

**ALABAMA STATE DEPARTMENT OF EDUCATION  
CHILD NUTRITION PROGRAMS CONTACT PERSONS  
COUNTY CHILD NUTRITION DIRECTORS  
SY 2019-2020**

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CHILD NUTRITION PROGRAM CONTACT PERSONS  
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<b>FLORENCE 141</b>	Ms. Tara Talmage P.O. Box 10 Florence, AL 35631	(256) 768-3061 FAX (256) 768-3005 <a href="mailto:trtalmage@florencek12.org">trtalmage@florencek12.org</a>
<b>FORT PAYNE 143</b>	Dr. Laran Adkins 231 38 <sup>th</sup> Street, NE Fort Payne, AL 35967	(256) 845-9288 FAX (256) 845-9268 <a href="mailto:ladkins@fpcsk12.com">ladkins@fpcsk12.com</a>
<b>GADSDEN 144</b>	Ms. Mary Inzer P.O. Box 184 Gadsden, AL 35999	(256) 549-2913 FAX (256) 549-2954 <a href="mailto:minzer@gadsdencityschools.org">minzer@gadsdencityschools.org</a>
<b>GENEVA 146</b>	Mr. Heath McInnis 511 Panther Drive Geneva, AL 36340	(334) 684-1090 FAX (334) 684-3128 <a href="mailto:mcinnish@gck12.com">mcinnish@gck12.com</a>
<b>GULF SHORES 152</b>	Ms. Tanya Hill P.O. Box 3908 Gulf Shores, AL 36547	(251) 968-9873 FAX (334) 968-9855 <a href="mailto:thill@gsboe.org">thill@gsboe.org</a>
<b>GUNTERSVILLE 154</b>	Mrs. Julia Covington P.O. Box 129 Guntersville, AL 35976-0129	(256) 582-3159 FAX (256) 582-6158 <a href="mailto:juliacovington@gcboe.net">juliacovington@gcboe.net</a>

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<b><u>CITY SYSTEM</u></b>	<b><u>NAME AND ADDRESS</u></b>	<b><u>TELEPHONE/FAX/E-MAIL ADDRESS</u></b>
<b>HALEYVILLE 155</b>	Ms. Emma Hallman 2011 20 <sup>th</sup> Street Haleyville, AL 35565	(205) 486-9231 ext. 6 FAX (205) 486-8833 <a href="mailto:ehallman@havic.k12.al.us">ehallman@havic.k12.al.us</a>
<b>HARTSELLE 156</b>	Ms. Jenny Newton 305 College Street, NE Hartselle, AL 35640	(256) 773-5419 FAX (256) 773-5433 <a href="mailto:jenny.newton@hartselletigers.org">jenny.newton@hartselletigers.org</a>
<b>HOMEWOOD 157</b>	Ms. Rachel Fowler 450 Dale Avenue Homewood, AL 35209	(205) 877-4547 FAX (205) 879-59700879 <a href="mailto:efowler@homewood.k12.al.us">efowler@homewood.k12.al.us</a>
<b>HOOVER 158</b>	Ms. Melinda Bonner 2810 Metropolitan Way Hoover, AL 35243	(205) 439-1060 FAX (205) 439-1004 <a href="mailto:mbonner@hoover.k12.al.us">mbonner@hoover.k12.al.us</a>
<b>HUNTSVILLE 159</b>	Mr. Henry Ward P.O. Box 1256 Huntsville, AL 35807	(256) 428-6957 FAX (256) 428-6956 <a href="mailto:henry.ward@hsv-k12.org">henry.ward@hsv-k12.org</a>
<b>JACKSONVILLE 162</b>	Ms. Stephanie Gossett 123 College Street, SW Jacksonville, AL 36265-2154	(256) 782-5682 FAX (256) 782-5685 <a href="mailto:sgossett@jcsboe.org">sgossett@jcsboe.org</a>
<b>JASPER 163</b>	Mrs. Beckie Martin P.O. Box 500 Jasper, AL 35502-0500	(205) 384-6880 FAX (205) 387-5213 <a href="mailto:bmartin@jasper.k12.al.us">bmartin@jasper.k12.al.us</a>
<b>LANETT 165</b>	Ms. Julianne Ponder 105 N. Lanier Avenue Lanett, AL 36863	(334) 644-5908 FAX (334) 644-5910 <a href="mailto:jponder@mail.lanettcityschools.org">jponder@mail.lanettcityschools.org</a>
<b>LEEDS 167</b>	Ms. Anita Smith P.O. Box 1083 Leeds, AL 35094	(205) 699-5437 x6 FAX (205) 699-6629 <a href="mailto:asmith@leedsk12.org">asmith@leedsk12.org</a>
<b>LINDEN 168</b>	Ms. Tammy Lofton P.O. Box 480609 Linden, AL 36748	(334) 295-5279 FAX (334) 295-8801 <a href="mailto:tlofton@lindencity.org">tlofton@lindencity.org</a>
<b>MADISON 169</b>	Ms. Marty Tatara 211 Celtic Drive Madison, AL 35758	(256) 464-8370 ext. 260 FAX (256) 464-8291 <a href="mailto:marty.s.tatara@madisoncity.k12.al.us">marty.s.tatara@madisoncity.k12.al.us</a>
<b>MIDFIELD 171</b>	Ms. Adrienne Topping 417 Parkwood Street Midfield, AL 35228	(205) 923-2262 FAX (205) 929-0585 <a href="mailto:atopping@midfield.k12.al.us">atopping@midfield.k12.al.us</a>
<b>MUSCLE SHOALS 176</b>	Ms. Betsy Speer P.O. Box 2610 Muscle Shoals, AL 35662-2610	(256) 389-2638 FAX (256) 389-2605 <a href="mailto:bspeer@mscs.k12.al.us">bspeer@mscs.k12.al.us</a>
<b>ONEONTA 178</b>	Ms. Terrie Coggins 27605 State Highway 75 Oneonta, AL 35121	(205) 543-1547 FAX (205) 274-2910 <a href="mailto:tcoggins@ocsredskins.com">tcoggins@ocsredskins.com</a>



