tu [X] We [X] Th [X] Fr [ ] Sa [ ] Su  
 Weekend Times Meals [X] B [X] A [X] L [X] P [X] D [ ] E  
 Times vary: [X]

Parent Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Withdrawal Date: \_\_\_\_\_

Make sure the child's address and phone numbers are correct. If not, make corrections manually with a red pen.

If the child is now attending school, write in the school depart, school return time and days attending school.

Provider's must sign ALL pages in order to renew the day care children listed on the page. Incomplete Enrollment Renewal Forms will be mailed back.

Parent's/Legal Guardian's must :

- Print their name (if not already printed)
- Provide their signature
- Write the signature DATE (must be signed in the month of September of 2024).

If child is no longer in your care or will not be participating as of October 1, 2024, parent signature is not needed. Simply write the child's withdraw date in the designated area (Withdraw Date)

If you need to make a change on the report please do so with a RED pen. The change will be effective as of October 1<sup>st</sup>.

of school, school information i  
 e School K = Kindergarten L = A  
 School S = School Age Y = Year  
 x: California Dept of Educ, Nutritio  
 agriculture (USDA) civil rights  
 age, or reprisal or retaliation  
 to obtain program informati  
 (202) 720-2600 (voice and T  
 A Program Discrimination  
 letter addressed to USDA. The  
 for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be  
 if the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202)  
 provider. Updated: February 15, 2023

is form, hereby certify that the information given here is true & correct to the best of your knowledge.

The most current Enrollment Renewal Report needs to be readily available to ECCI, California Department of Social Services, and CACFP representatives for review during visits.

**Important reminder:**

- If not submitted by the due date, ECCI will withdraw the children as of October 1, 2024.
- Children enrolled **for the first time** in your daycare in the month of September 2024 **do not** necessarily need to appear on the enrollment renewal report.
- Ensure to mail in ALL the pages . The bottom left corner shows you how many pages your report contains.
- As part of the Record Retention Requirement, providers are required to **KEEP A COPY** of the Enrollment Renewals.



# Record Retention

# Record Retention

All providers are required to keep copies of their CACFP documents for **4 years**.

The current fiscal year copies must be stored & readily available in the provider's home, while the previous 3 years may be stored in another site (accessible within a reasonable time).

The CACFP requires providers to keep copies of the following:

- Daycare License
- Enrollment documents, including for non-participating children
- Daily menus
- Daily meal counts & attendance
- In & out times (if applicable)

ECCI requires providers to keep copies of the children's enrollment applications and the enrollment renewal reports in order to show the children's status in the CACFP.

*\*\*ECCI and California Department of Social Services (CDSS) staff may ask to see the enrollment renewal for the current year and/or enrollment forms for each child present at the time of each monitor visit or audit\*\**

ECCI highly recommends keeping copies of documents that are provided to us in the event that they get lost in the mail, documents such as: annual enrollment renewal, meal benefit forms, milk substitution forms, medical statements, and annual licensing payment receipts.



Failure to comply with the record retention regulation will result in the following:

- **First offence:** Training will be provided.
- **Second offence:** Corrective Action Plan will be requested .
- **Third offence:** SD Process will be initiated and a Corrective Action Plan will be requested.

# Daily Record Keeping Requirement



## Purpose of Recordkeeping

To receive accurate reimbursement from the CACFP, you must have accurate records.

These records provide proof that meals were served to enrolled participants and that the funds received were actually used as expected and in support of the CACFP.

# Daily Record Keeping Requirement

## A. Recording Meal Attendance

Record the meal attendance daily by the end of the day (before 10PM). For BEST PRACTICES, ECCI recommends recording the meal attendance during or after each meal service.

After recording the daily meal attendance and in & out times (if required), please make sure your meal claims have been successfully saved.

For technical difficulties with your computer or electronic devices, please contact ECCI immediately, on the **same day** before 10PM, in order to avoid the violation of daily record requirement.

