

## January PNI Trainings

(no trainings in December)

**Rate for CPR/First Aid: \$70.00**

*Pre-registration is required for all classes by contacting the PNI office.*

*Class fee is non-refundable. Payment must be received in our office prior to class date to secure a spot.*

LINCOLN - Instructor: Becky Burns

### PEDIATRIC CPR/FIRST AID

January 20, 2024 • 9:00 am - 12:00 pm

**PLEASE CALL US TO REGISTER!**



### **IMPORTANT REMINDER:**

Once infants are developmentally ready for solids, please make sure to record every component served at every meal. This documentation is to show that every infant's nutritional needs are being met each day, for each meal once solids are introduced. While there is flexibility with the infant meal pattern, failure to record all components consistently could result in unnecessary deductions.

### **DUPLICATE CHILDREN CLAIMED REPORT**

Each month after claims processing is complete, a report entitled "DUPLICATE CHILDREN CLAIMED" is generated. This report shows if any children were claimed for the same meals by more than one provider. When this occurs, BOTH provider locations are deducted the duplicate meals claimed because we are unable to verify which location the child was physically eating those meals. We realize this sometimes occurs by accident as some children are enrolled at more than one daycare location. However, we are seeing duplicate child meals claimed more frequently which can be concerning. Here are a few helpful tips to prevent this:

1. Please make sure you double check your attendance so that you are not claiming a child who is not physically there.
2. Be sure to drop any children who are no longer attending your daycare. Their drop date should be the day after their last day of attendance so that the system does not deduct their meals on the last day.
3. A provider who owns more than one daycare location should always instruct the director at each individual location to enter their own information directly.

Please let us know if you have any questions. Have a great month as we kick off December and the end of the year!

**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.** Please do not wait until the last day of the month to mail or email any pending CRF's.

**Remember to look at KidKare messaging and your regular email daily for important PNI information!!**

## Apple Holiday Sandwiches

You will need: apples, peanut butter or almond butter, mini holiday cookie cutters



Cut the apples into 1/4-inch circular slices. Spread the nut butter over the apple slice. Place another circular apple slice on top to form a sandwich. Using a small holiday cookie cutter, press down and cut out the center of the apple slices. Repeat for desired number of apple "sandwiches."

With the holidays quickly approaching, remember to...

- ✓ Look at KidKare messaging DAILY and read any emails.
- ✓ Add all non-school days in your calendar for each preschooler and school age child for the upcoming holiday break.
- ✓ 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 the office before the last day 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 a meal could not be reviewed by your advisor.

Check out our website for important PNI news and ongoing nutrition information!  
<https://www.pnicacfp.org>

## IMPORTANT MONTHLY REMINDERS:

### 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!!**

- ✓ **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 or send us an email 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.
- ✓ 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.
- ✓ Add non-school days to each school age and preschool child's calendars before the end of each month to avoid deductions.
- ✓ 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.
- ✓ 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.