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<b>OPELIKA 179</b>	Ms. Lynn Lee P.O. Box 2469 Opelika, AL 36803-2469	(334) 745-9700 FAX (334) 745-9706 <a href="mailto:lynn.lee@opelikaschools.org">lynn.lee@opelikaschools.org</a>
<b>OPP 180</b>	Ms. Heather Short 305 E. Stewart Avenue Opp, AL 36467	(334) 493-3173 FAX (334) 493-3060 <a href="mailto:hshort@oppboe.com">hshort@oppboe.com</a>
<b>OXFORD 181</b>	Ms. Jana Bryant P.O. Box 7670 Oxford, AL 36203-1799	(256) 241-3140 FAX (256) 241-3937 <a href="mailto:jbryant@oxboe.com">jbryant@oxboe.com</a>
<b>OZARK 182</b>	Ms. Sylvia Malone 860 N US Highway 231 Ozark, AL 36360	(334) 774-5197 Ex. 2503 FAX (334) 774-2227 <a href="mailto:smalone@ozarkcityschools.net">smalone@ozarkcityschools.net</a>
<b>PELHAM CITY 177</b>	Ms. Patrick McGavin 3160 Pelham Parkway Pelham, AL 35124	(205) 624-3807 FAX (334) 624-3980 <a href="mailto:pmcgavin@pelhamcityschools.org">pmcgavin@pelhamcityschools.org</a>
<b>PELL CITY 183</b>	Ms. Judy Simmons 3105 15 <sup>th</sup> Avenue North Pell City, AL 35125	(205) 884-4440 Ex. 226 FAX (205) 884-4004 <a href="mailto:Simmonsjpellk12@yahoo.com">Simmonsjpellk12@yahoo.com</a>
<b>PHENIX CITY 184</b>	Ms. Alana Jones P.O. Box 460 Phenix City, AL 36868-0460	(334) 298-0534 FAX (334) 298-2148 <a href="mailto:ajones@pcboe.net">ajones@pcboe.net</a>
<b>PIEDMONT 185</b>	Ms. Pam Dempsey 502 Hood Street Piedmont, AL 36272	(256) 926-8232 FAX (256) 447-6486 <a href="mailto:pdempsey@piedmont.k12.al.us">pdempsey@piedmont.k12.al.us</a>
<b>ROANOKE 188</b>	Ms. Regina Fulghum P.O. Box 1367 Roanoke, AL 36274	(334) 863-4683 FAX (334) 863-2849 <a href="mailto:rfulghum@roanokecityschools.org">rfulghum@roanokecityschools.org</a>
<b>RUSSELLVILLE 189</b>	Ms. Elaine Vaughn 1945 Waterloo Road Russellville, AL 35653	(256) 331-2011 FAX (256) 332-7323 <a href="mailto:evaughn@rcs.k12.al.us">evaughn@rcs.k12.al.us</a>
<b>SARALAND 187</b>	Mr. Shane Martin 4010 Lil' Spartan Drive Saraland, AL 36571	(251) 375-5420 FAX (251) 375-5430 <a href="mailto:smartin@saralandboe.org">smartin@saralandboe.org</a>
<b>SATSUMA 196</b>	Ms. Crystal Sealey 220 Baker Road Satsuma, AL 36572	(251) 380-8180 FAX <a href="mailto:csealey@satsumaschools.com">csealey@satsumaschools.com</a>
<b>SCOTTSBORO 190</b>	Ms. Melva Rodgers 305 South Scott Street Scottsboro, AL 35768	(256) 218-2124 FAX (256) 218-2190 <a href="mailto:merodgers@scottsboroschools.net">merodgers@scottsboroschools.net</a>
<b>SELMA 191</b>	Ms. Aelia Adams P.O. Box 350 Selma, AL 36702-0350	(334) 876-4444 FAX (334) 874-1604 <a href="mailto:aelia.adams@selmacityschools.org">aelia.adams@selmacityschools.org</a>
<b>SHEFFIELD 192</b>	Ms. Blake Stone 300 West 6 <sup>th</sup> Street Sheffield, AL 35660-2801	(256) 383-0400 ext. 211 FAX (256) 386-5718 <a href="mailto:bmstone@scs.k12.al.us">bmstone@scs.k12.al.us</a>

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<u>CITY SYSTEM</u>		<u>NAME AND ADDRESS</u>	<u>TELEPHONE/FAX/E-MAIL ADDRESS</u>
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<b>TALLADEGA</b>	<b>194</b>	Ms. Melody Bailey P.O. Box 946 Talladega, AL 35161	(256) 315-5610 FAX (256) 315-5606 <a href="mailto:mbailey@talladega-cs.net">mbailey@talladega-cs.net</a>
<b>TALLASSEE</b>	<b>195</b>	Ms. Loria Hunter 308 King Street Tallassee, AL 36078	(334) 283-6864 FAX (334) 283-4338 <a href="mailto:loria.hunter@tcschools.com">loria.hunter@tcschools.com</a>
<b>TARRANT</b>	<b>197</b>	Ms. Kelley Javinett 1318 Alabama Street Tarrant, AL 35217	(205) 849-3700 FAX (205) 849-3728 <a href="mailto:javinettk@tarrant.k12.al.us">javinettk@tarrant.k12.al.us</a>
<b>THOMASVILLE</b>	<b>198</b>	Ms. Emily Thornton P.O. Box 458 Thomasville, AL 36784	(334) 636-9955 ex 8605 FAX (334) 636-4096 <a href="mailto:ethornton@thomasvilleschools.org">ethornton@thomasvilleschools.org</a>
<b>TROY</b>	<b>199</b>	Ms. Joyce Curry P.O. Box 529 Troy, AL 36081-0529	(334) 566-3741 FAX (334) 566-1425 <a href="mailto:curryj@troyschools.net">curryj@troyschools.net</a>
<b>TRUSSVILLE</b>	<b>205</b>	Ms. Morgan Bean 113 North Chalkville Road Trussville, AL 35173	(205) 228-3034 FAX (205) 228-3030 <a href="mailto:morgan.bean@trussvillecityschools.com">morgan.bean@trussvillecityschools.com</a>
<b>TUSCALOOSA</b>	<b>200</b>	Ms. LaSonia Conway P.O. Box 038991 Tuscaloosa, AL 35403	(205) 759-3546 FAX (205) 759-9711 <a href="mailto:lconway@tusc.k12.al.us">lconway@tusc.k12.al.us</a>
<b>TUSCUMBIA</b>	<b>201</b>	Ms. Paige Soeder 303 North Commons Street E Tuscumbia, AL 35674-2502	(256) 389-2900 ext. 213 FAX (256) 389-2903 <a href="mailto:psoeder@tuscumbia.k12.al.us">psoeder@tuscumbia.k12.al.us</a>
<b>VESTAVIA HILLS</b>	<b>202</b>	Ms. Amanda Carlson 1204 Montgomery Highway Vestavia, AL 35216	(205) 402-5125 FAX (205) 402-5134 <a href="mailto:carlsonas@vestavia.k12.al.us">carlsonas@vestavia.k12.al.us</a>
<b>WINFIELD</b>	<b>204</b>	Ms. Sandy McCaleb P.O. Box 70 Winfield, AL 35594	(205) 487-0228 FAX (205) 487-4603 <a href="mailto:smaccaleb@winfield.k12.al.us">smaccaleb@winfield.k12.al.us</a>
<b>*MOUNTAIN BROOK</b>	<b>175</b>	Ms. Tricia Neura 32 Vine Street Mountain Brook, AL 35213	(205) 802-4999 FAX (205) 802-1636 <a href="mailto:neurat@mtnbrook.k12.al.us">neurat@mtnbrook.k12.al.us</a>
<b>*PIKE ROAD</b>	<b>186</b>	Mr. Daron Bell 500 Avenue of Learning Pike Road, AL 36064	(334) 495-4113 FAX (334) <a href="mailto:daron.bell@pikeroadschools.org">daron.bell@pikeroadschools.org</a>
<i>*At the present time, these public district's schools <u>do not</u> participate in Federally funded Child Nutrition Programs.</i>			
<b>ALABAMA SCHOOL OF FINE ARTS</b>		Ms. Cynthia Orcutt 1800 Rev Abraham Woods, Jr. Boulevard Birmingham, AL 35203	(205) 252-9241 (ex. 241) FAX (205) 251-9541 <a href="mailto:corcutt@asfa.k12.al.us">corcutt@asfa.k12.al.us</a>
<b>A2U</b>			

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**ALABAMA STATE DEPARTMENT OF EDUCATION  
CHILD NUTRITION PROGRAM CONTACT PERSONS  
CHARTER SCHOOLS**

<b><u>CHARTER SCHOOL</u></b>	<b><u>NAME AND ADDRESS</u></b>	<b><u>TELEPHONE/FAX/E-MAIL ADDRESS</u></b>
<b>MAEF PUBLIC CHARTER SCHOOLS (ACCEL) 800</b>	Ms. Michelle Parson P.O. Box 16165 Mobile, AL 36616	(251) 476-0002 (251) 476-0046 <a href="mailto:mparson@maef.net">mparson@maef.net</a>
<b>LEAD ACADEMY 802</b>	Mr. Adam Hopper 2897 Eastern Blvd Montgomery, AL 36116	(334) 300-5777 <a href="mailto:ahopper@leadacademyal.org">ahopper@leadacademyal.org</a>

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**ALABAMA STATE DEPARTMENT OF EDUCATION  
CHILD NUTRITION PROGRAM CONTACT PERSONS  
PRIVATE SCHOOLS**