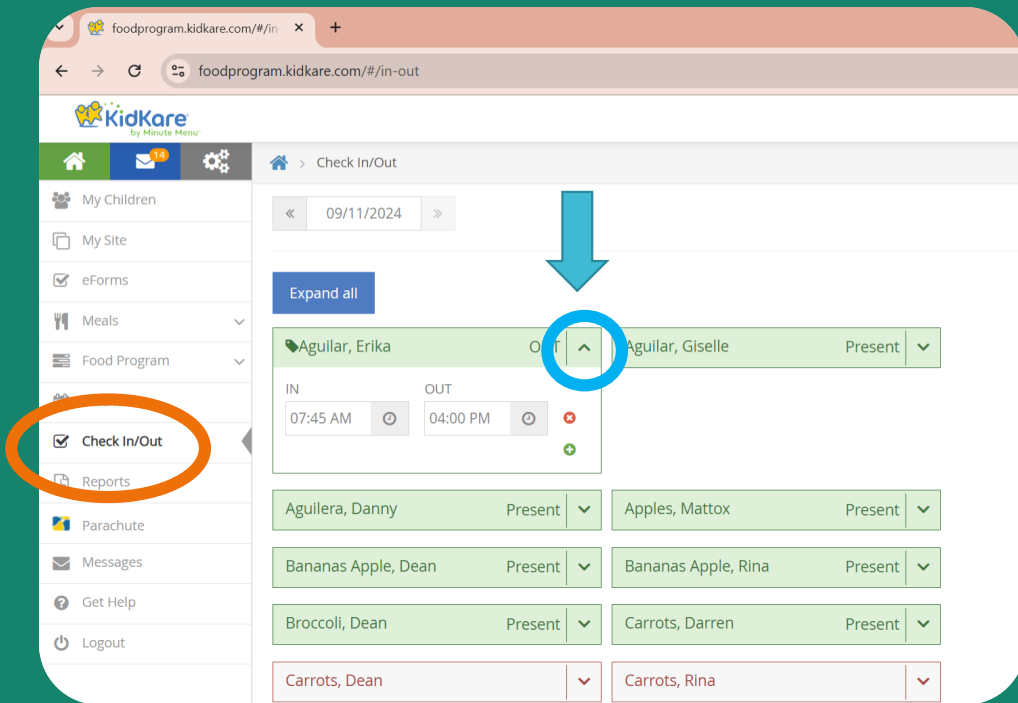
## B. In & out times

Recording the children's in & out times on KidKare is also part of the daily record keeping requirement (when applicable).

**PLEASE NOTE:** Reporting in & out times on KidKare is required ONLY when the total number of daily attendance is greater than the license capacity and/or number of daily meals claimed for any meal types are greater than the license capacity. Providers are then immediately required to record daily in/out times for ALL children in care.

**Example #1:** Provider's day care license is for 14. However, the provider cares for 16 children. In this case, the provider needs to prove that he or she never has more than 14 children at once by recording the daily in & out times for all children.

**Example #2:** Provider has a capacity of 14 and cares for 14 children. In the middle of the month the provider enrolls 2 additional children. In this case, the provider will need to immediately start reporting the daily in & out times for all children in care.



## How to record in & out times (if required)

Step 1: On the side bar, click on Check In/Out

Step 2: Click on the corner of the child's name to open the in & out times boxes.

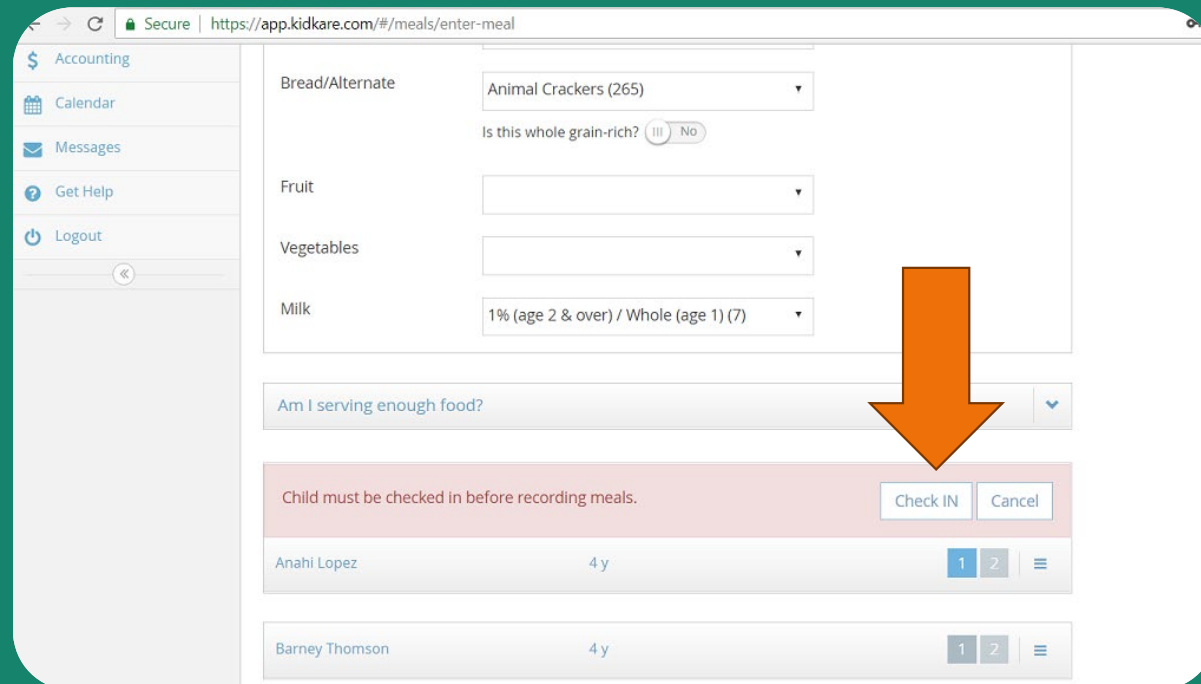
Step 3: Record the in and out times for the children that were present .

## C. Daily attendance requirement

The USDA is requesting that participants in the Child and Adult Care Food Program take attendance of the children present for the day (separate from the meal attendance). The USDA memo states that under 7 CFR 226.6(m)(4) and 226.16(d)(4), all reviews of day care homes and sponsored centers must include the reconciliation of meal counts with enrollment and attendance records for five consecutive operating days.

- The daily attendance must be recorded daily, prior to claiming the child's first meal of the day.
- Both, daily attendance and meal attendance need to be recorded.

The daily attendance will be recorded as you record your first meal of the day. You will be required to “CHECK IN” each child before their first meal of the day.



The screenshot shows a web browser window with the URL <https://app.kidkare.com/#/meals/enter-meal>. The interface includes a sidebar with navigation options: Accounting, Calendar, Messages, Get Help, and Logout. The main content area contains a form for entering meal information:

- Bread/Alternate:** A dropdown menu with "Animal Crackers (265)" selected.
- Is this whole grain-rich?:** A toggle switch with "No" selected.
- Fruit:** An empty dropdown menu.
- Vegetables:** An empty dropdown menu.
- Milk:** A dropdown menu with "1% (age 2 & over) / Whole (age 1) (7)" selected.

