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January 5, 2026

MEMORANDUM

TO: Child Nutrition Program Sponsors

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

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

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.

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.

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 <https://alabamarelay.com/>.

Action Required:

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

If you have any questions, please contact Dr. Anna Kozlowski at anna.kozlowski@alsde.edu or the ALSDE CNP staff member assigned to your organization.

AL/ATK/NF

Enclosure

cc: ALSDE Program Administrators