



IMPORTANT: SUPPLEMENTING CLAIMS WHEN YOU CANNOT ACCESS KIDKARE - From time to time, you may experience issues logging into KidKare. If you are unable to log into KidKare or access your email by 10:00 pm, you must contact the office and leave a voice mail **THAT SAME EVENING** in order for your meals and attendance to be considered for reimbursement. If you are able to access your email, you do not need to leave a phone message as long as you email your meals and attendance before 11:59 pm that same evening. **Meals cannot be considered for reimbursement if you contact us the day after you were experiencing technical issues and do not notify us either by phone or email on that same day.** When emailing your meals and attendance, you MUST format your information as follows for each meal you are claiming:

Breakfast:
Infant Menu:
Infant Attendance: (First & Last name)
Child Menu:
Child Attendance: (First & Last name)

AM Snack:
Infant Menu:
Infant Attendance: (First & Last name)
Child Menu:
Child Attendance: (First & Last name)

Lunch:
Infant Menu:
Infant Attendance: (First & Last name)
Child Menu:
Child Attendance: (First & Last name)

PM Snack:
Infant Menu:
Infant Attendance: (First & Last name)
Child Menu:
Child Attendance: (First & Last name)

Supper:
Infant Menu:
Infant Attendance: (First & Last name)
Child Menu:
Child Attendance: (First & Last name)

Evening Snack:
Infant Menu:
Infant Attendance: (First & Last name)
Child Menu:
Child Attendance: (First & Last name)

Unfortunately, failure to list out your children individually and just indicating "all children in attendance for all meals" will result in those meals not being eligible for reimbursement. Additionally, you **must** indicate your milk "type" for all age groups served at each meal and clearly designate your whole grains. We realize this process might be more work but we developed a thorough way for you to still be able to claim on a day you are experiencing technical difficulties. This specific formatting and emailed information from you is then clearly dated, documented, reviewed, printed and supplemented with your claim for eligibility by PNI, NDE and USDA when needed. Please let us know if you have any questions regarding this procedure.



If you would like a 2023 calendar and have not reserved one, email or call Lara before December 9th to reserve one before they are gone!

January & February PNI Training Opportunities

(Due to the holidays, no classes are offered in December)

Rate for CPR/First Aid: \$70.00

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. ****

SAFE WITH YOU - LINCOLN

January 21, 2023 • 9:00 am - 1:00 pm

Cost: 20.00 • Instructor: Becky Burns

PEDIATRIC CPR/FIRST AID - LINCOLN

February 4, 2023 • 9:00 am - 12:00 pm

Instructor: Becky Burns



PEDIATRIC CPR/FIRST AID - COLUMBUS

January 14, 2023 • 9:30 am - 12:30 pm

February 18, 2023 • 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

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

<https://www.pnicacfp.org>

145 N. 46th Street, Suite 5 • Lincoln, NE 68503 • (402) 464-4335

<https://www.pnicacfp.org> • <https://www.facebook.com/pnicacfp>

We would like to **WELCOME Rachel Serr of St. Paul** to the Provider's Network family!
We are excited to be working with you and your child care!!

THANK YOU and CONGRATULATIONS to Angie Fletcher of Clearwater for her provider referral of Rachel! Angie 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 your on-line claim 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 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!

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.

We will now be emailing the monthly newsletter through KidKare messaging. You will have your monthly deposit notification, newsletter, and home visit reports all in one convenient place!