Below the form is a question: "Am I serving enough food?" with a dropdown arrow. A large orange arrow points from this question to a red notification box that reads: "Child must be checked in before recording meals." This box contains two buttons: "Check IN" and "Cancel".

At the bottom, there is a table listing children:

Anahi Lopez	4 y	1	2	≡
Barney Thomson	4 y	1	2	≡

## D. Menus

Menus **must be pre-planned on KidKare** to meet the daily record keeping regulation by doing the following:

- Pre-plan your menus on KidKare at least two hours prior to the meal service.
- If the menu needs to be changed, providers may do so at least 2 hours prior to the meal service on KidKare.
- ECCI highly recommends:
  - Menus to be pre-planned a week or a month in advance. If doing so, please review the next day's menu the night before & make changes if necessary.
  - Pre-plan menus that are well balanced and offer a variety of fruits and vegetables.

**REMEMBER: If provider does not serve what appears on the scheduled menu, that meal cannot be reimbursed and may be used as grounds to determine the provider as a Serious Deficient.**

## E. Identical Menu

Serving identical menus within the same week is not creditable.

## F. Cycle Menus

Providers can do what is called a "cycle menu" to avoid identical menus and help plan your menus in advance.

What is a cycle menu? A cycle menu is a series of menus planned for a particular period of time.

**Menus  
must be  
pre-planned  
on KidKare**

The screenshot shows the KidKare software interface. The top navigation bar includes 'Home', 'eForms', 'Meals', 'Schedule Menu', 'Infants', 'Non-Infants', and 'Print Scheduled Menu'. The main content area displays a calendar for August 2023. The calendar grid shows the following scheduled meals:

Day	Meal
Sun 28	
Mon 29	Breakfast Lunch PM Snack
Tue 30	Breakfast Lunch PM Snack
Wed 31	Breakfast Lunch PM Snack
Thu 1	Breakfast Lunch PM Snack
Fri 2	Breakfast Lunch PM Snack
Sat 3	
Sun 4	
Mon 5	
Tue 6	Breakfast Lunch PM Snack
Wed 7	Breakfast Lunch PM Snack
Thu 8	Breakfast Lunch PM Snack
Fri 9	Breakfast Lunch PM Snack
Sat 10	Breakfast Lunch PM Snack
Sun 11	
Mon 12	
Tue 13	Breakfast Lunch PM Snack
Wed 14	Breakfast Lunch PM Snack
Thu 15	Breakfast Lunch PM Snack
Fri 16	Breakfast Lunch PM Snack
Sat 17	Breakfast Lunch PM Snack
Sun 18	
Mon 19	
Tue 20	Breakfast Lunch PM Snack
Wed 21	Breakfast Lunch PM Snack
Thu 22	Breakfast AM Snack Lunch PM Snack
Fri 23	Breakfast Lunch PM Snack
Sat 24	Breakfast Lunch PM Snack
Sun 25	
Mon 26	

# Meal Service Schedule



# MEAL SERVICE SCHEDULE

All providers must serve meals at the scheduled meal service times agreed with ECCI.

## Why?

- In order for us to conduct the meal observation visit.
- In order to abide with the meal time spacing between meals.

If the provider does not follow their meal time schedule, the meals will not be subject for reimbursement. Furthermore, provider may lose the privilege of claiming the meal type in which ECCI is unable to observe.



# Daycare License Renewal Fee

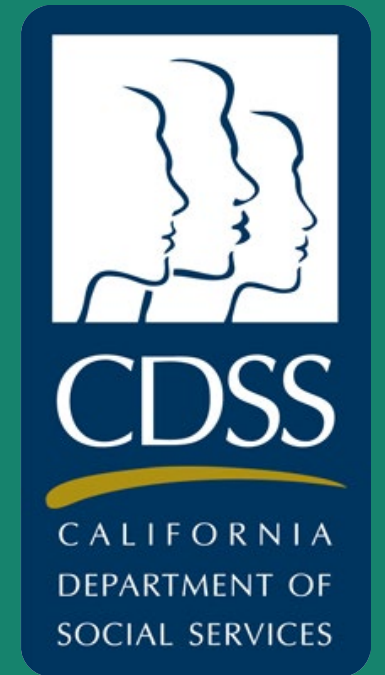
# Daycare License Annual Renewal Fee

Providers participating in the CACFP must be current with their daycare license fees. Therefore, proof of the annual license fee payment made to the Department of Social Services (DSS) is required to be submitted to ECCI annually.

The following are acceptable proof of payments:

- Front & back copy of the cancelled check
- Money order
- Online payment confirmation
- Bank/credit card statement that has payable to DSS, and that it has been posted
- Copy of Profile (May be requested from licensing)

Please be advised: Daycare license renewal fee proof must be forwarded to ECCI within 2 months from the license renewal due date. Failure to submit the required proof within the due date may be used as grounds to determine provider as Serious Deficient.



SOCIAL SERVICES  
DEPARTMENT OF  
CALIFORNIA

# Meal Pattern Requirements

# 2024 CACFP MEAL PATTERN CHARTS

The CACFP Meal Pattern Charts have been updated and are available in Evergreen's website under the Policies & Regulation tab.

