

**Alabama State Department of Education
Child Nutrition Programs
Summer Food Service Program
Highest-Ranking Official Policy**

1. The highest-ranking official of a public or private sponsoring organization is the person who holds ultimate administrative and financial responsibility for operating the organization. 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 Summer Food Service Program (SFSP).
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 and contact information for the highest-ranking official are required in new and renewing sponsor applications.
4. When an individual is no longer serving as the highest-ranking official, the sponsor is required to notify the ALSDE SFSP section within 10 calendar days in writing on the organization's official letterhead, stating the individual's legal name, official title, and effective date of separation.
5. When a new highest-ranking official is appointed, the following actions must be completed in the online portal within 10 calendar days:
 - a. Revising the Board President and SFSP Committee Chair and the Statement of Authority checklist item in the sponsor application and submitting to the ALSDE for approval.
 - b. Sponsoring organizations that are not public-school food authorities (SFAs) are also required to submit:
 - i. Written notification on the organization's official letterhead stating the legal name, official title, and effective date of appointment.
 - ii. The official and complete minutes of the board meeting documenting appointment of the new highest-ranking official.
6. The highest-ranking official is required to attend the new sponsor training course 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