



SNP Administrative Review Findings

Neuro Diagnostic Institute (K348)

Program Year 2022

Neuro Diagnostic Institute (K348)

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

No. of Sites / Reviewed: 1 / 1
Month of Review: May 2022

Food Service Contact

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No Administrative Findings during Review

SNP Administrative Review Findings

Neuro Diagnostic Institute (K348)

Program Year 2022

Neuro Diagnostic Institute (C740)

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

Food Service Contact

Caroline Patrick
Food Service Director
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Month of Review: May 2022

Date of Onsite Review: June 23, 2022

Other Federal Programs - Neuro Diagnostic Institute (C740)

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

Finding 9000: After School Snack Program claim for month of review

The After School Snack Program claim for the month of review was validated and found to be incorrect. The SFA had underclaimed snacks served for the month of May. Snack counts are tallied manually.

Corrective Action:

While the SA was on-site, the SFA was able to amend the May snack claim before payment was processed, allowing them to claim the correct number of snacks. Moving forward, the SFA has implemented internal control procedures that allow the person taking the meal/snack count to add up the number of meals/snacks served each day and tally at the bottom of the count sheet. A monthly consolidation form will then be used by the person in charge of entering the claim totals each month to ensure a double check of meal/snack totals has been completed. No further action required.

Technical Assistance:

To limit claiming meals/snacks for the wrong month, the weekly meal count sheet should only contain days for a single month. For example, if Sunday through Tuesday is May 29-31 and Thursday through Saturday is June 1-4, the SFA should maintain two meal count sheets for that week, one for May and the other for June.

Meal Counting & Claiming - Neuro Diagnostic Institute (C740)

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

Finding 9000: Meal Count taken at point of service

The meal count at breakfast was not taken at the point of service. Meals were handed out to students without marking on the meal count sheet who received a meal. As a program requirement, meals must be recorded at the point of service as the student receives their meal.

Corrective Action:

The staff member was provided technical assistance during on-site observation and now understands the importance of taking a meal count at the point of service to ensure accuracy. The food service director will also review meal counting practices with all other staff members to ensure meal counts are taken consistently. No further action required.

Technical Assistance:

The SFA is reminded that all staff should receive training on proper meal counting procedures.

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

Technical Assistance

On the weekly meal count sheet, the SA suggests adding a space to record the daily meal count total. This would be beneficial to ensure proper meal counts are taken during each meal service and recorded accurately.

Meal Components & Quantities - Neuro Diagnostic Institute (C740)

403. *Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines*

Technical Assistance

White milk was placed on every tray initially, then during meal distribution, students could request chocolate milk. The white milk was thrown away at that point. To eliminate waste, students should be able to select the milk they desire. The milk component should not be automatically placed on the student's tray. When the student picks up their tray, they should be able to select the type of milk they desire at that time.

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

Finding 9000: Production Records

Production records must be used to track all types of milk served separately. Also, the number of meals served to students must be tracked. All columns on production record must be completed daily.

Corrective Action:

The SFA will submit a five-day sample of lunch production records that show proper tracking of milk types and number of meals served to students.

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

Finding 9000: Standardized Recipes

Standardized recipes did not include crediting information. Each recipe should list the serving size and how it contributes to the meal pattern requirements.

Corrective Action:

The SFA will update all recipes to include crediting information. They will submit two updated standardized recipes that include crediting information as corrective action.

General Program Compliance - Neuro Diagnostic Institute (C740)

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

Finding 9150: Storage violations were observed.

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. The food storage facility is unclean and/or disorderly. Freezer floor was littered with various foods that had been spilled.

Corrective Action:

The freezer must be swept regularly to maintain a clean environment. Messes should be cleaned immediately. The SFA had employee sweep freezer directly following on-site observation. No further action required.