

Becky Burns Resignation

By now most of you are aware that Becky Burns, our Advisor for the Lincoln/Omaha and surrounding counties, made a difficult decision to resign her position with Providers Network due to personal family issues. Becky has been an invaluable part of our staff for over 13 years and we will truly miss her! Becky adored all of her providers and is sad she wasn't able to tell you all goodbye. Feel free to reach out to Becky and wish her well!!

In the meantime, Carrie, Lara, Maricela and Lisa will be covering Becky's territory. If there are any days this summer that you will be away from your day care or your day care will be closed, please call the office or email Lara to let us know, as well as enter it in your KidKare calendar. If you need assistance with anything, feel free to call the office. Due to staff being out some days on visits we may not always be in the office. Please leave a message if we do not answer the phone, and we will return your call ASAP.

We appreciate your patience as we navigate through this transition and again, please do not hesitate to reach out to us if you need anything!



REACTIVATING A CHILD IN YOUR CARE

When you need to reactivate a child in your care that you have previously dropped, you will need to contact the office so we can reactivate the child for you. We will reactivate the child effective the date you call or email us. The child will appear in pending until we receive the CRF. If you know ahead of time when you will be re-enrolling a child be sure to let us know **BEFORE** that child starts in your care. Once the child has been reactivated, you will print off the CRF and you and the parent will sign and date it. **Before the parent signs it, be sure to review the CRF (day care hours, school info, etc) and update any information on the CRF that is needed.** When we receive the pending CRF, we will update the information in the system before activating the child. **Remember to mail pending CRF's right away when a child starts in your care instead of waiting until the end of the month.**

CONTACT YOUR ADVISOR OR THE OFFICE IF YOU WILL BE CLOSED

It is a USDA regulation that providers let us know if they will be closed or away from their the day care premises. If you will be closed at any time this summer, please call or email your advisor or Lara in the office, as well as putting any closures in your KidKare calendar. Your advisor looks at provider calendars daily as they map out their schedules.

It is possible that you could receive a visit sooner than once every four months. We serve providers throughout the State of Nebraska so sometimes we may need to go to an area at the end of a trimester but then return sooner within the next trimester for various reasons such as weather, certain meals needing reviewed etc. So even if you have had a visit and you don't think your advisor will be back out for four months, your visit could be sooner and it's still important that you let us know of any closures and to put it in your KidKare calendar.

Remember to check KidKare messaging for your claim summaries, home visit reports, PNI newsletters and the direct deposit date!

Review Your Claim Summary Each Month

- < On your KidKare toolbar, click "Reports"
- < Select "Claim Statements"
- < Select "Claim Summary and Error"
- < Select the month you want to view
- < Select "Run" option at the bottom of the screen and your report will generate. If given an option at the bottom of the screen to "Open" click on that.

Claim summaries are normally ready to review after the 5th of the each month. If you have questions regarding your claim summary, contact your advisor or the office right away.

SUMMER REMINDERS.....

- Remember to add non-school days in the calendar for each of your preschoolers and school-age children for the summer months.
- Remember to contact the office or your advisor if you will be closed or away from your child care this summer, **AND** to mark your day(s) off in your KidKare calendar.
- Remember to 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.
- Remember to mail any pending CRF's right away when a child starts in your care. Do not wait until the end of the month before mailing them.**

Remember to submit your claim on the last day of each month, after your last meal has been recorded.

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.