

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 should 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.

November & December 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 - COLUMBUS

November 6, 2021 • 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



SAFE WITH YOU - LINCOLN

November 13, 2021 • 9:00 am - 1:00 pm
 Instructor: Becky Burns • Cost: \$20.00

Happy Thanksgiving!
from all of us at Provider's Network

We recommend you bring a mask to class in case one will be needed.

Please bring your own writing utensil. Food and beverages will not be offered but participants are welcome to bring their own.

CHANGES TO U.S FIRST-CLASS MAIL DELIVERY MAY AFFECT YOU

Effective October 1, 2021, the United States Postal Service (USPS) has revised its service standards for certain First-Class Mail items, resulting in a delivery window of up to five days. Please note that this may delay our receipt of mail from you. We cannot be held responsible for any mail delays so please take this change into account when mailing items via USPS. It is very important to mail your CRF's or any other information to us right away rather than holding them until the end of the month and risk reimbursement loss due to late delivery.

The holidays are approaching quickly remember to:

- ✓ Add all non-school days in the calendars for each preschooler and school age child for the upcoming holiday breaks.
- ✓ 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.
- ✓ 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.

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.

We would like to

THANK and CONGRATULATE Nicole Belka of Lincoln for her provider referral!!

Nicole will receive a \$50.00 Visa Gift Card and be entered into an additional drawing in December to possibly receive an additional \$50.00 Visa Gift Card.

We also want to **WELCOME Kari Brennan of Lincoln,** Nicole's referral, to the Provider's Network family!
We are so excited to be working with you!

Don't forget.... You too can receive a \$50.00 Visa Gift Card for any new eligible provider referrals to PNI and be entered into a drawing in December to receive an additional \$50.00 Visa Gift Card just in time for the holidays! Please contact us with any questions and make sure that your referral provider gives your name when they call to sign up!

October claim reimbursement paid in November

Tentative Direct Deposit Date: November 23rd

Reminder: These payment dates are subject to change from month to month depending on when we receive these grant funds from the Nebraska Department of Education. Please keep that in mind when setting up your own monthly budgets.

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 4th 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.
- ✓ 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.
- ✓ Review your claim summary each month and contact the office or your advisor right away if you have any questions.
- ✓ Add non-school days to each school age and preschool child's calendars before the end of each month to avoid deductions.
- ✓ Check your postal mail, email and voice mails daily so you are not missing important information from the PNI office or your advisor.
- ✓ 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.
- ✓ 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.