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July 13, 2026

MEMORANDUM

TO: Select Child Nutrition Directors
Select CSFOs and Financial Support Staff

FROM: Angelice Lowe, Director
Child Nutrition Programs

RE: 2026 New Child Nutrition Program (CNP) Directors' Training Workshop

The Alabama State Department of Education (ALSDE), School Nutrition Programs, is pleased to announce the 2026 New Child Nutrition Program (CNP) Directors' Workshop. Offered in two sessions this year, this comprehensive training is designed to provide new directors with the knowledge and skills needed to successfully manage the financial, operational, and nutritional requirements of the federal Child Nutrition Programs.

New CNP Directors are expected to attend both days of the workshop, August 20–21, to receive comprehensive training on the financial and operational responsibilities associated with managing school nutrition programs.

To encourage a strong partnership and effective communication within local education agencies, Chief School Financial Officers (CSFOs) and other financial support staff within districts with newly appointed CNP directors are invited to attend the financial training session on Thursday, August 20.

The workshop will be held at the Alabama State Department of Education's Gordon Persons Building in Montgomery, Alabama. Additional details are available below.

Workshop Location

Thursday, August 20, 2026 – 8:00 a.m. to 3:45 p.m.
Alabama State Department of Education
Gordon Persons Building – Auditorium
50 North Ripley Street
Montgomery, AL 36130
Financial Program Guidance

Friday, August 21, 2026 – 8:00 a.m. to 3:45 p.m.
Alabama State Department of Education
Gordon Persons Building – Conference Room P-103
50 North Ripley Street
Montgomery, AL 36130
Operational and Nutritional Program Guidance

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Registration Information

Registration is **required** and must be completed by August 7, 2026.

Register Here: [2026-2027 New Directors' Training – Fill out form](#)

Please arrive prior to the designated start time to ensure that you can complete the check-in and registration process. Dress appropriately to prepare for cool and/or warm room temperatures. Directions to the Gordon Persons Building, and instructions on how and where to enter the Gordon Persons Building are attached. Free parking is available in Cramton Bowl and Patterson Field parking lots.

If you have any questions, please contact the School Nutrition Programs staff via email at cnpslp@alsde.edu or by phone at (334) 694-4657. We look forward to your participation in the New Directors' Training.

ASL/SY/AF

Attachment

Please review the information below regarding your arrival at the Gordon Persons Building (GPB), located at 50 North Ripley Street, Montgomery, AL 36130.

Parking:

Parking in downtown Montgomery can be challenging, so please allow extra time to locate a space and walk to the building. Be cautious when parking at metered spaces, as many do not allow time extensions.

Free parking is available at the Cramton Bowl lot on North Hilliard Street, between Monroe and Pelham Streets. A shuttle bus runs from this lot to the GPB from 7:00 a.m. to 8:30 a.m. and returns from the GPB from 3:30 p.m. to 5:00 p.m.

Another free parking lot is located on Madison Avenue, across from Cramton Bowl, between Jefferson and Hall Streets. A shuttle bus also runs from this location.

Building Entrance:

New security procedures are in place, so we ask that everyone arrive early to allow time to complete the screening process.

1. Enter at the Jackson Street/Monroe Street corner of the building.
2. A security guard will be present at this entrance. Inform them that you are attending the ALSDE training. You will be required to pass through a metal detector, and any bags or packages may be searched.
3. After clearing security, proceed through the double doors directly behind the security desk, toward the Rotunda.
4. A staff member will meet you in the Rotunda and escort you to the 5th floor. We will sign in at the visitor's desk, receive a visitor pass, and then proceed to the auditorium.

If you encounter any issues, please contact Asia Fallen at (334) 694-4890.

