



## 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!!



**2020 CACFP Tax Statement** - If you utilize KidKare, your CACFP tax information is easily accessible to you! You are immediately able to view and print your 2020 tax information for your December 2019 - November 2020 claims paid in 2020. This report will give you all the information you need for your food program income for the year.

To run the report from KidKare go to:

**REPORTS › CLAIM STATEMENTS › TAX REPORT › 2020 › RUN**

If you are a paper claim, your tax statement is included with your December Claim Summary. Please call the office if you have any questions regarding your 2020 tax information.

**February/March 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 January  
classes offered

February classes  
to be determined

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

**December Claim Reimbursement Paid in January**

**Direct Deposit: January 21st**

It is often that we mail and/or email our providers timely information, whether it be on a weekly, monthly or yearly basis (ie: Income Eligibility Applications, CRF's, yearly updates). Please remember to check your emails, voice mails and your postal mail each day so you are not missing important information from the PNI office or your advisor. Please pay close attention to the deadlines on any correspondence from PNI. In many cases, we cannot go back to the previous month and backdate information, so if we receive your paperwork past the given deadline, it could result in a loss of reimbursement that month for you. Just as our providers have certain deadlines to return paperwork to us, we have deadlines set for us by Nebraska Department of Education.

***Returning your paperwork promptly will help  
you maximize your reimbursement each month!***

Please contact the office or your advisor if you ever have any questions regarding information you receive from us.

**REMINDER: the only holidays  
throughout the year that are  
NOT reimbursable are:**

**New Year's Day, Memorial  
Day, Independence Day,  
Labor Day, Thanksgiving Day  
& Christmas Day**

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• Remember to mail your CRF's  
• right away when a child  
• starts in your care. Do not  
• wait to mail them towards  
• the end of the month.  
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**Spinach Egg Bake**

2¼ C. frozen spinach  
6 large eggs  
1 T. feta cheese, crumbled  
1 tsp. dehydrated onions, chopped  
salt and pepper to taste



Preheat oven to 350° F and lightly coat medium baking dish with nonstick spray. Thaw spinach, drain, and spread evenly on bottom of baking dish. Whisk remaining ingredients together and pour on top of spinach. Bake for 15 minutes, then broil on high for 2 minutes.

**Breakfast Menu Suggestion:**

Spinach Egg Bake, Whole Grain Toast and 1% or Skim Milk

**MOVING OR NEW DIRECTOR??**

Please contact the office if you plan on moving or changing directors. You must notify the office prior to your move or change. Please do not wait until after your move or change to notify us. We must re-determine your tiering status and obtain the necessary paperwork regarding your move or change within that same month. Additionally, you must also provide us with a copy of your license at the new location or if one was issued for the director change before any claim can be paid.