

IMPORTANT PROVIDER UPDATE

My Food Program Transition • Annual Provider Training • Annual Re-enrollment

Dear ECCI Day Care Home Provider,

As we prepare for the 2026-2027 program year, we would like to provide several important updates regarding our transition to **My Food Program**, the **Annual Provider Training**, and the **Annual Re-enrollment of daycare children**.

Please review the information below carefully and watch for additional instructions from Evergreen Child Care, Inc. (ECCI).

1. MY FOOD PROGRAM - NEW CLAIMING PROGRAM

By now, all providers have attended one of the **My Food Program Zoom training sessions**. We understand that some providers may still not feel completely comfortable using the new system after the initial training. **Please do not worry.**

To help you through the transition, Evergreen will provide additional **step-by-step training videos** covering important tasks, including enrolling children, creating and entering menus, recording meal attendance, and completing other important claiming and recordkeeping functions.

When will the training videos be available?

The training videos will be provided once your new My Food Program account has been created.

Your New My Food Program Account

We expect your new account to include your current provider information, along with information for the children who are currently enrolled in your daycare.

Once your account is ready, Evergreen will provide your **Login ID, Passcode**, instructions for accessing your account, and additional training and guidance for using My Food Program.

We appreciate your patience while accounts are being created and information is being transferred to the new system. Please do not worry if you have not yet received your account information. We will continue to keep you updated throughout the transition.

2. 2026-2027 ANNUAL PROVIDER TRAINING

Target Posting Date: September 11, 2026

Our target date to post the 2026-2027 Annual Provider Training video and quiz on the Evergreen website is September 11, 2026.

We will send another notification with instructions and additional information as we get closer to the posting date. Please watch for future emails and announcements from Evergreen.

3. 2026-2027 ANNUAL RE-ENROLLMENT

Important Change for This Year

Due to our transition to My Food Program, the annual enrollment renewal for daycare children **will NOT take place in September this year**. In My Food Program, this process is referred to as **Annual Re-enrollment**.

Once the transition to My Food Program is complete, providers will be instructed to print the **Annual Re-enrollment forms from My Food Program beginning October 1, 2026**, for children who will continue participating in the CACFP in October.

IMPORTANT - Parent Signature Date

Parents must review and sign their child's Annual Re-enrollment form. **The parent signature date must be October 1, 2026.**

Please **do not** have parents sign or date the Annual Re-enrollment forms before October 1, 2026.

Submission Deadline

Completed and signed Annual Re-enrollment forms must be submitted to Evergreen **within five (5) days**.

Evergreen will provide detailed step-by-step instructions on how to print, complete, and submit the 2026-2027 Annual Re-enrollment forms through My Food Program once the transition is complete and as October 1 approaches.

IMPORTANT DATES TO REMEMBER

September 11, 2026	Target date for the 2026-2027 Annual Provider Training video and quiz to be posted.
October 1, 2026	Providers will be instructed to print Annual Re-enrollment forms for children continuing in the program. Parents must sign and date the forms October 1, 2026.
Within 5 Days	Completed Annual Re-enrollment forms must be submitted to Evergreen.

We hope this update helps answer some of your questions and concerns regarding the upcoming changes. We understand that transitioning to a new claiming system involves learning new procedures, and Evergreen will continue to provide instructions, training, and support throughout the process.

Thank you for your patience, cooperation, and continued participation in the CACFP.

Evergreen Child Care, Inc. (ECCI)