Providers are required to **PRINT** the updated version and **POST** them in the kitchen

Link to Child Meal Pattern, contains 5 pages (ages 1+):

[http://www.evergreencacfp.org/uploads/1725573597cacfp-children-meal-pattern-\(2024\).pdf](http://www.evergreencacfp.org/uploads/1725573597cacfp-children-meal-pattern-(2024).pdf)

Link to Infant Meal Pattern, contains 2 pages (0-11 months):

[http://www.evergreencacfp.org/uploads/1725574022cacfp-infant-meal-pattern-\(2024\).pdf](http://www.evergreencacfp.org/uploads/1725574022cacfp-infant-meal-pattern-(2024).pdf)



Please print  
2024  
VERSION

**TABLE 2 TO PARAGRAPH (c)(1)—CHILD AND ADULT CARE FOOD PROGRAM BREAKFAST  
[SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL]**

Meal components and food items <sup>1</sup>	Minimum quantities			
	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup>
Fluid Milk	4 fluid ounces <sup>3</sup>	6 fluid ounces <sup>3</sup>	8 fluid ounces <sup>3</sup>	8 fluid ounces <sup>3</sup>
Vegetables, fruits, or portions of both <sup>4</sup>	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Grains <sup>5</sup>	1/2 ounce equivalent	1/2 ounce equivalent	1 ounce equivalent	2 ounce equivalents

<sup>1</sup> Must serve all three components for a reimbursable meal. Offer variety serve is an option for at-risk afterschool care and adult day care centers.

<sup>2</sup> At-risk afterschool programs and emergency shelters may need to serve larger portions to children ages 13 through 18 to meet their nutritional needs.

<sup>3</sup> Must serve unflavored whole milk to children age 1.

<sup>4</sup> Must serve unflavored milk to children 2 through 5 years old. The milk must be fat-free, skim, low-fat, or 1 percent or less.

<sup>5</sup> May serve unflavored or flavored milk to children ages 6 and older. The milk must be fat-free, skim, low-fat, or 1 percent or less.

<sup>6</sup> May serve unflavored or flavored milk to adults. The milk must be fat-free, skim, low-fat, or 1 percent or less. Yogurt may be offered in the place of milk once per day for adults. Yogurt may count as either a fluid milk substitute or as a meat alternate, but not both, in the same meal. Six ounces (by weight) or 3/4 cup (by volume) of yogurt is the equivalent of 8 ounces of fluid milk. Through September 30, 2023, yogurt must contain no more than 22 grams of total sugars per 8 ounces. By October 1, 2023, flavored yogurt must contain no more than 12 grams of added sugars per 8 ounces (2 grams of added sugars per ounce).

<sup>7</sup> Juice must be pasteurized. Full-strength juice may only be offered to meet the vegetable or fruit requirement at one meal or snack, per day.

<sup>8</sup> Must serve at least one whole grain-rich serving, across all eating occasions, per day. Grain-based desserts may not be used to meet the grain requirement. Multigrain alternatives may be offered in place of the entire grain requirement, up to 3 times per week at breakfast. One ounce equivalent of multigrain alternatives credits equal to one ounce equivalent of grains. Through September 30, 2023, breakfast cereals must contain no more than 6 grams of total sugars per dry ounce. By October 1, 2023, breakfast cereals must contain no more than 6 grams of added sugars per dry ounce. Information on crediting grain items and meat/meal alternatives may be found in FNS guidance.

This content is from the eCFR and is authoritative but unedited.

**TABLE 1 TO PARAGRAPH (b)(5)—INFANT MEAL PATTERNS**

Infants	Birth through 5 months	6 through 11 months
Breakfast, Lunch, or Dinner	4-6 fluid ounces breast milk <sup>1</sup> or formula <sup>2</sup>	6-8 fluid ounces breast milk <sup>1</sup> or formula <sup>2</sup> and 0-1/2 ounce equivalent infant cereal <sup>3</sup> or 0-4 tablespoons meat, fish, poultry, whole egg, cooked dry beans, peas, and lentils, or 0-2 ounces of cheese or 0-4 ounces (volume) of cottage cheese, or 0-4 ounces or 1/2 cup of yogurt <sup>4</sup> or a combination of the above <sup>5</sup> and 0-2 tablespoons vegetable or fruit, or a combination of both. <sup>6</sup>
Snack	4-6 fluid ounces breast milk <sup>1</sup> or formula <sup>2</sup>	2-4 fluid ounces breast milk <sup>1</sup> or formula <sup>2</sup> and 0-1/2 ounce equivalent bread <sup>7</sup> or 0-1/4 ounce equivalent crackers <sup>8</sup> , <sup>9</sup> or 0-1/2 ounce equivalent infant cereal <sup>3</sup> or 0-1/4 ounce equivalent vegetable or fruit, or a combination of both. <sup>6</sup> and 0-2 tablespoons vegetable or fruit, or a combination of both. <sup>6</sup>

## Updates to Meal Patterns in the CACFP

The USDA recently released a Final Rule to better align meal patterns in the CACFP with the Dietary Guidelines for Americans. Changes that Impact the CACFP include:

- Changing limits for breakfast cereals and yogurt from total sugars to *added sugars*.
- Allowing nuts and seeds to credit for the full meats/meat alternates component.
- Adds in regulation the current definition of whole grain-rich: “the grain content of a product is between 50 and 100 percent whole grain with any remaining grains being enriched.”



