



SNP Administrative Review Findings
Program Year 2026

Neuro Diagnostic Institute (K348)

Neuro Diagnostic Institute (K348)

5435 E 16th St.
Indianapolis, IN 46218-4869

No. of Sites / Reviewed: 1 / 1
Month of Review: March 2026

Food Service Contact

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Executive Contact

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Commendations

- * The SFA has tracked Buy American Provision exceptions for the entire school year.
- * The staff were very friendly and welcoming with the students and IDOE staff.
- * At breakfast observation, the meal counter's gloves were switched out in between each student and promoted good cleanliness and hygiene when serving the meals.
- * The cafeteria staff worked together effectively and collaboratively when prepping meal trays for each unit.
- * The documents for the review were organized and well prepared.

General Program Compliance - Neuro Diagnostic Institute (K348)

1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 10137: Wellness Policy Requirements

The local school wellness policy does not contain the minimum required elements. The following elements are missing: nutrition promotion, physical activity, other activities, and communication.

Corrective Action:

As corrective action the local school wellness policy committee must review and update the wellness policy. Committee meeting notes and agenda as well as the updated policy must be submitted to the State agency as documentation.

Technical Assistance:

Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1400. The written food safety plan contains required elements and a copy is available at each school

Finding 9142: The written food safety plan does not contain all the required elements.

The written food safety plan does not comply with the HACCP program criteria described in 7CFR 210.13(c). Missing elements: program overview and facility, SOPS, process approach, critical control points, and monitoring procedures.

Corrective Action:

The food safety plan must be updated to include the missing elements. When complete, provide the updated food safety plan to the State agency for review.

Technical Assistance:

Food safety guidance and resources can be found at the following webpage - https://www.in.gov/doe/nutrition/food-safety/#Food_Safety_Plan_General_Information.

1403. Review of agricultural food components indicates violations of the Buy American provision

Technical Assistance: USDA Buy American Provision Updated Policy Guidance



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USDA has recently updated guidance to program sponsors regarding the Buy American provision. The following are some of the Buy American requirements that have been codified in regulations: Two limited exceptions when non-domestic foods may be purchased by school food authorities; A new threshold for school food authorities that use exceptions (in SY 2025-26, the non-domestic food purchases cap will be 10 percent); The requirement for SFAs to maintain documentation to demonstrate the use of exceptions. Visit the following website to view additional requirements: <https://www.fns.usda.gov/cn/buy-american-provisions>. A recorded webinar on updates to the Buy American provision can be found here: <https://www.fns.usda.gov/cn/buy-american-provisions/webinar>. A copy of the USDA Buy American tracking tool can be downloaded here: <https://www.fns.usda.gov/sites/default/files/resource-files/SP23-2024a.xlsx>.



SNP Administrative Review Findings

Program Year 2026

Neuro Diagnostic Institute (K348)

Neuro Diagnostic Institute (C740)

5435 E 16th St.
Indianapolis, IN 46218-4869

Food Service Contact

Brandi Bullard
Food Service Director
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Month of Review: March 2026

Date of Onsite Review: April 8, 2026

Other Federal Programs - Neuro Diagnostic Institute (C740)

4. Validate snack counts – snacks properly counted and claimed?

Finding 9221: Snacks are not being properly counted and claimed. *Repeat Finding

The snack counts claimed for reimbursement for the review period were underclaimed.

Corrective Action:

As corrective action, the sponsor must create and submit a consolidation/ second check procedure for snack meal counting to ensure proper meal counts are claimed.

Technical Assistance:

This was discussed with the SFA, and technical assistance was provided on the day of the review. The second check procedure should be documented by a date and signature or initials of the person completing the second check.

6. Day of review Menu, Meal Patterns, Production records.

Technical Assistance: Snack Variety

A variety for snack is encouraged. During the review period, milk is a planned each day for snack. Two components must be served, however one of the components does not have to be milk. ASSP meal pattern resources can be found here <https://docs.google.com/document/d/1FDA6kzBIRnpgB1iQ0666Y1L3WVZ2rqcXtcKFospl8P4/edit?tab=t.0>.

6. Day of review Menu, Meal Patterns, Production records.

Finding 9225: Production records are not completed daily and maintained for a minimum of 3 years.

Production records for ASSP are not completed daily and maintained for a minimum of 3 years. Missing production records may result in fiscal action for future reviews.

