

Duplicate Children Claimed

During the claims process, we are alerted to any children who have been claimed by two or more providers for the same meals, on the same date. If this occurs, both daycare sites are deducted for the duplicate meals claimed since there is no way for us to confirm which location that child attended for those meals. Both sites will see a claim notation at the bottom of their claim summaries as well. We understand that children are sometimes enrolled in a primary location and a backup location at the same time. That is completely fine, however, providers need to be extra cautious about accidentally claiming meals for a child who is not there.

Additionally, if you have a child enrolled who attends both your site and another site regularly and on the same day, you will want to confirm with the parent that the child was not already claimed by the other provider for meals you intend on serving and claiming. For example, if the child was at another site in the morning and arrived at your site for lunch, you will want to confirm that the child did not already eat lunch at the first site and was claimed. We just want to be sure the provider who served the meals is not penalized when another provider claimed those meals accidentally. Please let us know anytime if you have a question about this.

April & May PNI Training Opportunities

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

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.

**** PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES BY CONTACTING THE PNI OFFICE. ****

PEDIATRIC CPR/FIRST AID - LINCOLN

April 9, 2022 • 9:00 am - 12:00 pm

Instructor: Becky Burns

PEDIATRIC CPR/FIRST AID - COLUMBUS

April 9, 2022 • 9:30 am - 12:30 pm

(class date subject to change based on library availability)

2419 14th Street - Old Police Department

(across from the current library)

Instructor: Lisa Benson



PEDIATRIC CPR/FIRST AID - LINCOLN

May 14, 2022 • 9:00 am - 12:00 pm

Instructor: Becky Burns

PEDIATRIC CPR/FIRST AID - COLUMBUS

May 14, 2022 • 9:30 am - 12:30 pm

(class date subject to change based on library availability)

2419 14th Street - Old Police Department

(across from the current library)

Instructor: Lisa Benson

**** MASKS ARE OPTIONAL ****


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

Due to the USDA Tier Waiver, every provider is receiving tier 1 rates for their day care children until 6/30/22. If you are not currently claiming your own children, but think you may qualify based on your 2021 taxes, please call Lara in the office. She will go over all the needed income verification with you and help you complete the Income Eligibility Application.


Infant Documentation

Providers are required to keep the *Introduction to Solids Form* current and updated on-site as new solids are introduced and served. NDE pointed out that there were quite a few providers only recording or claiming breastmilk/formula for older infants (6-8 months and older) and not recording the additional solids served. It is important that you are adding those components to your claim so as we are doing our reviews, we have a clear picture of what the infant is being served and can be assured that the infants nutritional needs are being met at each meal as they grow. If at any time an infant does not have a solid but normally would, that is fine. However, you should make a note in your comments as to why the infant did not have the solids that day (i.e. didn't feel well, parent request, etc.). That just covers all the bases so that when we are reviewing claims, we can just look there for any additional notes or clarifications without having to bother you with additional questions during your busy days.

If you have any questions about this or about a particular situation you might be having with a parent or infant, please do not hesitate to reach out to our office or your advisor. We are here to help since we know the transition phase for infants can sometimes be confusing.



 We are still offering the Referral Reward Program available to any current PNI provider who refers a new licensed or legally exempt provider to PNI. After your referring provider has claimed for two months, you will receive a \$50 Visa Gift Card and you and your referring provider will be mentioned in the newsletter. There is no limit to the number of rewards you receive so the more referrals, the more gift cards for you! We love showing our appreciation and welcoming new providers to the PNI family!





March claim reimbursement paid in April:
Tentative Direct Deposit Date:
April 22nd

Reminder: The payment date is subject to change from month to month depending on when we receive these grant funds from Nebraska Department of Education. Please keep that in mind when setting up your monthly budget.

IMPORTANT MONTHLY REMINDERS:

- ✓ **Per USDA Regulations:** all meals and attendance must be recorded by 11:59 pm every day. If you run into login issues, you must call and leave a message at the office the same day of occurrence for reimbursement consideration.
- ✓ On-line claims should always be submitted the last day of the month, after your last meal has been entered. Paper claims must be received in the office **NO LATER** than noon on the 3rd of each month.
- ✓ Do not wait to mail your CRF's. All Registration Forms must be received by the end of each month. Mail your CRF's right away when a child starts in your care instead of waiting until the end of the month.
- ✓ Review your claim summary each month and contact the office or your advisor right away if you have any questions.
- ✓ You must contact the office if you plan on moving or changing directors **PRIOR TO THE MOVE OR CHANGE**. If you contact licensing, you are responsible for contacting PNI as well.
- ✓ Add non-school days to each school age and preschool child's calendars before the end of each month to avoid deductions.
- ✓ We cannot be held responsible for the mail service or delays. Please refer to a calendar monthly and plan accordingly. You can utilize our drop slot to drop off paperwork anytime.
- ✓ Check your postal mail, email and voice mails daily so you are not missing important information from the PNI office or your advisor.
- ✓ If you call the office and no one answers, please leave a detailed voice mail and your call will be returned within 24 hours. You can also email your advisor, Lara, or Carrie at anytime.