

## 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!!



We have all felt the challenges and stress from this past year.

We appreciate each of our providers and we are thankful to all of you for your hard work and dedication to your daycare, families and the food program!

-- Provider's Network Staff

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.

## November PNI Training Opportunities

### AS OF OCTOBER 1: 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.**

### PEDIATRIC CPR/FIRST AID - LINCOLN

November 14, 2020 • 9:00 am - 12:00 pm

Instructor: Becky Burns \*\* FULL \*\*

### PEDIATRIC CPR/FIRST AID - COLUMBUS

November 14th, 2020 • 9:00 am - 12:00 pm

Columbus Public Library • 2504 14th Street  
Instructor: Lisa Benson

**MUST CALL THE PNI OFFICE TO REGISTER**

***Provider's Network will not be offering classes in December 2020,  
but we will resume classes in January 2021.***

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

## October Claim Reimbursement Paid in November

**Direct Deposit: November 20th**

***With the holidays quickly approaching, 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 you 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.



***Enjoy your Thanksgiving holiday!***

**Quick & Easy Bean Soup**

1 can (28 oz) petite diced tomatoes  
1 can (15 oz) black beans  
1 can (15.5 oz) cannellini beans  
1 can (16 oz) garbanzo beans  
3 cups frozen corn  
3 cups vegetable or chicken broth  
1 packet of taco or enchilada seasoning

Combine all ingredients in pot and heat on stove top for 15 minutes.

**Lunch/Supper Menu Suggestion:**

Quick & Easy Bean Soup, Whole Grain Dinner Roll, Sliced Apples, 1% or Skim Milk



**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.

**THANK YOU** to everyone who returned their updates so promptly! If you have not returned your updates yet, the **FINAL** deadline for us to receive them is **October 31st** for all children to be re-enrolled for the next year. Failure to do so will result in deductions for your October claim for any enrollments that expired on 9/30/20.