## Added Sugars (Implementation date: October 1 2025)

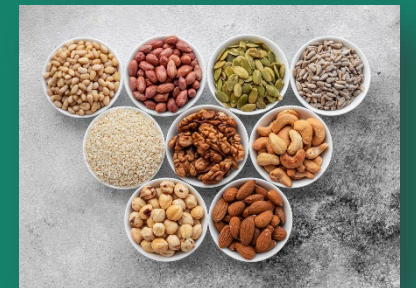
- Breakfast Cereals: Must contain no more than 6 grams of **added sugars** per dry ounce.
- Yogurt: Must contain no more than 12 grams of **added sugars** per 6 ounce (Currently, yogurt must contain no more than 23 grams of total sugars per 6oz)

## Meal Modifications (Implementation date: October 1 2025)

Clarifies that both state licensed healthcare professionals and **registered dietitians** may write medical statements to request meal modifications on behalf of participants with disabilities.

## Nuts and Seeds (Implementation date: July 1, 2024)

Allows nuts and seeds to credit for the **full** meats/meat alternates component, removing the 50 percent crediting limit for nuts and seeds at breakfast, lunch, and supper.



*\*Further training will be provided next year for the changes that are set to be implemented by October 1, 2025*

## CACFP MEAL PATTERN PORTIONS

Ensure to prepare and offer meals that meet the CACFP meal pattern requirements. The CACFP Child and Infant Meal Patterns provide guidance to the minimum serving sizes **by age groups** that need to be offered to the day care children in order for the meals to be subject for reimbursement.

You may also access the USDA's Food Buying Guide for assistance in portion requirements. This is the link to the USDA's Food Buying Guide:

<https://foodbuyingguide.fns.usda.gov/MasGuestUsers/GuestUserLogin?ReturnUrl=%2FHome%2FHome>

Failure to comply with CACFP meal pattern requirements will lead to Serious Deficiency and meals will not be subject for reimbursement. Also, ensure that the staff serving the meals are aware of the CACFP meal pattern requirements. Please refer to our provider manual for further details.





# Infant Menu Requirements

(0-11 months)

## 0-5 months

Formula or breast milk (4-6 oz)

## 6-11 months

Note: If the infant is ready for solids, **3 components** are required for ALL meals, including snacks.

### Breakfast, Lunch and Dinner

1. Formula or breast milk (6-8oz)
2. Infant cereal or meat/meat alternate
3. Fruit or vegetable

### Snacks

1. Formula or breast milk (2-4 oz)
2. Infant cereal, ready-to-eat cereal, bread, or crackers
3. Fruit or vegetable

*\*For further details on infant feeding, please refer to our program manual.*



## Other Reminders on Infant Feeding

- Infant formula and dry infant cereal must be iron-fortified.
- Infant formulas must be manufactured in the United States. However, there is a list of approved foreign infant formulas approved by the FDA to help increase the supply of infant formula in the United States:  
<https://www.fda.gov/food/infant-formula-guidance-documents-regulatory-information/enforcement-discretion-manufacturers-increase-infant-formula-supplies>
- When a parent or guardian chooses to provide breast milk or a creditable infant formula and the infant is consuming solid foods, the day care home must supply all the other required food components in order for the meal to be reimbursable
- Breast milk must be labeled with the infant's name and the date in which the breast milk was expressed in the bottle or breastmilk storage bag. Also, do not keep breast milk longer than 72 hours after it was expressed.
- Juices must not be served to infants.

# Non-Infant Menu Requirements

(Children over the age of 1)



Prepare and offer meals that meet the CACFP meal pattern requirements.

**THREE** components are required for **BREAKFAST**. The three components are:

1. Bread/Bread alternate (Grains) OR Meat/Meat Alternate (Note: Meat/Meat Alternate cannot be served more than 3 times per week during breakfast)
2. Fruit, vegetable or juice
3. Milk

**FIVE** components are required for **LUNCH AND DINNER**. The five components are:

1. Meat/Meal Alternate
2. Bread/Bread Alternate (Grains)
3. Vegetable
4. Fruit or Vegetable
5. Milk

At least **TWO** components, from the 5 components listed above, are required for **AM SNACK & PM SNACK**.

# Milk (Children 1+ years old)

Type of milk served **MUST** be documented (flavored or unflavored) on the menu and must include the % fat content (KidKare gives you the option to select on 1% or Non-Fat Milk)

**In the state of California, flavored milk is not allowed to be served in licensed child care facilities.**

- **1 year old** : Must be served unflavored whole milk
- **2 years and up**: **MUST** be served unflavored 1% or unflavored fat-free (non-fat) milk



# Water

- Water must be available to children throughout the day, including during meal and snack times.
- Water is not considered part of a reimbursable meal and may not be served instead of milk.
- It can be available in a variety of ways, including, but not limited to:
  - Cups available next to a kitchen sink faucet.
  - Water pitchers and cups in the room on the side table.
  - Provided when it is requested.



## GRAIN PRODUCTS (ENRICHED & WHOLE)

All grain products served in the CACFP must be made with at least one of the following to be creditable: **enriched grain, whole grain, bran or germ.**

**Enriched Food Products-** Enriched grains are refined grains that have been processed to remove the nutrient-rich bran and germ, and then have thiamin, riboflavin, niacin, folic acid, and iron added after processing. Similarly, a food that is fortified has certain vitamins and minerals added to increase the nutritional quality. Foods made from refined grains that meet at least one of the following are considered creditable:

1. The food is labeled as “enriched.” For example, long grain rice that is enriched will have the product name “enriched long grain rice.”
2. An enriched grain is listed as the first ingredient on the food’s ingredient list or second after water. The ingredient list will usually say “enriched flour” or “enriched wheat flour,” or there is a sub-listing of nutrients used to enrich the flour, for example, “yellow corn flour {iron, folic acid, riboflavin, niacin, and thiamine}.”