<b><u>PRIVATE SCHOOL</u></b>	<b><u>NAME AND ADDRESS</u></b>	<b><u>TELEPHONE/FAX/E-MAIL ADDRESS</u></b>
<b>FT. RUCKER DEPENDENTS SCHOOL AOC</b>	Mr. Michael Jones P.O. Box 620279 Ft. Rucker, AL 36362-0279	(334) 255-2852 <a href="mailto:michael.jones@dodea.edu">michael.jones@dodea.edu</a>
<b>HOLY FAMILY SCHOOL A1Z</b>	Ms. Robin Lockwood 2300 Beasley Avenue Huntsville, AL 35816	(256) 539-5221 FAX (256) 533-0747 <a href="mailto:rlockwood@holy-family-school.com">rlockwood@holy-family-school.com</a>
<b>LITTLE FLOWER SCHOOL A29</b>	Ms. Carmen Tuite 2103 Government Street Mobile, AL 36606	(251) 479-5761 (Clair Brock) FAX (251) 476-4064 <a href="mailto:ctuite@stmarymobile.org">ctuite@stmarymobile.org</a>
<b>MAXWELL AFB ELEMENTARY SCHOOL A1V</b>	Ms. Vicki West 800 Magnolia Blvd. Mawell AFB, AL 36112-6147	(334) 953-7804 FAX (334) 953-4338 <a href="mailto:vicki.west@am.dodea.edu">vicki.west@am.dodea.edu</a>
<b>MOST PURE HEART OF MARY SCHOOL A2A</b>	Ms. Beverly Burden 310 Sengstak Street Mobile, AL 36603	(251) 432-5270 FAX (251) 432-5271 <a href="mailto:bburden@mphom.org">bburden@mphom.org</a>
<b>PRICHARD PREPARATORY B1T</b>	Ms. Latash Farrier 743 Mt. Sinai Ave Whistler, AL 36612	(251) 380-7246 (251) 380-7221 <a href="mailto:lfarrier@prichardprepschool.com">lfarrier@prichardprepschool.com</a>
<b>RESURRECTION CATHOLIC SCHOOL ADR</b>	Ms. Twila Webster 2815 Forbes Road Montgomery, AL 36110	(334) 230-1976 FAX (334) 265-7988 <a href="mailto:twebster@rcmsouth.org">twebster@rcmsouth.org</a>
<b>SACRED HEART SCHOOL A23</b>	Ms. Kelli Haynes 112 Second Avenue, Southeast Cullman, AL 35055	(256) 734-4563 FAX (256) 255-0416 <a href="mailto:khayes@shscullman.org">khayes@shscullman.org</a>
<b>ST. BARNABAS SCHOOL A25</b>	Sister Brenda Monahan, Principal 7901 First Avenue, North Birmingham, AL 35206	(205) 836-5385 FAX (205) 833-0272 <a href="mailto:stbarnabasrs@gmail.com">stbarnabasrs@gmail.com</a>
<b>CORNERSTONE SCHOOLS OF ALABAMA, INC. AX4</b>	Ms. Leslie Cantrell PO Box 320309 Birmingham, AL 35232	(205) 769-0048 <a href="mailto:lcantrell@csalabama.org">lcantrell@csalabama.org</a>
<b>ST. VINCENT DE PAUL</b>	Ms. Carmen Tuite 4980 St. Vincent Dr. Mobile, AL 36619	(251) 433-9904 FAX (251) 666-1296 <a href="mailto:ctuite@stmarymobile.org">ctuite@stmarymobile.org</a>
<b>ST. JAMES SCHOOL A26</b>	Ms. Michelle Adams 700 Albert Rains Boulevard Gadsden, AL 35901	(256) 546-0132 FAX (256) 546-0134 <a href="mailto:madams@stjamesgadsden.org">madams@stjamesgadsden.org</a>
<b>EPHESUS ACADEMY B8U</b>	Ms. Nikki Hampton 829 McMillon Avenue Birmingham, AL 35211	(205) 786-2194 FAX (205) 786-0857 <a href="mailto:nhampton@scc-sda.org">nhampton@scc-sda.org</a>

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<b><u>PRIVATE SCHOOL</u></b>	<b><u>NAME AND ADDRESS</u></b>	<b><u>TELEPHONE/FAX/E-MAIL ADDRESS</u></b>
<b>ST. JOHN'S SCHOOL For TOMORROW ASW</b>	Ms. Francine Reese P.O. Box 50224 Mobile, AL 36605	(251) 470-0350 FAX (251) 690-7322 <a href="mailto:farwr2016@gmail.com">farwr2016@gmail.com</a>
<b>ST. MARY'S SCHOOL A2E</b>	Ms. Carmen Tuite 107 North LaFayette Street Mobile, AL 36604	(251) 433-9904 FAX (251) 438-9069 <a href="mailto:ctuite@stmarymobile.org">ctuite@stmarymobile.org</a>
<b>TRINITY LUTHERAN EVANGELICAL SCHOOL</b>	Mr. Theron Florence 2668 Berkley Avenue Mobile, AL 36617	(251) 456-7960 FAX (251) 456-7909 <a href="mailto:secretarty@trinitylutheranmobile.org">secretarty@trinitylutheranmobile.org</a>
<b>VIVIAN B. ADAMS SCHOOL ADH</b>	Ms. Teresa Larson 2047 Stuart Tarter Rd. Ozark, AL 36360	(334) 774-5132 FAX (334) 774-3436 <a href="mailto:vbaplerson@yahoo.com">vbaplerson@yahoo.com</a>
<b>NEW LIFE CHRISTIAN CHURCH ACADEMY B5F</b>	Ms. Miranda Knight P.O. Box 1085 Troy, AL 36081	(334) 566-0424 FAX (334) 566-8938 <a href="mailto:nlca@troycable.net">nlca@troycable.net</a>
<b>DEVELOPING AL YOUTH FOUNDATION B6B</b>	Ms. Christy Hayes P.O. Box 1811 Alabaster, AL 35007-1811	205-664-1600 FAX 205-664-2306 <a href="mailto:christy.hayes@thedayprogram.com">christy.hayes@thedayprogram.com</a>
<b>ELLWOOD CHRISTIAN ACADEMY B7V</b>	Ms. Wilma Asubop-Walker One Bell Road Selma, AL 36701	334-877-1581 FAX 334-877-1586 <a href="mailto:wilma_asubop@yahoo.com">wilma_asubop@yahoo.com</a>
<b>HOLY FAMILY CRISTO REY CATHOLIC BC0</b>	Ms. Carmen Miles 1832 Center Way South Birmingham, AL 35205	205-787-9937 <a href="mailto:cmiles@hfcristorey.org">cmiles@hfcristorey.org</a>



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**ALABAMA STATE DEPARTMENT OF EDUCATION  
CHILD NUTRITION PROGRAMS CONTACT PERSONS  
RESIDENTIAL CHILD CARE INSTITUTIONS (RCCIs)**

