

**Alabama State Department of Education
Child Nutrition Programs
Child and Adult Care Food Program
Highest-Ranking Official Policy**

1. The highest-ranking official of a public or private sponsoring organization or independent center is the person who holds ultimate administrative and financial responsibility for operating the Child and Adult Care Food Program (CACFP). Only the highest-ranking official of an organization may sign a Permanent Agreement with the Alabama State Department of Education (ALSDE) to participate in the Program.
2. The highest-ranking official receives notifications from ALSDE Child Nutrition Programs (CNP) related to application approvals or denials, compliance reviews, serious deficiencies, proposed terminations, and terminations.
3. The name, contact information, and birthdate for the highest-ranking official is required in all applications for new and renewing sponsors. The sponsor is required to notify the ALSDE CACFP section in writing on the organization's official letterhead within 10 calendar days when an individual is no longer serving as the highest-ranking official or when a new highest-ranking official is appointed.
4. Non-profit organizations are also required to submit the following documentation when a new highest-ranking official is appointed:
 - a. Updated ALSDE Statement of Authority form.
 - b. Updated Board of Directors/Principals page in the online application packet.
 - c. Official and complete minutes of the board meeting documenting appointment of a new highest-ranking official.
 - d. IRS Form 990.
5. The highest-ranking official is required to attend the full-day new sponsor training unless an exception is granted by the ALSDE CNP Director. Exceptions are only granted when the highest-ranking official is unable to attend because of the nature of his or her job, such as a mayor requesting that the head of the city's parks and recreation department attend instead.

Date Approved: 11-17-2025