**Whole Grains-** Whole grains consist of the entire grain, seed, or kernel. A whole grain has 3 parts—the bran, the germ, and the endosperm. Usually the kernel is cracked, crushed, or flaked during processing. If the finished product has about the same amount of bran, germ, and endosperm as the original grain did before processing, it is considered a whole grain.

Examples of whole-grain ingredients include whole-grain or whole-wheat flour, brown rice, wild rice, oatmeal, bulgur, whole-grain corn, and quinoa.

Whole grains offer a variety of vitamins and minerals, including magnesium, selenium, iron, zinc, B vitamins, and dietary fiber.

## Bran and Germ

- The bran is the seed husk or outer coating of grains such as wheat, rye, and oats. The bran can be a good source of many nutrients, including B vitamins, iron, potassium, and fiber.
- The germ is the vitamin-rich portion of the grain kernel, which can provide a good source of B vitamins, phosphorus, and zinc. The germ can be separated before processing for use as a cereal or food supplement.

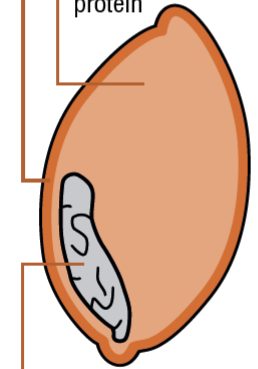
### Whole-Grain Kernel

#### Bran

“Outer shell” protects seed fiber, B vitamins, trace minerals

#### Endosperm

Provides energy carbohydrates, protein



#### Germ

Nourishment for the seed antioxidants, vitamin E, B vitamins

Providers are required to serve a **Whole-grain rich** at least once a day during meal services.

Please be advised, if you do not serve at least one whole-grain rich product on your menu per day, you will automatically be disallowed a meal (lowest overall financial impact) for that day.



# To meet the daily one whole grain-rich product requirement, provider's must do the following:

When scheduling your menus ensure to click on the button that ask if the bread/bread alternate is a whole grain-rich product (See image on the right)

Also, after scheduling your menus, you can pull up the recent weeks menu to ensure that you have a **Whole Grain Rich-Food** scheduled at least once a day (see image below)

The image shows a menu planning interface with two columns: 'Lunch' and 'PM Snack'. In the 'Lunch' column, the 'Bread/Alternate' dropdown is set to 'Brown Rice (075)'. Below it, a question 'Is this whole grain-rich?' has a 'Yes' button circled in yellow. Other items in the 'Lunch' column include 'Meat/Alternate' (Lentils (076)), 'Vegetables' (Avocado (153)), 'Fruit/Vegetable 1' (Peas and Carrots (218)), and 'Milk' (1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1) (7)). The 'PM Snack' column includes 'Meat/Alternate', 'Bread/Alternate' (Cheez-its (118)), 'Fruit' (100% Orange Juice (064)), and 'Vegetables'. A 'Menu' button is visible at the bottom of each column.

The screenshot shows the 'Reports' section of the software. The 'Scheduled Menus' report is displayed for the week of 08/14/2022 to 08/20/2022. The report is organized by day (Mon - 08/15, Tue - 08/16, Wed - 08/17, Thu - 08/18, Fri - 08/19) and meal type (Lunch, PM Snack, Dinner). Several items are circled in orange to indicate they are 'Whole Grain Rich' (WG):

Meals	Mon - 08/15	Tue - 08/16	Wed - 08/17	Thu - 08/18	Fri - 08/19
Lunch	Beef Ground Spaghetti, Zoodles (WG), Tomato Sauce, Apricots, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Egg, Enriched White Rice, Broccoli, Carrots, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Lentils, Brown Rice (WG), Avocado, Peas and Carrots, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	FBCE Chicken Franks, Hot Dog Buns, Chili Beans, Apples, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Turkey Breast, Whole Wheat Bread (WG), Lettuce, Tomatoes, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)
PM Snack	String Cheese, Ritz Crackers	Almond Butter, Celery	Cheez-its, 100% Orange Juice	Graham Crackers, Applesauce	Ritz Crackers, Mixed Fruit (Peaches, pears, pineapple, grapes, cherries)
Dinner	BBQ Chicken, Rolls, Corn, French Fries, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Mozzarella Cheese, Diana's Whole Wheat, Tomato Soup, Potatoes, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Beef Meatballs (Homemade), Brown rice & quinoa spaghetti (WG), Tomato Sauce, Cantaloupe, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	rimp, Quinoa (WG), Broccoli, Peppers, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)	Chicken Teriyaki, Enriched White Rice, Edamame, Cabbage, 1% Unflavored (age 2 & over) / Unflavored Whole Milk (age 1)

To view your scheduled menus go to **Reports>Select Menu Planning>Scheduled Menus>Choose start and end date of the week you wish to view>Click RUN 😊**

Consequences of not complying with the CACFP meal pattern requirements:

- **First offence:** Training will be provided and applicable meal disallowances will be made.
- **Second offence:** Letter will be issued to the provider and a corrective action plan will be required. Also, applicable meal disallowances will be made.
- **Third offence:** SD Process will be initiated and applicable meal disallowances will be made.

