

Monthly Reminders:**PER USDA REGULATIONS:**

**ALL MEALS AND ATTENDANCE
MUST BE RECORDED BY 11:59 PM
EVERY DAY.**

We understand our providers are busy so set an alarm so you do not forget or run out of time!!! If you run into log in issues, you must call and leave a message at the office the same day of the occurrence for reimbursement consideration.

Regardless of whether you submit your claim through KidKare or on paper, ALL registration forms must be received in our office **NO LATER** than the end of each month for verification. Should you have a child start after the 25th of the month, please contact the office for further direction. Please do not wait to mail them towards the end of the month or with your claim. All paperwork is date-stamped and therefore anything received on the 1st or later, may not be eligible for reimbursement for the previous month.

All paper claims must be received in the office **NO LATER THAN noon on the 4th** each month for processing, regardless of a holiday or mail service so please refer to your calendar monthly and plan accordingly.

On-line claims should always be submitted the **last day of the month**, after your last meal has been entered.

REMEMBER to add non-school days to each school age and preschool child's calendars before the end of each month to avoid deductions!!



*Happy Holidays
from all of us at
Provider's Network*

*Lara Carrie Lisa
Becky Maricela*

**During the holiday season our office may not be fully staffed.
Please leave us a voice mail message at the office or send us an email and
we will get back to you as soon as someone is available.**

January/February PNI Training Opportunities to be determined

Rates for CPR/First Aid:

**PNI Providers: \$60.00 • Non-PNI Providers: \$65.00 • Class fee is non-refundable.
Payment must be received in our office prior to class date to secure spot.**

**Due to COVID 19, all class participants are REQUIRED TO BRING A MASK
TO WEAR DURING THE ENTIRE CLASS.**

**Please bring your own writing utensil. Food and beverages will not be offered
but participants are welcome to bring their own.**

*No December
classes offered*

*January classes
to be determined*

Class dates are subject to change due to COVID 19 throughout the community.

**November Claim Reimbursement Paid in December
Direct Deposit: December 22nd**

Parmesan Roasted Cauliflower

1 large head cauliflower,
cleaned and separated into florets (1 lb.)
4 T. extra-virgin olive oil
½ tsp. sea salt
¼ tsp. black pepper
1 tsp. garlic powder
¼ C. grated Parmesan cheese



Preheat oven to 425°F. Place the cauliflower florets in a single layer in a 9x13 rectangle baking dish. Right in the pan, toss the cauliflower florets with the olive oil, salt, pepper, and garlic powder. Roast the cauliflower for 15 minutes. Gently stir the florets. Sprinkle with Parmesan; continue baking until tender and golden, about 10 more minutes. Serve immediately.

Lunch/Supper Menu Suggestion:

Turkey, Cornbread, Parmesan Roasted Cauliflower, Pears, and 1% or Skim Milk



Holiday Apple Tree

Arrange thin green apple slices, add a strawberry for the star, raspberries for the ornaments and pretzel sticks for the trunk. Serve with cheese slices at snack.

The holidays are upon us.... remember to:

- ✓ Add all non-school days in the calendars of each of your preschool and school age children for their upcoming holiday breaks. Paper Providers: be sure to indicate non-school days for each child on your "Claim Notation Sheet."
- ✓ Call or email the office or your advisor if you will be closed during the holiday season. Notifying the office or your advisor any time you are away from your child care or closed is a USDA regulation. Should your advisor conduct a visit and the office was not notified of a closure, you will be deducted if your claimed a meal during that time and the meal could not be reviewed by your advisor.
- ✓ Submit or mail/drop off your claim on the last day you will be claiming for the month, after your last meal has been recorded.
- ✓ Make sure any CRF's for newly enrolled children are received in our office before the end of the month.

Happy Holidays!

Dropping Children in KidKare Who No Longer Attend

It is important to keep your child list up-to-date every month to ensure attendance accuracy each day. We've had providers contact our office from time to time to let us know they accidentally claimed a child for meals who was no longer in care. Each month, the day after a child's last day of care, you should be withdrawing that child from KidKare. The steps to do that are quite simple: On your home page, double click on the child who is no longer attending. Underneath their name on the new screen is a large, red "Withdraw" button. Click on "Withdraw" and enter the day after the child's last date of care to ensure you receive credit the last day they were in attendance. Click "Ok" and now the child has been withdrawn. You will also want to do that for any children who turn 13 or the oldest age in which your license allows children. As always, please let us know if you have any questions.