Corrective Action:

As corrective action, one month of completed production records for snack must be completed and submitted to State agency.

Technical Assistance:

This was discussed on the day of the review. Snack production record resources can be found here: <https://www.in.gov/doe/files/snack-pr-and-count-sheet.pdf>.

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Technical Assistance: Site monitoring



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The Self-prep monitoring form for ASSP was used when vended snack review form should be used for monitoring. Please ensure correct form is used going forward. The vended snack review form is located here:

<https://www.in.gov/doe/files/vended-snack-review-form.doc>.

Meal Counting & Claiming - Neuro Diagnostic Institute (C740)

325. *Review Period- meal counts by category were correctly used in the claim for reimbursement*

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The SFA's claim for the school for the Review Period does not match the State agency's validated meal counts by category for the school for the Review Period. The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed. The claim is underclaimed for breakfast and overclaimed by one for lunch.

Corrective Action:

As corrective action a double-check procedure must be developed and submitted to the state agency. The procedure must be implemented prior to submitting each claim for reimbursement. Each person checking the meal counts must sign and date the consolidation sheet to indicate the counts have been checked and are accurate.

Technical Assistance:

Technical assistance was provided on the day of review.

Meal Components & Quantities - Neuro Diagnostic Institute (C740)

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

Technical Assistance: Portioning

Fruit portioning should be consistent at 1 cup for students. It was observed on the day of review that some of the fruit cups were not filled entirely and therefore were not considered 1 cup.

407. *Day of Review- the school has complied with the planned menu, or changes made are acceptable substitutions*

Technical Assistance: Production Records

The day of review production records for breakfast lists that orange juice was served along with grape juice, however, it was observed that the fruit served was apple sauce and grape juice. Additionally, it's written for lunch that fruit salad was served as well as orange juice, however, it was observed that only 1 cup of fruit salad was served on the day of review. Ensure that production records are consistent and list what was actually served.

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

Finding 10139: Production Records *Repeat Finding

The following issues were noted with production records: production records were incomplete not including the number planned and prepared for each item. The number of meals served, and menu substitutions were not documented on production records. Additionally, special diet entrees were not documented on the production records as well. As this is a repeat finding, additional findings on future reviews with incomplete production records may result in fiscal action.



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Corrective Action:

As corrective action, completed (breakfast and/or lunch) production records for one week from the reviewed sites must be submitted to the State Agency. Additionally, processes need to be updated to ensure that the kitchen receives the meal counts to complete production records for number of served column.

Technical Assistance:

The school was provided technical assistance during the on-site visit. Production record resources can be found here: https://www.in.gov/doe/nutrition/national-school-lunch-program/#Record_Keeping. The IDOE Moodle website is found here: <https://moodle.doe.in.gov/>.

411. Review Period- the school has complied with the planned menu, or changes made are acceptable substitutions

Technical Assistance: Meal Variety

Variety of meals is encouraged for breakfast and lunch. It was observed during the review that the SFA uses a one-week cycle for an entire season. Consider planning at least a two-week menu cycle to allow students to consume a variety of different entrees and increase consumption.

Dietary Specifications - Neuro Diagnostic Institute (C740)

605. Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) were met for the appropriate age/grade group being served. How is the SFA working towards transitional standards for sodium? Add sugar limit technical assistance here.

Technical Assistance: School Nutrition Standards

USDA Final Rule, Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans has established added sugar limits for the following products served in the School Nutrition Programs effective July 1, 2025: breakfast cereals, yogurt, and flavored milk. Weekly added sugar limits are to be implemented beginning July 1, 2027. Additional information and updates to school nutrition standards can be found at the following link: <https://www.fns.usda.gov/cn/school-nutrition-standards-updates>.

General Program Compliance - Neuro Diagnostic Institute (C740)

1409. On-site or off-site storage violations were observed

Finding 9150: Storage Violations *Repeat Finding

The following storage violations were observed during the onsite review: cans that were unboxed were not date marked

Corrective Action:

As corrective action staff must be trained on the correct standard operating procedure to ensure storage violations do not occur. Additionally, provide the State agency with a dated training agenda and sign-in sheet as proof that staff were trained. It was discussed that canned items removed from boxes must have datemarking to ensure proper FIFO and FEFO methods are implemented.

Technical Assistance:

The SFA must ensure that all facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss.