

October 1 marked the start of our new fiscal year!! We have prepared our first trimester visits for October-January. You can expect to see us any month or at any meal service time that is claimed during those months. We are required to conduct at least two unannounced, meal visits per fiscal year (October 1 – September 30) so please let us know in advance if you will be closed to avoid deductions if we stop by and you are not home or available. During these next four months, we must contend with weather, holiday closures and distance so you may see us sooner than expected depending on our schedules and how we have to plan our unannounced visits. We like you to be aware that your visits will not always be in the same months or for the same meals so you, or staff helping you, can always be prepared to show your enrollment paperwork, updated Infant Solid Forms, labels/product formulation statements, and we have the ability to view your meal service for at least one child/infant if we stop by and a meal visit is required. Everyone does a great job, so this is just a reminder as we start a new year. As always, please let us know if you have any questions!!

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.
- ✓ **Make sure any CRF's for newly enrolled children** are received in the office before the 25th of the month.
- ✓ **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.
- ✓ **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 at the office or send us an email and we will get back to you as soon as someone is available.

*We wish you all a wonderful
Thanksgiving holiday!!*

Stuffing Balls

1 lb. ground pork
6 oz. package stuffing mix
3/4 C. cranberry sauce
1 egg
1 C. water
2 T. butter (melted)



Heat oven to 325°F. Cook meat in large skillet until cooked through, stirring frequently; drain. Place in large bowl; cool slightly. Stir in stuffing mix. Add cranberry sauce, egg and water; mix well. Shape into 16 balls; place on foil-covered baking sheet. Brush with melted butter. Bake 20 minutes or until done.

Lunch/Supper Menu Suggestion:

Turkey, Stuffing Balls, Green Beans, Apple Slices, and 1% or Skim Milk

We would like to **WELCOME**
Jamie Encinia of Scottsbluff and
Casandra Christenson 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
Sheryl Schulte of Gering and Rachel Serr of St. Paul
for their provider referrals!

Sheryl and Rachel will each receive a \$50.00 Visa Gift Card for their referrals.

You can receive a \$50.00 Visa Card for any new eligible providers 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!

CHILD REGISTRATIONS FORMS ARE DUE BY THE 25TH OF EACH MONTH. Remember to mail or email any CRF's

right away!! Please do not wait until the end of the month to mail or email them. CRF's may not be eligible for reimbursement if received after the 25th of the month. Should you have a child start after the 25th of the month, please contact the office or your advisor for further direction.

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

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.