



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: 907.465.8910

Certified Mail
Return Receipt

December 2, 2021

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

RE: Administrative Review, Corrective Action 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. During this review there were 3 issues identified that require corrective action. Corrective action items are as follows:

Section II (100-300): Meal Access and Reimbursement (Critical Area-Performance Standard 1):

- 7 CFR 210.8 Series 300: Meal Counting and Claiming:
- 325- *For the October 2021 month of review the elementary/middle school made a clerical error when marking the manual breakfast and lunch tick sheets. As a result, two breakfasts were overclaimed and one lunch was overclaimed.*

Section III (400-600): Meal Pattern and Nutrition Quality (Critical Area-Performance Standard 2):

- 7 CFR 210.10 Series 400: Meal Components and Quantities:
- 410- *Production Records do not indicate that the required quantities of food were available.*

Section IV (700): Resource Management (General Areas):

- *No findings*

Section V (800-1600): General Program Compliance (General Areas):

7 CFR 210.15, 210.18, & 210.23(b) Series 800: Civil Rights:

- *No findings*

Section VI (1700-2000): Other Federal Program Reviews (Critical and General Areas):

- *No findings*

Procurement Section:

2 CFR 200.319(a) **Procurement Review:**

- *Quotes for small purchases were not obtained.*

Food Service Management Company (FSMC) Section:

- *No findings*

Section VIII: Fiscal Action:

- *No findings*

Section IX (2100): Special Provision Options:

7 CFR 245.9 **Series 2100: Special Provision Options:**

- *No findings*

Food Safety:

- *No findings*

Please review the Corrective Action Plan attached with this letter to see what is needed to correct these issues, and the date by which it needs to be completed.

To help meet the annual 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.

On behalf of the Alaska Department of Education and Early Development, thank you and your staff for all you do to feed the children in your facility. We are grateful for all the efforts your team puts forth to ensure the children receive a healthy balanced meal.

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.

"This institution is an equal opportunity provider"

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

Enclosure: Corrective Action Plan