<b><u>RCCI</u></b>	<b><u>NAME AND ADDRESS</u></b>	<b><u>TELEPHONE/FAX/E-MAIL ADDRESS</u></b>
<b>ALABAMA DEPARTMENT OF YOUTH SERVICES A2H</b>	Mr. Ken Milner P.O. Box 66 998 Industrial School Road Mt. Meigs, AL 36057	(334) 215-3849 FAX (334) 215-3011 <a href="mailto:Ken.Milner@dys.alabama.gov">Ken.Milner@dys.alabama.gov</a>
	Ms. Helen Keeder Secretary	<a href="mailto:helen.keeder@dys.alabama.gov">helen.keeder@dys.alabama.gov</a>
<b>ALABAMA INSTITUTE FOR DEAF &amp; BLIND A2Q</b>	Mr. Shaun Strickland P.O. Box 698 Talladega, AL 35161	(256) 761-3319 FAX (256) 761-3236 <a href="mailto:strickland.shaun@aidb.state.al.us">strickland.shaun@aidb.state.al.us</a>
<b>ALABAMA SHERIFFS' YOUTH RANCHES A3G</b>	Ms. Kim Tyson 2680 Bell Road Montgomery, AL 36117	(334) 213-2071 FAX (334) 213-1195 <a href="mailto:kim@sheriffsranch.org">kim@sheriffsranch.org</a>
<b>(ALTAPOINTE HEALTH) MOBILE MENTAL HEALTH CENTER) A3H</b>	Mr. Noel Andrews 5800 Southland Drive Mobile, AL 36693	(251) 660-2387 FAX (251) 662-7297 <a href="mailto:noela@altapointe.org">noela@altapointe.org</a>
<b>BALDWIN COUNTY REGIONAL DET. CENTER A3U</b>	Ms. Dana Graham 43405 Nicholasville Road Bay Minette, AL 36507	(251) 580-2540 FAX (251) 580-2541 <a href="mailto:ddavis@co.baldwin.al.us">ddavis@co.baldwin.al.us</a>
<b>BRANTWOOD CHILDRENS HOME ANU</b>	Ms. Linda Kelley 1309 Upper Wetumpka Road Montgomery, AL 36107-1298	(334) 265-0784 FAX (334) 265-9701 <a href="mailto:lkelly@brantwoodchildrenshome.org">lkelly@brantwoodchildrenshome.org</a>
<b>BREWER-PORCH CHILDREN'S CENTER A2O</b>	Ms. Lanette Samaniego The University of Alabama Box 870156 Tuscaloosa, AL 35487-0156	(205) 348-7911 FAX (205) 348-9368 <a href="mailto:lsamaniego@bpcc.ua.edu">lsamaniego@bpcc.ua.edu</a>
<b>THE BRIDGE, INC. A3X</b>	Ms. Kimberly Hardin 3232 Lay Springs Road Gadsden, AL 35904	(256) 546-6324 Ex. 3 FAX (256) 546-0023 <a href="mailto:k_harden@bridgeinc.org">k_harden@bridgeinc.org</a>
<b>CHILDREN'S SERVICES, INC. PARRIS HOME A37</b>	Ms. Rasheedah Doss 1400 Noble Street Anniston, AL 36201	(256) 452-8933 FAX (256) 237-0461 <a href="mailto:director@childrensservicesinc.org">director@childrensservicesinc.org</a>
<b>CHILDREN'S VILLAGE A40</b>	Ms. Kathy Elom P.O. Box 110501 Birmingham, AL 35215	(205) 925-0037 FAX (205) 925-1118 <a href="mailto:village11@bellsouth.net">village11@bellsouth.net</a>
<b>COLBERT-LAUDERDALE ATTENTION HOME, INC. A3O</b>	Ms. Kristie McClish P.O. Box 742 Florence, AL 35631	(256) 767-0972 FAX (256) 767-1086 <a href="mailto:kristie@attentionhomes.net">kristie@attentionhomes.net</a>

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**RCCI**

**NAME AND ADDRESS**

**TELEPHONE/FAX/E-MAIL ADDRESS**

**CONCERNED CITIZENS  
FOR YOUTH (BEACON  
HOUSE)  
A34**

Ms. Gennie Kilpatrick  
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**KINGS HOME, INC.  
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**MOBILE CO. COMMISSION  
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**RCCI**

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**ALABAMA STATE DEPARTMENT OF EDUCATION  
CHILD NUTRITION PROGRAMS CONTACT PERSONS  
SPECIAL MILK PROGRAMS**

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<b>MARANNOOK, INC. ADP</b>	Ms. Kellie N. Brown P.O. Box 581 LaFayette, AL 36862	(334) 864-7504 FAX (334) 864-0711 <a href="mailto:marannook@gmail.com">marannook@gmail.com</a>
<b>OUR LADY OF THE VALLEY A9F</b>	Mr. Andy Rothery or Danielle Lazenby 5510 Double Oak Lane Birmingham, AL 35242	(205) 991-5963 ext. 235 FAX (205) 995-1251 <a href="mailto:arothery@olvsch.com">arothery@olvsch.com</a> <a href="mailto:dlazenby@olvsch.com">dlazenby@olvsch.com</a>
<b>ST. DOMINIC SCHOOL A9H</b>	Ms. Laurie Michener 4160 Burma Road Mobile, AL 36693-4499	(251) 661-5226 FAX (251) 660-2242 <a href="mailto:lmichener@stdominicmobile.org">lmichener@stdominicmobile.org</a>
<b>ST. FRANCES XAVIER SCHOOL A9I</b>	Mr. Nathan Wright, III 2 Xavier Circle Birmingham, AL 35213	(205) 871-1687 FAX (205) 871-1674 <a href="mailto:nwright@sfxcatholic.com">nwright@sfxcatholic.com</a>
<b>ST. JOHN'S CATHOLIC SCHOOL A9L</b>	Ms. Sheryl Lewis 1057 Hughes Road Madison, AL 35758	(256) 722-0772 FAX (256) 722-0151 <a href="mailto:slewis@stjohnb.com">slewis@stjohnb.com</a>

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**ALABAMA STATE DEPARTMENT OF EDUCATION  
CHILD NUTRITION PROGRAMS CONTACT PERSONS  
SPECIAL MILK PROGRAMS**

**INACTIVE**

**SPECIAL MILK PROGRAM**

**NAME AND ADDRESS**

**TELEPHONE**

**INACTIVE SY16-17**

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**ALABAMA 4-H YOUTH  
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**INACTIVE SY16-17**

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**INACTIVE SY16-17**

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Ed Specialist

LaKecia Love  
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Julie Autrey  
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Sonja Patterson  
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Carolyn Singleton  
Staff Accountant

Joel Evans  
Sr. Accountant

Joe Clark  
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Garry Rumph  
Staff Accountant

Thyra Gilmore  
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Dawn Polk  
Staff Accountant

Deborah Steele  
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Leta Buce  
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## **CNP Director's Responsibilities in Alabama School System**

The major responsibilities of the CNP director in a school system are listed below. These responsibilities should be viewed as minimum requirements necessary for the operation of a system Child Nutrition Program to meet federal and state requirements. Competencies of directors have been delineated by the National Food Service Management Institute and provide more detail in all areas, including those areas necessary for meeting quality standards.

- Direct the Child Nutrition Program in accordance with federal and state laws and regulations, local and state health ordinances, and school system policies.
- Plan and approve menus for school breakfast and school lunch to assure the nutritional integrity of the program and meet U.S. Department of Agriculture regulatory requirements.
- Approve free and reduced-price meal applications and verify their accuracy.
- Manage the free and reduced-price meal process including applications, verifications, rosters, benefit issuance, and updates.
- Purchase food and supplies in accordance with federal and state bid laws.
- Train and supervise CNP managers in areas of program management and meeting nutritional requirements.
- Assist administrative personnel in determining staffing requirements for each school cafeteria and be involved in hiring of CNP personnel for the school system.
- Plan and direct training for all CNP personnel in the school system.
- Plan nutritious, appealing menus in cooperation with CNP managers that meet the requirements of the selected USDA menu planning option.
- Ensure production records and work schedules are planned and completed properly.
- Establish a centralized equipment replacement and maintenance program for all schools. Include routine inspections, preparation of bids, scheduling of maintenance, and routine disposition of old equipment.
- Conduct a formal review of each school and complete the USDA review form which covers all aspects of the Child Nutrition Program (must be completed by February 1 of each year).
- Check, approve, and compile records from each cafeteria concerning meal counts, inventory, purchases, and food production

- Develop and up-date yearly a district level Policy and Procedures Manual.
- Ensure a board approved Wellness Policy and HACCP Plan are in place for each site.

For more detailed information about the job of the Child Nutrition Program director, go to <http://www.nfsmi.org/> and download *Competencies, Knowledge, and Skills of School Nutrition Directors/Supervisors* (2001). Published by the National Food Service Management Institute.

### **Suggested Monthly Tasks**

1. Visit each school to complete the following tasks.
  - Begin the school visit in the principal's office to alert school administration that you are in the school. If possible, spend a short time with the principal discussing the current status of the CNP.
  - With the CNP manager, go over production records for several days since your last visit. Look for completeness of the records, use of the records as a planning and forecasting document, and correct entries to document amounts served.
  - Walk through the kitchen during production to observe how CNP assistants are working. Notice the extent to which individuals are working according to the posted production schedule and work schedule.
  - Observe how cooks are using standardized recipes and directions for finishing convenience foods.
  - When the manager and employees taste tests foods before the service line opens, participate in the taste testing. Emphasize the necessity of meeting quality standards.
  - Go into the storeroom, refrigerator, and freezer to review appearance, sanitation, and maintenance of the temperature log.
  - Check the appearance and sanitation of the kitchen and cafeteria.
  - During meal service, observe how students move through the service line, how meal counts and collection procedures are handled.
  - Observe service on the line including portion control, temperature maintenance, and customer interaction.
  - Circulate among students and faculty during meal time to observe and obtain feedback on food quality and customer service.
  - Observe how the dish room operates during and after meal service.
  - Observe plate waste and waste of paper supplies, condiments, etc.
  - Meet with the CNP manager privately to provide feedback on your observations. Make notes about positive and corrective feedback so follow-up can be provided on your next visit.
  - Provide coaching to help the manager make corrections and changes. If there are significant problems in an observed area, document the observations in a follow-up memo to the CNP manager and arrange a time to come back to the school to observe and discuss changes that have been made.



