

2023 NUTRITION CALENDAR AND RECORD-KEEPING SYSTEM



We have only ordered 100 of the 2023 calendars again this year. We realize some providers do not utilize the calendar and use their own method of record keeping. **If you would like to receive a 2023 calendar and you did not request one in July, please call or email Lara at: lbrown@pnicacfp.com in the office to request your 2023 calendar.** Calendars will be on a first-come first-serve basis so if you do not request a calendar, we can not be certain that one will be provided to you.

[Requested calendars will be mailed in early December.](#)

November PNI Training Opportunities (No December trainings)

PLEASE NOTE: Due to an immediate and considerable increase in fees imposed by the National Safety Council, the rate for CPR/First Aid will increase to \$70.00 for all participants beginning October 1, 2022.

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

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

Instructor: Becky Burns

PEDIATRIC CPR/FIRST AID - COLUMBUS

November 19, 2022 • 9:30 am - 12:30 pm

(class dates subject to change based on library availability and minimum class registrations)

2419 14th Street (Old Police Dept; 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.

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

<https://www.pnicacfp.org>

We would like to **WELCOME**
Claudia Richards of Lincoln
to the Provider's Network family!
We are excited to be working with you
and your child care!!

THANK YOU and CONGRATULATIONS to
Judy Brown of Lincoln
for her provider referral of Claudia! Judy will
receive a \$50.00 Visa Gift Card for her referral.

You can receive a \$50.00 Visa Gift Card for any new
eligible provider referrals to PNI. Please contact us
with any questions and make sure that your
referral provider gives us your name when they call
to sign up!

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 our 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 you claimed a meal during that time and the meal could not be reviewed by your advisor.



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.

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.

IMPORTANT NEW NOTE REGARDING CLAIM REIMBURSEMENT DATES:

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!!

"This institution is an equal opportunity provider".

Page 2 of 2