

February & March PNI Trainings

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

SAFE WITH YOU

February 10, 2024 • 9:00 am - 1:00 pm

No March Trainings

Safe With You classes are currently FREE due to grant funding.

PLEASE CALL US TO REGISTER!

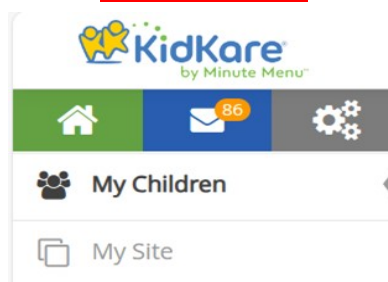


Check out our website for important PNI news and ongoing nutrition information!

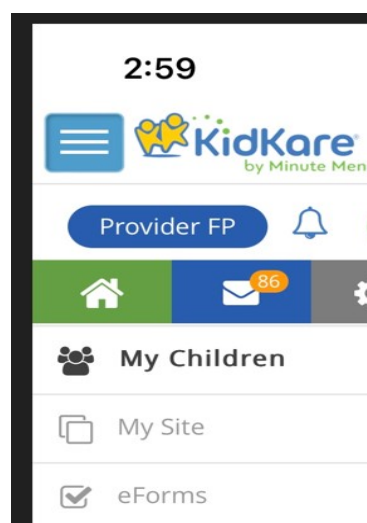
IMPORTANT INFORMATION REGARDING KIDKARE MESSAGING!

Please make sure to open your messages in KidKare whenever you see that a message has been received. A number will appear next to the envelope icon on your home page as to how many unopened messages you have. The first example is from the home page when using a computer. The second example is using a phone which you must click on the three lines on the top left corner of the screen to prompt the drop-down menu. Many of you with a personal Gmail account are not getting our regular messages due to them getting kicked back to us lately as undeliverable. We were informed that this is because of some compatibility issues with updates between Gmail and Microsoft when sending bulk emails. The only way we know for sure that you are getting important information from us is through the KidKare messaging system. We can track sent messages, see who has opened and read their messages and receive any messages directly from you. **PLEASE make sure to look at your KidKare messages at least once every week.** Let us know if you have any questions!

Computer View



Phone View (click on three lines to prompt drop down menu)



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

2023 Tax Statement

If you utilize KidKare, your CACFP tax information is easily accessible to you! You are immediately able to view and print your 2023 tax information for your December 2022 to November 2023 claims paid in 2023. This report will give you all the information needed for your food program income for the year. Please call the office if you have any questions regarding your 2023 tax information.

To run your tax report from KidKare go to:

REPORTS → CLAIM STATEMENTS → TAX REPORT → 2023 → RUN

INFANT DEDUCTIONS

After our review with NDE, they indicated that we need to be deducting meals for infants if the provider is not serving and recording all meal components once the infant begins solids per their Infant Solids Form on file. The documentation on file and recorded in KidKare should show that the infant meal pattern and daily nutritional needs are being met for the infants at each meal. This deduction is simple to avoid if providers serve and always record all meal components once solids are introduced. If a parent does not want the provider to serve solids to the infant at certain meals, that ongoing and updated documentation should be on file with the provider and available upon request during claims processing. We feel most of our providers are serving all components but sometimes not recording that in KidKare (other than breastmilk/formula) which will be necessary to avoid the infant meal deductions. If you have any questions about the meal pattern, Infant Solids Form or recording the components in KidKare, please contact the office or your advisor. You may also refer to the Infant Feeding Guide for clarification which you can find online at [Feeding Infants in the Child and Adult Care Food Program | Food and Nutrition Service \(usda.gov\)](#) You can also order a hard copy directly from that website if you do not already have one from our office. We are happy to review all this information with you anytime in between your home visits.

**We would like to WELCOME
Danielle Charters of Plymouth**

**to the Provider's Network family!
We are excited to be working with you
and your child care!!**

**THANK YOU and CONGRATULATIONS to
Shayla Dean of Beatrice**

**for her provider referral!! Shayla 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!**

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.