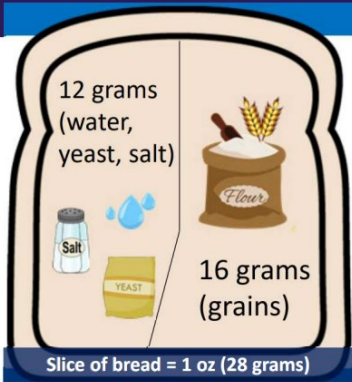
# OUNCE EQUIVALENTS OF GRAINS IN THE CACFP

# REQUIREMENT FOR GRAINS

Grains are an important part of meals in the CACFP. To make sure children get enough grains at CACFP meals and snacks, required amounts for the grains component are listed in the meal pattern as ounce equivalents (oz. eq.). This includes in the infant meal pattern as well.



*Ounce equivalents tell you the amount of grain in a portion of food*



What is Ounce Equivalents (oz. eq.)?

One ounce equivalent = 16 grams of grain

For example, you see in this graphic a slice of bread. The slice of bread weighs 1 oz., or 28 grams, and of that weight, 16 grams is made up of grains. The remaining 12 grams of weight comes from the other ingredients, such as water, yeast and salt. So, the total weight of the item is 28 grams, but the 16 grams of grains makes it 1-ounce equivalent of grains.

Please print all 4 resources, if you have not done so.

The 4 training resources provided by the USDA assist you in using ounce equivalents to determine the amount of grains for meals and snacks.

During monitoring visits we will ask the method you utilized to determine the amount of grains.

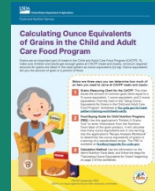
Training VIDEO Link for USDA Resources:  
<https://youtu.be/ErSkGHoB3Ps>



## Resource #1

List the common grains and informs you how much to serve \*You will use this guide the most.

<https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFPworksheetGrainsOzEq%20.pdf>



## Resource #2

Demonstrates three ways you can calculate to determine how much of an item you need to serve at CACFP meals and snacks.

[https://fns-prod.azureedge.us/sites/default/files/resource-files/Calc\\_OzEqGrainsCACFP.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/Calc_OzEqGrainsCACFP.pdf)



## Resource #3

Demonstrates how to credit single-serving packages

[https://fns-prod.azureedge.us/sites/default/files/resource-files/Crediting\\_SS\\_Pkgs\\_of\\_Grains\\_in-the\\_CACFP.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/Crediting_SS_Pkgs_of_Grains_in-the_CACFP.pdf)



## Resource #4

Tells you how much bread/bread-like items, crackers, iron-fortified infant cereal, and ready-to-eat cereals you need to serve to meet CACFP infant meal pattern requirements.

[https://fns-prod.azureedge.us/sites/default/files/resource-files/Feeding\\_Infants\\_Using\\_Ounce\\_Equivalents\\_for\\_Grains.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/Feeding_Infants_Using_Ounce_Equivalents_for_Grains.pdf)

# Common Grain Foods

For the providers convenience, ECCL created a list with images for the common grain foods with the required serving size in ounce equivalent by age category.

The list is available in our website under the Policies and Regulations tab.

<http://www.evergreencacfp.org/uploads/16824600320z-eq-for-common-grain-food-products.pdf>

**Cheez-It Crackers**

Age 1-5	Age 6-12
10 crackers	20 crackers

**Nutrition Facts**  
Serving Size: 10 Crackers (28g)  
Calories 150

12.4 oz

**Teddy Graham Crackers**




Age 1-5	Age 6-12
12 crackers	24 crackers

**Sara Lee Plain Deluxe Bagel**

Age 1-5	Age 6-12
1/4 bagel	1/2 bagel

# Claim Submission and Reimbursement

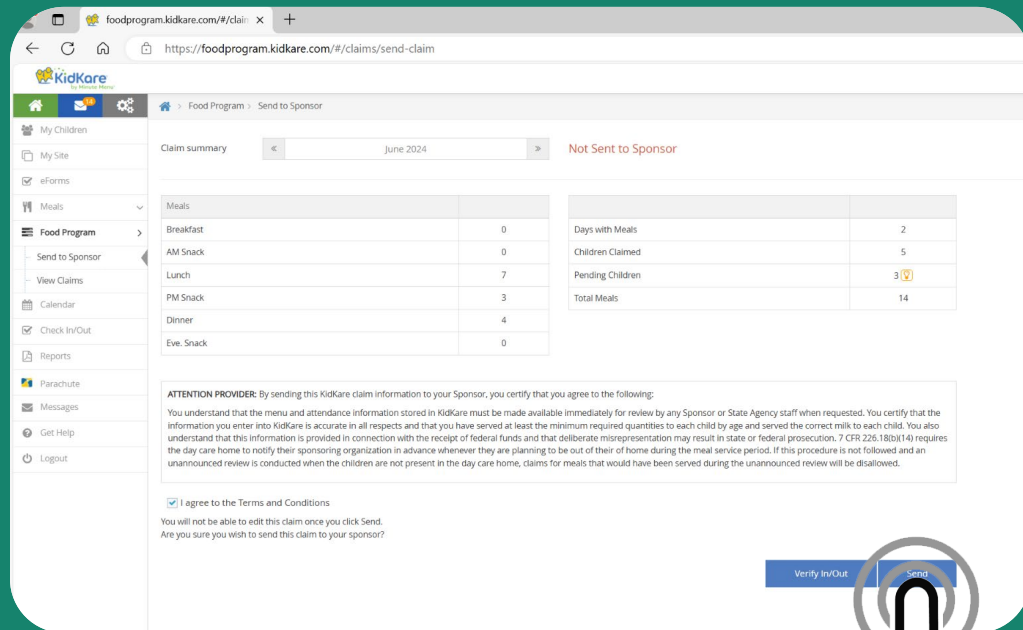
# CACFP Funds

-  The USDA provides funds to state agencies that in turn provide funds to the sponsors.
-  Sponsors are responsible for **reviewing, validating,** and **filing** claims on behalf of their facilities.
-  Claims that are submitted for reimbursement **must comply** with the CACFP requirements.