2. Hold monthly CNP manager's meetings on a set day and time.
  - Announce the topics to be discussed in a brief memo to managers sent about one week before the meeting.
  - Involve the managers in sharing successes they had in the previous month.
  - Involve the managers in making decisions regarding identified problems.
  - Provide a short training program specifically for CNP managers. The training may be 15 minutes on how to answer the telephone or an hour session on completing a required form. Keep the training focused on one subject with an opportunity for the managers to practice using the new information.
  - If the managers are notified of changes, new responsibilities, or required actions during the meeting, send a follow-up memo to document the discussion and the expectations.
3. If cycle menus are not being used, plan menus by the 5<sup>th</sup> day of the month before they will be served.
4. Place grocery orders as needed.
5. Submit the Claim for Reimbursement within 20 days after the end of the month.



## **Child Nutrition Websites**

### **State Department of Education Child Nutrition**

*For School Nutrition, Child and Adult Care, Summer Food, Claims and Audits, and Special Milk:*

<http://www.alsde.edu>

Go to Offices, click on CNP-Child Nutrition Programs

Click on Documents, the menu will show with all information.

*For online application, workshop registrations, verification workbook summary report, Food Distribution, and Statewide Purchasing:*

<https://cnpforms.alsde.edu/>

### **USDA (United States Department of Agriculture) Food & Nutrition Services**

<http://www.fns.usda.gov/cnd/>

### **USDA Team Nutrition (posters & Educational material & Healthier US School Challenge)**

<http://www.fns.usda.gov/tn/>

### **Institute of Child Nutrition (formerly NFSMI) USDA Recipes**

<https://theicn.org/>

### **School Nutrition Association (SNA)**

<http://www.schoolnutrition.org/>

### **Alabama School Nutrition Association (ALSNA)**

<http://www.alabamasna.org/>

### **My Plate**

<http://choosemyplate.gov>

### **The Food Buying Guide:**

<https://foodbuyingguide.fns.usda.gov/>

## Food and Nutrition Resource List

The following information may be found at the designated Web addresses. You may access this information by entering the Web address into the address box of your Web browser or 'clicking' the address.

### Regulations:

Child and Adult Care Food Program (CACFP) Regulations – 7 CFR, Part 226 & Others

- <http://www.fns.usda.gov/cnd/care/Regs-Policy/Regulations.htm>

Child Nutrition Act of 1966

- [http://www.fns.usda.gov/nslp/history\\_6](http://www.fns.usda.gov/nslp/history_6)

Free and Reduced Price Eligibility Regulations – 7CFR, Part 245

- <http://www.gpo.gov/fdsys/pkg/CFR-2011-title7-vol4/pdf/CFR-2011-title7-vol4-part245.pdf>

National School Lunch Program (NSLP) Regulations – 7CFR, Part 210

- <http://www.gpo.gov/fdsys/pkg/CFR-2011-title7-vol4/pdf/CFR-2011-title7-vol4-part210.pdf>

Richard B. Russell National School Lunch Act

- <http://www.fns.usda.gov/richard-b-russell-national-school-lunch-act>

School Breakfast Program (SBP) Regulations – 7 CFR, Part 220

- <http://www.gpo.gov/fdsys/pkg/CFR-2011-title7-vol4/pdf/CFR-2011-title7-vol4-part220.pdf>

Special Milk Program (SMP) Regulations – 7 CFR, Part 215

- <http://www.gpo.gov/fdsys/pkg/CFR-2011-title7-vol4/pdf/CFR-2011-title7-vol4-part215.pdf>

Summer Food Service Program (SFSP) Regulations – 7 CFR, Part 225

- <http://www.fns.usda.gov/sites/default/files/LegisFinalRule.pdf>

### Fact Sheets:

CACFP Home Page

- <http://www.fns.usda.gov/cnd/care/>

NSLP Fact Sheet

- <http://www.fns.usda.gov/cnd/lunch/AboutLunch/NSLPFactSheet.pdf>

School Breakfast Program Fact Sheet

- <http://www.fns.usda.gov/sbp/fact-sheet>

## **Fact Sheets (continued):**

### Community Eligibility Provision Fact Sheet

- <https://www.fns.usda.gov/sites/default/files/cn/CEPfactsheet.pdf>

### Special Milk Fact Sheet

- <https://fns-prod.azureedge.net/sites/default/files/SMPFactSheet.pdf>

### Afterschool Snack Fact Sheet

- <http://www.fns.usda.gov/sites/default/files/AfterschoolFactSheet.pdf>

### Summer Food Service Program–Outreach Materials, Handbooks, and Tips for Success

- <http://www.fns.usda.gov/sfsp/summer-food-service-program-sfsp>

## **USDA Guidance:**

### Accommodating Children with Disabilities (Special Dietary Needs)

- <https://fns-prod.azureedge.net/sites/default/files/cn/SP40-2017a1.pdf>

### Afterschool Snack in NSLP

- <http://www.fns.usda.gov/school-meals/afterschool-snacks-faqs>

### Free and Reduced Price Eligibility Guidance

- <http://www.fns.usda.gov/school-meals/guidance-and-resources>

### Disclosure of Children’s Free and Reduced Price Meal or Free Milk Eligibility Information

- <https://www.fns.usda.gov/school-meals/fr-031207>

### Community Eligibility Program Guidance

- <https://fns-prod.azureedge.net/sites/default/files/cn/SP54-2016os.pdf>

### Provision 2 Guidance – (clarifies many of the questions about operating Provision 2)

- <http://www.fns.usda.gov/sites/default/files/Prov2Guidance.pdf>

### Policy Memos

- <http://www.fns.usda.gov/cnd/Governance/policy.htm>

## **References:**

### Action for Healthy Kids

- <http://www.actionforhealthykids.org/>

### Child Nutrition Home Page

- <http://www.fns.usda.gov/cnd/>

## References (continued):

### USDA Commodity Food Network

- <http://www.fns.usda.gov/csfp/commodity-supplemental-food-program-csfp>

### Dietary Guidelines for Americans

- <http://www.cnpp.usda.gov/DietaryGuidelines.htm>

### Eat Smart, Play Hard

- <http://www.fns.usda.gov/sites/default/files/eatsmartminiposter.pdf>

### Food Buying Guide

- <http://www.fns.usda.gov/tn/foodbuying-guide-child-nutrition-programs>

### Food & Nutrition Info Center

- <http://www.nal.usda.gov/fnic>

### Food Allergy and Anaphylaxis Network

- <http://www.foodallergy.org>

### Food Research and Action Center

- <http://www.frac.org>

### Free and Reduced Price Meals Benefit Application Material in 19 Languages

- [http://www.fns.usda.gov/cnd/Application/application\\_process.htm](http://www.fns.usda.gov/cnd/Application/application_process.htm)

### Healthy Meals Resource System

- <https://healthymeals.fns.usda.gov/>

### Menu Planning Under NSLP

- <https://www.fns.usda.gov/menu-planning>

### Menu Planning in the SBP

- <http://www.fns.usda.gov/sbp/menu-planning>

### Milk Marketing Board

- <http://www.mmb.state.pa.us>

### National Agricultural Library

- <http://www.nal.usda.gov>

### Institute of Child Nutrition (formerly NFSMI)

- <http://www.theicn.org/>

### Nutrient Database

- [http://www.ars.usda.gov/main/site\\_main.htm?modecode=12-35-45-00](http://www.ars.usda.gov/main/site_main.htm?modecode=12-35-45-00)



