



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

Alabama
State Board
of Education

July 21, 2026

MEMORANDUM

Governor Kay Ivey
President

TO: RCCI Child Nutrition Program Sponsors
Private Schools Child Nutrition Program Sponsors

Jackie Zeigler
District I

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

Tracie West
District II

RE: 2026 RCCI & Private School CNP Financial Training Workshop

Kelly Mooney
District III
Vice President

The Alabama State Department of Education (ALSDE), School Nutrition Programs, is pleased to announce the 2026 RCCI and Private School Child Nutrition Program (CNP) Financial Training Workshop. This comprehensive training will be led by the ALSDE School Nutrition Programs Accounting Team and will provide guidance on the accurate completion of the annual financial report, Child Nutrition Program bookkeeping requirements, and best practices for meal counting and claiming, inventory management, and maintaining separate records for supper meal service, if applicable.

Yvette M. Richardson, Ed.D.
District IV

Designed specifically for RCCI and Private School CNP sponsors, this workshop will equip participants with the knowledge, tools, and practical strategies necessary to effectively manage the financial and operational requirements of the federal Child Nutrition Programs. Attendees will leave with a stronger understanding of program accountability, compliance, and sound fiscal management practices that support successful program operations.

Tonya S. Chestnut, Ed.D.
District V

Sponsors are strongly encouraged to send their designated CNP Director along with all staff members who have responsibility for CNP finances, including bookkeepers, accountants, business managers, and other financial personnel. Participation by both program and financial staff is critical to ensuring accurate financial reporting, regulatory compliance, and effective management of Child Nutrition Program funds.

Marie Manning
District VI

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

Allen Long, M.D.
District VII
President Pro Tem

Workshop Location

Wayne Reynolds, Ed.D.
District VIII

Friday, August 21, 2026 – 8:00 a.m. to 3:45 p.m.
Alabama State Department of Education
Gordon Persons Building – Zeke Conference Room
50 North Ripley Street
Montgomery, AL 36130

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

Registration Information

Registration is **required** and must be completed by August 14, 2026.

Register Here: [2026-2027 RCCI & Private School CNP Financial Training Workshop](#)

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 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.

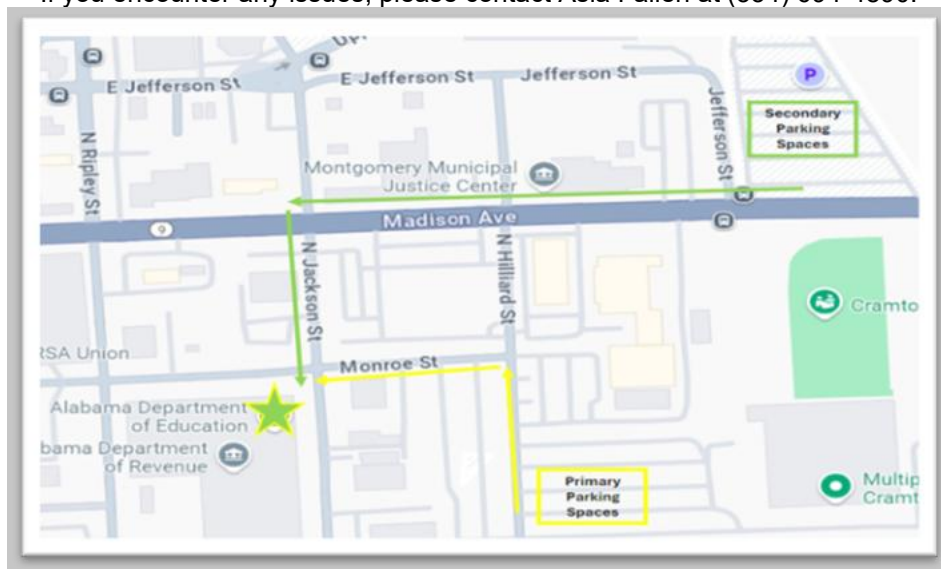
Another free parking lot is located on Madison Avenue, across from Cramton Bowl, between Jefferson and Hall Streets. A shuttle bus also runs from this location.

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.



Signature: Angelice S Lowe
Angelice S Lowe (Jul 21, 2026 12:41:28 CDT)

Email: alowe@alsde.edu