

## November PNI Trainings

(no trainings in December)

**Rate for CPR/First Aid: \$70.00**

**Pre-registration is required for  
all classes by contacting the  
PNI office.**

**Class fee is non-refundable.  
Payment must be received in  
our office prior to class date to  
secure a spot.**

**LINCOLN - Instructor: Becky Burns**

**PEDIATRIC CPR/FIRST AID \*\* FULL \*\***

November 11, 2023 • 9:00 am - 12:00 pm

**PLEASE CALL US TO REGISTER!**

**During the holiday season our  
office may not be fully staffed.**

**Please leave us a voicemail  
message at the office or send us  
an email and we will get back to  
you as soon as someone is  
available.**



### **HOME VISITS: As of October 1, 2023, we have started our new home visit fiscal year!!**

As you are aware, we are required to conduct at least three home visits to each provider's home between October 1 and September 30 each year. We break up our visits into trimesters so that we can easily manage our visit schedules based on location, type of meal that needs to be viewed, follow-up visits, unannounced meal visits or anything else that may come up throughout the year.

One thing to note is that it is possible you could receive a visit sooner than once every four months. We serve providers throughout the State of Nebraska so sometimes we may need to go to an area at the end of one trimester but then return sooner within the next trimester for various reasons such as weather, certain meals need to be reviewed, etc. Do not be alarmed if this happens. You have all done such a great job of being prepared with your labels, paperwork and calling us if you will be closed so if you keep that up, all visits will continue to go smoothly for everyone.

We are also required to conduct random parent reviews from time to time to make a connection with families whose providers utilize the program. This gives parents an opportunity to ask questions about CACFP and allows us to share a little more about child nutrition with them and other added resources they may find beneficial. Again, do not be alarmed should some of your parents get a call sometime throughout the year. This is just a requirement that we as a sponsor must incorporate into our compliance and communication routines.

**A NOTE FROM CARRIE REGARDING KIDKARE IMPROVEMENTS:** KidKare has made tremendous progress with site log-in issues over the past thirty days. I have been monitoring this closely and while some of you may have experienced a temporary situation this month, it was found to be an isolated incident with an individual provider's device and easily resolved within the same day. This is a great example of why it is important to contact us as early in the day as possible so we can assist and get you back into the system the same day.

I have been asked to serve on the *KidKare Customer Advisory Board* because of the input we were all able to relay to KidKare support regarding our region's issues over the last several months. As users of the program, I feel it is important to have clear and ongoing communication with KidKare regarding issues we might be experiencing, new features we would like to see implemented and how we can all work together to be more efficient with our recordkeeping. Please feel free to email me with any ideas you wish for me to share with KidKare regarding new features you would like to see.

**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.**

CRF's are due in the office by the 25th of each month. If a child starts after the 25th of the month, you can email the CRF **BEFORE the last day of the month.** Please do not wait until the end of the month to mail or email any pending CRF's for children that started in your care before the 25th of the month.

# Remember to look at KidKare messaging daily and your regular email each day for important PNI information!!

With the holidays quickly approaching, remember to...

- ✓ Add all non-school days in your calendar for each preschooler and school age child for the upcoming holiday breaks.
- ✓ 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 the office before the end of the month.
- ✓ Call or email the office or your advisor if you will be closed during the holidays, as well as enter it in your KidKare calendar. Notifying us of a closure 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 meal could not be reviewed by your advisor.
- ✓ Look at KidKare messaging DAILY and read any emails.

## Festive Veggie Cups

Place 2 tablespoons of dip or hummus in the bottom of cups or small jars. Cut carrots, cucumbers, peppers, celery and zucchini into long thin strips. Place veggie sticks into each cup or jar.

Add stickers, art or name tags to each cup or jar. Make veggie cups for a day care holiday party or for family gifts!



Check out our website for important PNI news and ongoing nutrition information!

<https://www.pnicacfp.org>

## IMPORTANT MONTHLY REMINDERS:

**Tentative Monthly Direct Deposit Date Range: 19th - 28th**

Due to the continued fluctuation in receiving the claim funds from NDE each month, we feel it is best to no longer give a tentative deposit date "guess" in the newsletter, but rather a date range based on historical deposit dates. However, each month, once the funds are deposited into our account, we will send a notification to everyone directly through KidKare Messaging with the specific deposit date. Should there be a deposit delay beyond the 28th any month, we will notify you ASAP through KidKare Messaging so the info is at your fingertips!

**Watch KidKare Messaging for the specific deposit date once we receive it!!**

- ✓ **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 or send us an email 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.
- ✓ 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.
- ✓ Add non-school days to each school age and preschool child's calendars before the end of each month to avoid deductions.
- ✓ 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.
- ✓ 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.