



November 13, 2024

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

Dear Superintendent Hansen:

The National School Lunch Program (NSLP) at Craig City School District is scheduled for an Administrative Review and Procurement Review for school year 2024-2025 per regulation 7 CFR 210.18. The review will be conducted by CN Resource at the following sites:

- Craig Elementary & Middle School

The Administrative Review is a federal requirement; the purpose is to monitor compliance of the federal meal programs administered by the organization. Part of this review includes an off-site assessment, of which all sections must be completed, submitted with supporting documentation, and reviewed by our team at least two weeks prior to the day of the onsite visit. It is important that staff members collaborate to complete the off-site assessment and submit supporting documents in a timely manner.

To keep the review on track, due dates for each review section have been identified on the Review Checklist.

Attached you will find the:

1. AR NSLP Checklist 2025
2. AR Offsite Assessment Tool 2025
3. AR Resource Management Risk Tool 2025
4. AR Procurement Table 2025
5. AR Dietary Specifications Tool 2025

We encourage you to provide as much documentation as possible prior to the onsite review. We accept documents via SharePoint or via email. Additional documentation will be requested during the review based on initial documentation submissions.

We look forward to working with you. If you have any questions, please contact Nura or me at nmickler@CNResource.com or rtennille@CNResource.com .

Sincerely,



Robin Tennille
(contracted) Administrative Review Specialist

Enclosures:

1. AR NSLP Checklist 2025
2. AR Offsite Assessment Tool 2025
3. AR Resource Management Risk Tool 2025
4. AR Procurement Table 2025
5. AR Dietary Specifications Tool 2025

CC: Ms. Kristine Cervera, Food Service Director
Tonia Parfitt, NSLP Coordinator