



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Education
& Early Development

FINANCE & SUPPORT SERVICES
Child Nutrition Programs

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April 23, 2025

Ms. Jackie Hanson, Superintendent
Craig City School District
100 School Road
Craig, AK 99921

RE: Administrative Review, Closing Letter

Dear Superintendent Hanson:

On January 7, 2025 with the exit on January 7, 2025 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, On-Site Assessment, Nutrient Assessment and Validation, and Meal Compliance Assessment.

Corrective action was issued to Craig City School District, this letter is to inform you corrective action items have been received and approved; the 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/will be 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 concern can also warrant a follow-up at any time.

To help meet the training requirement for Professional Standard, nutrition staff can login to ELearning module trainings at the following link: <http://education.alaska.gov/ELearning/>. If they do not 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 using school nutrition funds, this would include micro-purchasing, and small purchase procurement (quotes).

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 (480) 269-6892 or email me at nmickler@cnresource.com.

Sincerely,

Nura Mickler

Nura Mickler,
Senior Review Specialist

CC: Kristine Cervera, Food Service Director
Melinda Bass, Business Manager
eed.cnp.schoolmeals@alaska.gov