

STATE OF ALABAMA  
**DEPARTMENT OF EDUCATION**

Eric G. Mackey, Ed.D.  
State Superintendent of Education

January 5, 2026

Alabama  
State Board  
of Education

**M E M O R A N D U M**

Governor Kay Ivey  
President

**TO:** Child Nutrition Program Sponsors

Jackie Zeigler  
District I

**FROM:** Angelice Lowe, Director  
Child Nutrition Programs

*ALL*

Tracie West  
District II

**RE:** Communication Assistance for Individuals with Limited English Proficiency  
and/or Disabilities

Kelly Mooney  
District III  
President Pro Tem

Federal regulations require all Child Nutrition Program (CNP) sponsors to inform individuals with limited English proficiency (LEP) and/or disabilities of their right to request free communication assistance for discussions related to CNP programs. These services ensure equal opportunity to participate, effective communication for persons with disabilities, and meaningful access for individuals with limited English proficiency.

Yvette M. Richardson, Ed.D.  
District IV

**How to Request Assistance:**

Call the main Child Nutrition Programs (CNP) line at 334-694-4656 to request free interpretation or translation services for individuals with LEP and/or disabilities. An ALSDE CNP staff member will coordinate with the State's vendor to provide qualified interpreters or translators for non-English languages or sign language.

Tonya S. Chestnut, Ed.D.  
District V

Marie Manning  
District VI  
Vice President

Contact the Alabama Relay Service for free relay and speech-disabled services, enabling individuals who are Deaf, hard of hearing, DeafBlind, or have a speech disability to place and receive phone calls. Dial 711 or visit [Alabama Relay Service](#).

Allen Long, M.D.  
District VII

**Action Required:**

Information in this memorandum should be included in written policies and shared with program participants and parents/guardians.

Wayne Reynolds, Ed.D.  
District VIII

If you have any questions, please contact Dr. Anna Kozlowski at [anna.kolowski@alsde.edu](mailto:anna.kolowski@alsde.edu) or the ALSDE CNP staff member assigned to your organization.

Eric G. Mackey, Ed.D.  
Secretary and  
Executive Officer

AL/ATK/NF

Enclosure

cc: ALSDE Program Administrators