## References (continued):

Penn State Food Safety Web site

- <http://www.foodsafety.cas.psu.edu>

Physical Activity and Weight Loss

- <http://win.niddk.nih.gov/publications/physical.htm>

School Breakfast Tool Kit

- <https://www.fns.usda.gov/sbp/toolkit>

USDA Food Guide Booklet “My Plate”

- <http://www.choosemyplate.gov>

USDA Food Safety and Inspection Service

- <http://www.fsis.usda.gov>

USDA Recipes for Child Nutrition Programs

- <https://www.fns.usda.gov/usda-standardized-recipe> (see document library)

## Home Pages:

School Nutrition Association

- <http://www.schoolnutrition.org/>

Alabama School Nutrition Association

- <http://alabamasna.org/>

CACFP Home Page

- <http://www.fns.usda.gov/cnd/care/>

Child Nutrition Home Page

- <http://www.fns.usda.gov/fns/>

NSLP Home Page

- <http://www.fns.usda.gov/cnd/Lunch/>

School Breakfast Program Home Page

- <http://www.fns.usda.gov/cnd/breakfast/>

Special Milk Program

- <http://www.fns.usda.gov/cnd/milk/>

Summer Food Service Program

- <http://www.fns.usda.gov/cnd/summer/>

**Home Pages (continued):**

Team Nutrition

- <http://www.fns.usda.gov/tn/>

U.S. Department of Agriculture, Food and Nutrition Services

- <http://www.fns.usda.gov/fns/>

## **Glossary of Terms and Acronyms Used in Child Nutrition Programs**

### **A**

**Adverse Action** — Change in benefit level; or termination due to a change in eligibility status.

**Alabama School Nutrition Association (ASNA)** — The state affiliate of the American School Food Service Association.

**Academy of Nutrition and Dietetics (AND)** — The professional association for dietitians.

**Americans with Disabilities Act (ADA)** — A law established in 1990 to prevent discrimination in employment against qualified individuals who have a disability.

**American Association of School Business Officials (AASBO)** — The professional association for individuals involved in school business functions.

**Appeals** — The process by which a household may challenge the decision made by the school food authority (SFA) with respect to an application the family has made for free or reduced-price meals.

**Assisted NSMP** — Assisted NSMP is exactly like NSMP *except* an outside consultant or other agency performs all of the functions of menu planning and nutrient analysis. If you do not have computer technology that will allow you to use NSMP, you may wish to choose Assisted NSMP.

**Attendance factor** — Attendance as a percentage of enrollment, at either the school or school food authority level. In the absence of a local attendance factor, the school food authority can use the annually assigned Federal factor.

**Average Daily Attendance (ADA)** — The figure representing a school's or school system's attendance per day averaged over a period of time.

**Average Daily Membership (ADM)** — The average daily number of students enrolled.

**Average Daily Participation (ADP)** — The number obtained by dividing the total number of meals claimed during a reporting period by the number of operating days in the same period.

## **B**

**Balance sheet** — A financial statement that shows the financial condition of a fund at a given point.

**Batch cooking** — Food prepared in small quantities to meet service needs for a specified period of time. Other terms are “cooking to the line” or “just-in-time cooking.”

**Bid award** — Award of a contract to a successful bidder signifying acceptance of the bid or proposal.

**Buy America** — A provision in Federal regulations that instructs school food authorities to purchase supplies produced or manufactured in the USA whenever possible.

## **C**

**Cash in lieu** — Monies issued for purchase of foods instead of receipt of commodity foods. This is authorized by statute when commodity foods are not purchased in quantities intended or in certain statutory pilot school districts and states.

**Categorical eligibility** — Eligibility for free or reduced-price meals that is based on the child receiving Food Stamps or Family Assistance (FA).

**Catered meals** — Meals prepared and/or served by the child nutrition program through a written contract to a group, organization, child care or Head Start, including another school. Such meals are not claimed as reimbursable by the SFA.

**Child and Adult Care Food Program (CACFP)** — A Federal food assistance program administered by the Alabama State Department of Education, Child Nutrition Programs that provides reimbursement for meals served to children and adults attending eligible child care/day care centers and homes.

**Child Nutrition Programs (CNP)** — Programs administered and funded by the U.S. Department of Agriculture, including the Child and Adult Care Food Program (CACFP), National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program, Summer Food Service Program (SFSP), and Afterschool Snack Program.

**Choice menu** — A breakfast or lunch menu that provides multiple, creditable menu items within one or more required meal components.

**Claim for reimbursement** — Request made to the Alabama State Department of Education (SDE accounting) for reimbursement of program meals served.

**CN Label (Child Nutrition Label)** — A USDA labeling program that provides a special label for certain foods showing how the food item should be credited to meet menu plan requirements. For food-based menu planning systems, a CN label indicates a product’s component and quantity contributions to program meals. A CN label is not a statement of quality.

**Coach** — A process that involves teaching a person how to do something and encouraging him/her to continue to do it.

**Code of ethics** — The SFA's approved statement of personnel responsibilities during the implementation of the procurement plan to assure fairness and prevent conflicts of interest.

**Community Eligibility Program (CEP)** - The Community Eligibility Provision (CEP) provides an alternative approach for offering school meals to local educational agencies (LEAs) and schools in low income areas, instead of collecting individual applications for free and reduced price meals.

**Commodity foods (donated foods)** — Agricultural food items made available by the USDA to participants of the Child Nutrition Programs.

**Competitive foods** — Foods sold to students at school during lunch periods in competition with the School Lunch Program. See also "Foods of Minimal Nutritional Value" which may not be sold in the foodservice area during the meal period.

**Complete application** — An application for a free or reduced-price meal that contains all the required information for making an eligibility determination.

**Component** — For food-based menu planning systems, one of the four food groups which comprise the reimbursable school lunch and school breakfast (milk, meat or meat alternate, fruits/vegetables, and grains/bread).

**Convenience food** — A purchased food item that has been prepared or partially prepared to decrease labor hours needed for preparation and/or service.

**Coordinated Review Effort (CRE)** — A Federally-prescribed review system used by the state agency to monitor school food authority programs.

**Corrective action plan (CAP)** — A plan developed by the school food authority to address Federal/State review findings, including those from CRE and School Meals Initiative (SMI) reviews.

**Cycle menus** — A series of menus that is repeated. Such menus are advantageous for forecasting, purchasing, scheduling, and other management functions.

## D

**Danger zone** — The range of temperature *between* 41° F and 135° F where rapid and progressive growth of disease-causing organisms can occur in potentially hazardous foods including milk or milk products, eggs, meat, poultry, fish, shellfish, or foods containing any of these as ingredients.



**Debarment/suspension** — An action or sanction, as outlined in Federal regulations, placed on companies or individuals for cause that restricts their participation as a supplier or vendor. SFAs are required to obtain certification from potential vendors regarding debarment/suspension.

**Diet prescription** — An individualized, approved list of allowable and unallowable foods for a student with special dietary needs, as provided by a recognized medical authority or practitioner.

**Direct certification** — The process of establishing a student's categorical eligibility for benefits by obtaining documentation directly from the state or local Food Stamp or Family Assistance office. The documentation states that the children are from households currently receiving Food Stamps or Family Assistance benefits. Households determined eligible for meal or milk benefits through direct certification are not required to submit a free and reduced-price application to the school.

**Disposable ware** — Single-service products made of paper, plastic, or styrofoam, including plates, cups, bowls, trays, and flatware. Also included may be straws and paper napkins. Also called disposables.

**Department of Education — DOE or SDE** (Alabama State Department of Education)

## **E**

**Economic unit** — A group of related or unrelated people who share housing and/or all significant income and expenses of its members.

**Eligibility Guidance for School Meals Manual (FNS-274)** — A USDA publication (the green book) providing detailed guidance for eligibility determination.

**Eligibility status** — The level of benefits a student is approved to receive, either free, reduced-price, or paid meals.

**Expenditures** — Expenses or costs to operate the program including salaries and wages, employee benefits, purchased food products, donated commodities, food production supplies, general supplies, purchased services, property operation and maintenance, miscellaneous, capital outlay, indirect costs, and fund transfers-out.