## Sponsors Role in the Claims Process







- To submit your meal claim, log into your KidKare account and on the side toolbar **click on Food Program>Send to Sponsor>Click on the I agree to the Terms and Conditions box>Click Send**. Providers must submit the meal claim at the end of each month OR prior to claiming for the following month.
- All meal claims received by the 3rd calendar day will be reviewed by ECCI staff and its claim information will be submitted to California Department of Social Services (CDSS).
- Once the providers claim information is submitted to CDSS, it takes approximately 4-6 weeks to process Evergreen's claim request.
- When ECCI receives the reimbursement, it must be disbursed within 5 working days.

## 2024-2025 FEDERAL REIMBURSEMENT RATES

Effective July 1, 2024-June 30, 2025

	Breakfast	Lunch	Dinner	Snacks
Tier 1	\$ 1.66	\$ 3.15	\$ 3.15	\$ 0.93
Tier 2	\$ 0.60	\$ 1.90	\$ 1.90	\$ 0.26

## 2024-2025 State Meal Reimbursement

Effective July 1, 2024 –June 30, 2025

Day Care Homes receive 70% of the below calculation

\$0.2137 state reimbursement for 75% of the breakfast and lunches served to participating children

## Claim Summary and Errors Report

After submitting your meal claim to our agency, your Claim Summary and Errors Report is available. **It is the provider's responsibility to review their Claim Summary and Errors Report.**

By reviewing your Claim Summary and Errors Report , you will know how many meals claimed have been processed and disallowed, if any. The report will also provide the amount of the reimbursement you will be eligible to receive.

**Accessing the report on KidKare-** Click on **Food Program > View Claims > Print Claim Summary Report.** The report is available 2-3 business days after you submit your meal claim. Please review and contact us if you have any questions.

We want all of our providers to strive in receiving the following message on their Claim Summary and Errors Report

**CONGRATULATIONS! WE FOUND NO ERRORS ON YOUR CLAIM**



# Monitoring Visits



## MONITORING VISITS

During each fiscal year, minimum of three monitoring visits are required for day cares participating in the Child and Adult Care Food Program (CACFP). Two out of the three monitoring visits conducted are unannounced and one of the unannounced visits must be in observance of a meal service.

If you plan on not claiming, please notify us in advance, as we are mandated to conduct three visits for the fiscal year.

ECCI prepared a check list to assist providers prepare for our monitoring visits

Link to the list: [http://www.evergreencacfp.org/uploads/1692985095provider-check-list\\_preparing-for-in-person-visits.pdf](http://www.evergreencacfp.org/uploads/1692985095provider-check-list_preparing-for-in-person-visits.pdf)

## ALLOWING US ACCESS TO YOUR DAYCARE HOME

ECCI providers must permit representatives from ECCI, CDSS, and USDA to review CACFP records and the meal and/or snack service operation in the home during announced or unannounced visits during normal childcare hours (Such representatives must show photo identification that identifies them as employees of their respective organizations). Failure to do so will result in the following:

- **First occurrence:** Meals will be disallowed for day of the visit, and provider will be issued a reminder letter. Follow-up visit will be conducted.
- **Second occurrence:** Meals will be disallowed for day of the visit, and provider will be issued a letter requesting a corrective action plan. Follow-up visit will be conducted.
- **Third occurrence:** Meals will be disallowed for day of the visit, and ECCI will initiate the Serious Deficiency Process.

# Woman, Infants and Children (WIC) Program



## What is WIC?

- The Women, Infants, and Children program is a nutrition program that helps pregnant women, mothers with infants, infants and young children eat well, be active, and stay healthy.
- WIC helps families by providing nutrition education, issuing checks for healthy supplemental foods, and making referrals to healthcare and other community services.
- Foster parents, guardians and **single fathers** who have custody of their children can also receive WIC.

## You can participate in WIC if you:

- Are pregnant.
- Breastfeeding a baby under 1 year of age.
- Just had a baby in the past 6 months.
- Have children who are under 5 years of age (including those cared for by a single father, grandparent, foster parent, step-parent or guardian).
- Have family income within WIC guidelines.

For further information, please visit:

<https://myfamily.wic.ca.gov/>



Newsletters



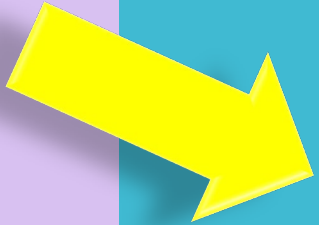
Providers are **required** to read our monthly newsletters. Important information is communicated through the newsletters, such as:

- Due dates
- New creditable foods
- Changes in the CACFP
- Grant information

<http://www.evergreencacfp.org/newsletters>



Time to take the test. Click on the link below



<https://www.classmarker.com/online-test/start/?quiz=fgh66e399fee119a>

Test must be completed by  
Friday, September 27, 2024