

**Approved List for School Food Authority (SFA) Equipment Purchases
Using the Non-Profit School Food Service Account**

“Equipment” means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost, which equals or exceeds the lesser of the capitalization level established by the School Food Authority (SFA) for financial statement purposes, or \$5,000. USDA regulations require State agency approval for purchases above this threshold using non-profit school food service account funds. For convenience, the State agency is pre-approving the below list of equipment when purchased new. For all other items please complete the Equipment Purchase Approval Request Form.

New Equipment Preapproved for Purchase	
<p>Countertop Equipment Commercial griddle Commercial microwaves Electric food slicers Commercial toasters Induction cookers Commercial food processors/choppers/dicers Commercial food blenders Commercial food cutters Commercial smoothie blender</p> <p>Dishwasher – Sinks and Supplies Under counter commercial dishwasher Conveyor dishwasher Door-type commercial dishwasher Waste disposal (garbage disposal) Commercial sinks Water heater booster Dish table Floor troughs</p> <p>Commercial Food Mixers Commercial countertop mixers Floor mixer Vertical cutter mixer Planetary mixer</p> <p>Carts Tray station Tray truck Tray delivery cart Tray dispenser Condiment cart/bar</p>	<p>Commercial Ice Machines Ice machine Tumble chiller Cook chill kettles Cooling tower</p> <p>Commercial Ranges and Ovens (All Types) Combi-ovens (small and large) Convection ovens Conveyor ovens Commercial cooktops and ranges Commercial convection ovens Cook and hold ovens Braiser/tilting skillets Tilting kettles Kitchen exhaust systems/ hoods Pizza oven Char broiler</p> <p>Refrigerators Pass (walk)-through refrigerators Drop-in/reach-in refrigerators Solid door reach-in refrigerators Milk coolers Mobile coolers Walk-in coolers Refrigerated prep tables Refrigerated buffet tables Under-counter refrigerators Worktop refrigerators Glass door or open-front refrigerators</p>

Holding and Proofing Cabinets

Holding cabinets, stationary and mobile
 Proofing cabinets
 Low temperature holding cabinet
 Hot food storage cabinets
 Pass-through warmer

Commercial Work Tables

Enclosed base commercial work table
 Poly top work table
 Stainless steel work tables with under shelf

Miscellaneous

Aerators (for use by food service only)
 Compressors (for use by food service only)
 Computer hardware (CPU, monitor, keypads)
 Point of service hardware (scanners, keypads)
 Condensers (for use by food service only)
 Electronic menu boards
 Grease pumps (for use by food service only)
 Vending machines for reimbursable meals
 Washers and dryers (for use by food service only)
 Floor scrubbing machines (for use by food service only)

Processing/Packaging

Dough presses
 Muffin depositors
 Cookie depositors
 Packaging machines
 Shrink wrap machine
 Tray sealer machine

Freezers

Commercial chest freezers
 Solid door reach-in freezers
 Walk-in freezers
 Worktop freezers
 Under-counter freezers
 Blast chiller/freezer

Steam Tables

Electric steam tables
 Gas steam tables
 Steam table serving shelves
 Convection steamers
 Commercial steamers

Cold Food Tables

Serving bars with guards
 Refrigerated buffet tables/salad bars
 Sandwich/salad prep tables

Food Warmers

Countertop food warmers
 Drawer warmers
 Soup kettles
 Drop-in food warmer

*Used equipment of any kind is not preapproved and requires State agency approval.
 Please complete the equipment purchase approval request form below.

Note: SFAs are required to follow all Federal, State and Local procurement laws when purchasing equipment, including equipment listed on the pre-approved list. The small purchase threshold for School Food Authorities in Vermont for non-food purchases is \$25,000. The micro-purchase threshold is also \$25,000. Local policies may specify a lower small purchase and micro-purchase threshold.

Disposition of Equipment: Any equipment purchased using Federal funds must adhere to the disposition requirements in 2 CFR 200.313(e) when the equipment is no longer needed for use in any Federal programs. Please reach out to the Agency of Education’s Child Nutrition Programs team if you wish to sell or otherwise retire a piece of equipment.

Equipment Purchase Approval Request Form

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SFA Name

LEA/Agreement Number

Description of the anticipated capital expenditure (*Refer to 2CFR 200.33*)

The acquisition cost of the anticipated capital expenditure (*“Acquisition cost” means the cost of the asset including the cost to put it in place. For example, the net invoice price of the equipment, including the cost of any modifications, attachments or auxiliary apparatus necessary to make it usable for the purchase for which it was acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the non-profit organization’s regular accounting practices.*)

Please read and check the box next to each statement.

- I certify that the above referenced capital expenditure is necessary and reasonable for proper and efficient performance and administration of the Child Nutrition Program.
- I certify that the above referenced capital expenditure is allocable to the federal award.
A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable in accordance with relative benefits received.
- I certify that the above referenced capital expenditure is accorded consistent treatment.
A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost.
- I certify that the above referenced capital expenditure is not included as a cost, or used to meet cost sharing or matching requirements of any other federal award.
- I certify that the above referenced capital expenditure is the net of all applicable credits.

SFA Representative (*print full name*)

SFA Representative Signature

Date

Internal Use Only:

State Agency Reviewer Approval:

Date

Resources

Vermont Agency of Education, Child Nutrition Programs, School Meals:

<https://education.vermont.gov/student-support/nutrition/school-meals>

7 CFR 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*: <https://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

7 CFR 210: *National School Lunch Program*: <https://www.fns.usda.gov/part-210%E2%80%94national-school-lunch-program>

USDA Memo SP 39-2016: *State Agency Prior Approval Process for School Food Authority (SFA) Equipment Purchases*

www.fns.usda.gov/sites/default/files/cn/SP39_CACFP11_SFSP13_2016os.pdf

Technical Assistance – If you have any questions, please do not hesitate to contact the School Nutrition Program Consultants listed below.

Shawna Coutu, Grants Management Specialist – shawna.coutu@vermont.gov (802)-828-2093

Denise Blankenship, Child Nutrition Consultant – denise.blankenship@vermont.gov (802)-828-2089

Amanda Vassallo, Child Nutrition Consultant – amanda.vassallo@vermont.gov (802)-828-7300

Jamie Curley, Child Nutrition Coordinator – jamie.curley@vermont.gov (802)-828-2010

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) fax:
(833) 256-1665 or (202) 690-7442; or
- (3) email:
program.intake@usda.gov

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