## **F**

**Fair Labor Standards Act (FLSA)** — Also known as the Federal Wage and Hour Law. A measure enacted by the Congress of the United States in 1938 to eliminate labor conditions injurious to the health and efficiency of workers and unfair methods of competition based on conditions. It provides for a minimum wage.

**Family Assistance** — Any individual or group of individuals currently certified to receive assistance under the Family Assistance (FA) Program in a state where the standard of

eligibility for FA benefits does not exceed the income eligibility guidelines for free meals or milk benefits. An older term is Aid to Families with Dependent Children.

**Federal Register** — Document that provides a uniform system for making available the public regulations (proposed, interim, and final) and legal notices issued by Federal agencies. It can be accessed through the Internet.

**FIFO** — First in, first out method of stock rotation.

**Financial report** — Financial statements, including notes, necessary for the fair presentation of the financial position and results of the operation of an entity.

**Fiscal year (FY)** — The Alabama state fiscal year begins July 1 and ends June 30. The Federal fiscal year begins October 1 and ends September 30.

**Food and Nutrition Service (FNS)** — A unit of the U.S. Department of Agriculture that administers the following Programs: Child Nutrition; Food Stamp; Women, Infants and Children (WIC); and Food Distribution.

**Food and Nutrition Service Regional Office (FNSRO)** — One of six regional offices in the United States. The Southeast FNSRO is located in Atlanta, Georgia.

**Food item** — 1. Generally, any food or combination of foods. 2. One of five required foods for a reimbursable lunch using food-based or traditional menus: meat/meat alternate, milk, grains/bread, and two servings of fruits or vegetables or a combination of both.

**Foods of Minimal Nutritional Value** — Categories of foods defined in the Federal regulations which may not be sold in the foodservice area during the meal period. They include: 1) soda water (soft drinks); 2) water ices; 3) chewing gum; 4) certain candies — hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.

**Forecasting** — Predicting the amount of food to prepare using historical data from production records.

**Free and Reduced-Price Policy Statement** — A statement of policy of the SFA including the meals served, prices charged, eligibility standards and criteria with exceptions, nondiscrimination practices for eligibility recipients, collection procedures, and income accountability.

## **G**

## **H**

**HACCP** — Hazard Analysis of Critical Control Points, a system for monitoring the foodservice process to reduce the risk of foodborne illness. HACCP focuses on how food flows through the process from purchasing to service.

**Household** — A group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

## I

**Income Eligibility** — Eligibility for free or reduced-price meals that is based on the sum of the gross income and household size compared to the income eligibility guidelines (IEG) for either free or reduced-price meals.

**Income eligibility guidelines (IEG)** — Income ranges, based on household size, within which students qualify for free or reduced-price meals. Guidelines are issued annually.

**Institution of Child Nutrition (ICN)** — A national center funded by USDA to provide education, research, and resources for the operation and management of Child Nutrition Programs. (Phone: 800-321-3054)

**Inventory turnover rate** — The number of times in a given time period when the dollar value of inventory is replaced. Best practice for child nutrition programs is inventory turnover of two to three times per month.

## J

**Just-in-time preparation** — Timing the preparation of foods just in time to be served. Such preparation provides for the best quality and for maintenance of nutrient content. Similar terms include “batch cooking” and “cooking to the line.”

## K

## L

## M

**Meals per labor hour (MPLH)** — Productivity rate used in the foodservice industry. It is calculated based on meal equivalents served per labor hour worked.

**Menu item** — 1. Generally, any food item or combination of food items that is on the menu. 2. One of three categories - milk, entree, or side dish - contained in a menu planned using the nutrient-standard menu planning system. A menu item may be a single food or a combination of foods, as defined by the menu planner for a particular menu.

**Multiple menus** — More than one menu. Typically, each menu is offered on a separate service line or at a different service station. Each multiple menu may also be a choice menu.

## N

**National School Lunch Program (NSLP)** The program under which participating schools operating a nonprofit foodservice receive cash assistance in accordance with 7 CFR Part 215.

**Nutrient analysis** — An evaluation of the nutritional content of foods using a computer with a USDA-approved software program.

**Nutrient standards** — Requirements of Federal regulations for planning and analyzing menus to meet established nutrient criteria.

**Nutrient Standard menu Planning (NSMP)** — NSMP takes a Nutrient-Based approach to menu planning. Instead of working with specific food components in specific amounts, the menu planner works with menu items. This approach requires a nutritional analysis of foods used in school meals. To do this, schools must use USDA-approved computer software that is widely available and easy to follow.

**Nutrition education** — A multidisciplinary program by which scientifically valid information about foods and nutrients is imparted in a manner that individuals receiving such information will understand the principles of nutrition and seek to maximize their well-being through food consumption practices.

**Nutrition Education and Training Program (NET)** — A USDA program originally funded in 1978 that provides nutrition education and training for all populations served by Child Nutrition Programs.

## O

**Offer versus serve** — Provision of the reimbursable meals program under which a student may select fewer than all the required menu items.

**On-site preparation** — Food prepared in the school kitchen where it is to be served.

**Operating days** — Days when school meals are served.

**Other costs** — All other costs except food and labor. Such costs generally include disposable ware, chemicals, supplies, and services.

## P

**Paid meals** — Meals sold to students who are not eligible for free or reduced-price meals. Paid meals are reimbursed at an annually, Federally-prescribed rate.

**Participation** — Number of students taking part in the Child Nutrition Program, i.e. accepting or purchasing reimbursable meals.

**Perpetual inventory** — An inventory system where the level (number) of the units of a product on hand on any date may be obtained directly from records, without resorting to physical inventory.

**Physical inventory** — A regularly scheduled physical count of products on hand, showing quantities, descriptions, including units of measure and price, and value of property or products.

**Plate waste** — Food served to but not eaten by students (food thrown away).

**Point of choice** — The locations in the service area where customers select their foods.

**Point of sale** — The point at which the food and beverage is transferred to the customer and the point at which the determination can accurately be made that a reimbursable breakfast or lunch has been served to an eligible student.

**Post-costing** — A method of costing after a meal has been served to include food cost for all foods used in production of the meal.

**Pre-costing** — A method of costing standardized recipes, convenience products (or menus) before preparation in order to determine how the menu item fits in the budget or average food cost for the meal.

**Processing contract** — Agreement entered into by a state or school food authority to turn commodity foods into another or similar product, e.g. ground beef into hamburger patties.

**Procurement** — The process by which products are obtained for the production of school meals. This includes purchasing, receiving, storage and inventory functions.

**Procurement plan** — The plan approved by the school board that details the procedures the school system will use to comply with all local, State, and Federal procurement regulations. The plan must address competition, comparability, documentation, and code of ethics.

**Procurement standards** — Guidelines for the procurement of supplies, equipment, and services by Federal assistance programs.

**Product movement** — The movement of products from the distributor to school sites or from the district warehouse to school sites.

**Production methods** — Descriptions of the methods used to prepare meals, such as scratch cooking, convenience product reheating, or rethermalization, as in cook-chill.

**Production schedule** — A daily work schedule that assigns job tasks for the production of a specific menu. The schedule should include a start time, end time, and a time standard (how long the task should take to complete).

**Profit and loss statement** — Statement of Revenue and Expenditures reflects the financial results of the operation of the program for a given period of time.

**Purchase system** — A system of purchasing to achieve competition and comparability by the use of purchasing methods, contract management, and other activities to get desired products at the lowest price.



## Q

**Quality score card** — A tool for evaluating the quality of a prepared menu item before it is placed on the service line. See *Culinary Techniques for Healthy School Meals* for a variety of quality score cards.

## R

**Records maintenance** — Records and documentation must be maintained in files for four years plus the current year for a total of five years.

**Registered dietitian** — A nutrition professional who has completed a prescribed curriculum leading to a B.S. degree, completed a prescribed practice in a dietetic internship or other approved program, successfully passed a registration exam, and maintains required continuing education.

