

**Alabama State Department of Education
Child Nutrition Programs
Consultant Policy**

Entities applying to operate or already operating any federal U.S. Department of Agriculture (USDA) Child Nutrition Programs (CNP) or Food Distribution Program (FDP) may contract with a consultant.

Prior approval is required to use federal funds to pay a consultant.

The assigned program specialist at the Alabama State Department of Education (ALSDE) must be notified if a consultant is contracted. The following information must be provided:

1. Name of consultant
2. Company name
3. Address
4. Email address
5. Telephone number

ALSDE CNP staff are not permitted to communicate with a consultant unless an authorized representative of the SFA, sponsoring organization, or independent center is present.

ALSDE CNP staff may provide only general public information to telephone calls or emails from consultants.

Policy Approved: 7-22-2025