



### 2021 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 2021 tax information for your December 2020 to November 2021 claims paid in 2021. This report will give you all the information needed for your food program income for the year.

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

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

To run your tax report from KidKare go to:

**REPORTS ≈ CLAIM STATEMENTS ≈ TAX REPORT ≈ 2021 ≈ RUN**

*Please call the office if you have any questions regarding your 2021 tax information.*

## January & February 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

January 15, 2022 • 9:00 am - 12:00 pm

Instructor: Becky Burns

#### PEDIATRIC CPR/FIRST AID - FREMONT

January 19, 2022 • 6:00 - 9:00 pm

Dodge County Extension Office • 1206 W. 23rd Street

Instructor: Lisa Benson

#### PEDIATRIC CPR/FIRST AID - LINCOLN

February 12, 2022 • 9:00 am - 12:00 pm

Instructor: Becky Burns

#### PEDIATRIC CPR/FIRST AID - COLUMBUS

January 15, 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 - COLUMBUS

February 12, 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

**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.**

## SHIFT MEAL TIMES AND CHILD SCHEDULES

As we process claims each month, we always find the following error on some claims: ***“120 – Child File indicates Child arrived after meal was served or left before meal was served, or times were missing from enrollment.”***

If you have shift meal times and children who arrive or leave during those shifts, you will want to review their enrollment times to ensure you are claiming that child during the appropriate meal shift.

**Here is an example:** Your first breakfast shift is 7:00 a.m.-8:00 a.m. and second is 8:00 a.m.-9:00 a.m. If Tommy’s enrollment states he comes 7:00 a.m.-8:00 a.m. and then leaves for school at 8:00 a.m., you will be deducted his breakfast if you claim him during your *second* shift breakfast time. Tommy’s hours state he leaves at 8:00 a.m. and if you claim him in your second shift for breakfast, that is after his enrolled leave time and the system reads he is not there so it will deduct the meal.

This same scenario occurs frequently at PM snack when school agers return from school. If you are claiming a school-ager during your first snack shift which is scheduled to end before they return, you will see that same error and be deducted.

If you do not have shift times but a child’s enrollment states they arrive after your meal time ends, you will receive this same error and deduction.

If you are needing help analyzing your meal and child enrollment times, please let us know and we would be happy to help.

### 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 redetermine 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 new license at the new location or if one was issued for the director change before any claim can be paid.



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

## December claim reimbursement

paid in January:

**Tentative Direct Deposit Date:  
January 21st**

*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.