**Regulations** — Federal requirements open to public comment which are found in the Federal Register and then permanently published in the Code of Federal Regulations. Title 7 of the Code of Federal Regulations includes parts that relate directly to Child Nutrition Programs:

7 CFR Part 210	National School Programs
7 CFR Part 215	Special Milk Program for Children
7 CFR Part 220	School Breakfast Program
7 CFR Part 225	Summer Food Service Program
7 CFR Part 226	Child and Adult Care Food Program
7 CFR Part 227	Nutrition Education and Training Program
7 CFR Part 240	Cash in lieu of Commodities
7 CFR Part 245	Determining Eligibility for Free/Reduced Price Meals and Free Milk in Schools
7 CFR Part 250	Food Distribution Program

Current Child Nutrition regulations are available at:

<http://www.access.gpo.gov/nara/cfr/index.html>

**Reimbursable meal** — Combinations of food items served to students at breakfast and lunch that meet either nutrition standards and calorie levels or the meal pattern specified in Federal regulations and priced as a unit.

**Residential Child Care Institution (RCCI)** — A public or nonpublic institution that (1) maintains children in residence, (2) operates principally for the care of children, and (3) if private, is licensed by the State or local government to provide residential child care services under the appropriate licensing code. These include, but are not limited to, homes for individuals who are mentally retarded or emotionally disturbed, and unmarried mothers and their children, orphanages, temporary shelters for abused or runaway children, and juvenile detention centers.

**Revenue** — Income received from State sources, Federal sources, other local sources, student and adult meal sales, contract meal sales, other sales, miscellaneous other revenue (rebates, sale of surplus equipment, etc.) interest, and fund transfer-in.

## S

**Safety Net** - Reimbursement for lunch paid to SFAs that served 60% of their lunches in the free or reduced-price category in the second preceding year.

**State Administrative Expense Funds (SAE Funds)** — Federal funds paid to the state agency according to an established formula for administration of Child Nutrition Programs. The formula includes the reimbursement paid to school districts in the second preceding year.

**Satellite food service** — A food delivery system where food is transported and served at a different site than the preparation site.

**School Breakfast Program (SBP)** — The program under which participating schools operating a nonprofit foodservice receive cash assistance in accordance with 7 CFR Part 220.

**School food authority (SFA)** — The governing body which is responsible for the administration of one or more schools and has the legal authority to operate the program therein. The school system superintendent is typically the person authorized by the governing body to sign legal documents for the SFA.

**School food service (SFS)** — Term sometimes used to describe Child Nutrition Programs that operate in K-12 schools.

**School Nutrition Association (SNA)** — The professional association for individuals working in the school foodservice industry.

**School nutrition program (SNP)** — Term sometimes used to describe Child Nutrition Programs that operate in K-12 schools.

**Section 4 funds** — Federal funds appropriated for all lunches; usually called general assistance funds.

**Section 11 funds** — Federal funds appropriated for free and reduced-price meals; usually called special assistance funds.

**Section 32 commodities** — Commodities purchased by funds received by the Secretary of Agriculture from 30-percent of customs receipts (tariffs).

**Seamless Summer Option (SSO)** - The program under which participating schools operating a nonprofit foodservice receive cash assistance in accordance with 7 CFR Part 220

**Serving area** — The area in the cafeteria where food is served. A variety of methods of service may be used including self-serve, traditional line, plated meals, or pick-up items. Also called service area.

**Severe Need Reimbursement** — Reimbursement for breakfast paid to SFAs that served 40% of their lunches in the free or reduced-price category in the second preceding year.

**Special Assistance Provision II** — A Federal paperwork reduction program under which schools serve meals to all students at no cost to the student, but earn no additional Federal or State funds to do so.

**Special Milk Program (SMP)** - The program under which participating schools operating a nonprofit foodservice receive cash assistance in accordance with 7 CFR Part 215

**Special needs students** — Students who have a physical or mental impairment, as defined by the Americans with Disabilities Act, that substantially limits one or more major life activities, who have a record of such impairment or who are regarded as having such an impairment.

**Staff** — A group responsible for the operations of a program.

**Staffing pattern** — A school plan that defines the number of employees needed based on participation in breakfast, lunch, a la carte service, and other meals. The staffing pattern should be based on defined school productivity goals or meals per labor hour.

**Standard of Identity** — Government standard for content, preparation, and labeling of a food. Standards of Identity dictate specific (and optional) ingredients a food must contain when a product is to be labeled or identified by a common product name. Standards for meat products are developed by the Department of Agriculture and for other food products by the U.S. Food and Drug Administration (FDA).

**Standardized recipe** — A recipe that has been tested for quality and yield.

**State Agency (SA)** — The agency in the state that has jurisdiction over specific Federal Child Nutrition Programs, i.e. the Alabama State Department of Education, Child Nutrition Programs.

**Statement of Revenue and Expenditures** — A statement that reflects the financial results of the operation of the program for a given period of time. It includes: 1) the total revenue available to the program by source; 2) a list of total expenditures by category; and 3) net excess or deficit (loss) to the program for the period of the statement.

**Summer Food Service Program (SFSP)** — A USDA-funded program created to ensure that children in low-income areas continue to receive nutritious meals during long school vacations when they do not have access to school lunch or breakfast.

## **T**

**TEAM Nutrition** — A program that provides schools with nutrition education materials for children and families and technical assistance materials for CNP directors, managers and staff.

**Temporary Emergency Food Assistance Program (TEFAP)** — A Federal program that helps supplement the diets of low income Americans by providing them with healthful food at no cost.

**Traditional Food-Based Menu Planning** The Traditional Food-Based Menu Planning system requires specific food group components in specific amounts for specific age/grade groups. It is the plan that schools have used since the National School Lunch Program was established in 1946 and the School Breakfast Program in 1966.

## U

**United States Department of Agriculture (USDA)** — Federal agency which administers the Special Nutrition Programs, including National School Lunch Program; School Breakfast Program; Summer Food Service Program; Women, Infants, and Children; Child and Adult Care Food Program; Food Stamp Program; Food Distribution Program; and Nutrition Education and Training Program.

## V

**Verification** – Confirmation of eligibility for free and reduced price school meals based on application. Only required when eligibility is determined through an application. Is not required for eligibility through direct certification. Required annually by the USDA Reauthorization Act of 2004.

## W

**Waiver** – Seeking exemption from statutory or regulatory Program requirements for the Child Nutrition Programs, including CACFP, SFSP, NSLP, FFVP, SMP and SBP.

**Work simplification** — Performing job assignments in a more direct and efficient manner.

## X

## Y

## Z



















	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Submit information for board meeting; have CNP budget approved; bids approved for small equipment, large equipment, breads, milk, chemicals, grease trap cleaning, produce, and paper supplies. Schedule for appropriate month (June or July) depending on opening date of school.												
Update the CNP handbook for the system.												
Complete Seamless Summer review within three weeks of operation.												
Review and update HACCP for the upcoming school year. Make changes and distribute to school sites.												
Submit F & R application to state by the deadline for approval if not using prototype.												
Submit online application by deadline for next SY.												
Have superintendent sign Attestation Statement from Alabama's Implementation of Smart Snacks in Schools.												
Collect Exempt Fundraiser forms from school principals.												
Make arrangements for any NEW managers to attend New Managers' Training in July.												
Complete PLE tool to determine pricing for upcoming year.												

\*\*\* Claims submitted during September may be delayed for payment due to end of the year closeout by the state. Submit claims for August as early as possible, especially combined claims such as NSLP and SSO; and NSLP and CACFP, to help reduce this delay. You will receive additional information on this via email closer to September.



# Alabama Department of Education

## Child Nutrition Program

### Assistance Request Form

State Agency will contact SFA to plan for technical assistance and/or training/in-service.



School Food Authority (SFA): \_\_\_\_\_

Agreement Number: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of assistance requested (check box)

Who will be trained:

Technical Assistance     Training/In-service

(Supervisors, managers, teachers, principals, mixed group, etc.)

Please explain specific situation and/or topic: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CNP Director Signature

Superintendent's Signature (If Applicable)

Mail, email, or fax to:

Ms. June Barrett, Program Coordinator

Phone: 334-694-4656

Child Nutrition Programs

Email: [cnpslp@alsde.edu](mailto:cnpslp@alsde.edu)

5163 Gordon Person Building

Fax: 334-694-4955

P.O. Box 302101

Montgomery, AL 36130-2101

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- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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