



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Education
& Early Development

FINANCE & SUPPORT SERVICES

Child Nutrition Programs
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
Main: 907.465.8709
Fax: 907.465.891

March 30, 2022

Mr. Chris Reitan, Superintendent
Craig City School District
P.O. Box 800
Craig, AK 99921

RE: Administrative Review, Closing Letter

Dear Superintendent Reitan:

On December 1, 2021, with the exit on December 1, 2021, Child Nutrition Programs conducted an Administrative Review for the National School Lunch Program (NSLP) administered by Craig City School District as required by 7 CFR 210.18. This review consisted of an Off-Site Assessment, virtual On-Site Assessment, Nutrient Assessment and Validation, and Meal Compliance Assessment.

Corrective action was issued to the Craig City School District, this letter is to inform you corrective action items have been received and approved; the Craig City School District Administrative review is closed.

At any time during the year after the administrative review has closed a follow-up review may be scheduled. We have the right to conduct follow-up reviews when certain criteria have occurred:

- Fiscal Action has been taken or was waived during the review
- When corrective action has been assessed in multiple areas
- When there has been an excessive amount of corrective action
- When the Risk Assessment reflects medium to high risk, or
- New staff have been hired

Please note other areas of concerns can also warrant a follow-up at any time.

However, Professional Standards training will still be followed up on during the renewal period to assure all training hours are completed for all nutrition staff.

To help meet the training requirement for Professional Standard, nutrition staff can login to our ELearning module trainings at the following link: <http://education.alaska.gov/ELearning/>. If they don't have a login already for this training site they will need to request a "New Account" to get a login. Staff should have their own login so when they complete the course they can get a certificate of completion, which you can keep on file to track training hours.

Please remember the federal requirement is to periodically assess the implementation of the wellness policy within your district. These assessment reports should be maintained in accordance with the NSLP document retention schedule and should also be made available to the public. As always, please contact our office for any questions or guidance related to your Local Wellness Policy.

As a reminder proper procurement procedures should be followed per 2 CFR 200.320 when purchasing food and nutrition supplies when using school nutrition funds, this would include micro-purchasing, and small procurement.

For information on Procurement for Child Nutrition Programs and helpful resources go to: <https://education.alaska.gov/tls/cnp/procurement.html>.

If you should have any questions concerning this review or if we can be of further assistance, feel free to contact me at (844) 558-3927 ext. 4 or email me at Robin@TennilleConsulting.com .

Sincerely,

Robin Tennille

Robin Tennille
Program Reviewer (contracted)

CC: Ms. Kristine Cervera, Food Service Manager
Ms. Cindy Bennett, Business Manager
Elizabeth Seitz, National School Lunch Program Coordinator