



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: 907.465.3596

August 27, 2024

Mrs. Jacqueline Hanson, Superintendent
Craig City School District (01301)
PO Box 800
Craig, AK 99921

Dear Superintendent Mrs. Jacqueline Hanson:

The School Meals Program at Craig City School District is scheduled for an Administrative Review in school year 2024-2025 per regulation 7 CFR 210.18. This Administrative Review will occur between October 1, 2024, and March 28, 2025.

The Administrative Review is a federal requirement; the purpose is to monitor compliance of the federal meal programs administered by your district. Part of this review includes an Off-Site Assessment Tool, and Menu Analysis which must be completed with supporting documentation prior to scheduling the on-site review.

The site selection letter which will detail which sites are to be audited and items to be reviewed, along with a list of documentation that needs to be provided to our office prior to our on-site review will be provided to you, soon.

School Districts scheduled for Administrative Review/s are required to have appropriate staff receive the annual School Meals Program training. The recording of the Child Nutrition Programs (CNP) School Meals Program online training can be made available, prior to the On-Site review for those that did not attend.

The trainings will provide information on operating the School Meals Program successfully. The purpose of the training is to deliver the keys to successful program compliance, gain practical operational skills, and ideas to improve school meal programs. If you have any questions, please contact me at eed.cnp.schoolmeals@alaska.gov or 465-3596.

Sincerely,

Tonia Parfitt

Tonia Parfitt

School Meals Program Coordinator

CC: Melinda Bass, Business Manager
Kristine Cervera, Food Service Director
Gavin Northey, State Program Manager