

John R. Kasich, Governor
Paolo DeMaria, Superintendent of Public Instruction

TO: All Child Nutrition program sponsors
FROM: Andrea Denning, Director
Office for Child Nutrition
DATE: June 1, 2018
RE: Preapproved equipment list

Introduction

This policy establishes a list of equipment that may be purchased without prior written approval of the state agency.

Background

2 CFR 200.439 requires that program sponsors obtain prior written approval of the state agency before incurring the cost of a capital expenditure, including equipment.

2 CFR 200.33 defines “equipment” as tangible personal property (including information technology systems) having a useful life of one year or longer and a per-unit acquisition cost that equals or exceeds the lesser capitalization level established for financial statement purposes, \$5,000, or a lower threshold set by state or local level regulations.

The USDA allows state agencies to establish a list of equipment that sponsors may purchase without submitting a request for prior approval (USDA memo SP 39-2016; SFSP 13-2016; CACFP 11-2016).

Policy

Any sponsor may purchase equipment for use solely in Child Nutrition programs without prior approval if the equipment appears on this list. Sponsors must follow proper procurement procedures for all purchases.

If a sponsor wishes to purchase equipment that is not on this list, the sponsor must obtain prior written approval from the state agency for the purchase.

If a sponsor wishes to purchase equipment that will be used for both program and non-program purposes, the sponsor must obtain state agency prior written approval for the purchase even if the equipment appears on this list.

Please contact your assigned education program specialist or the Office for Child Nutrition at 614-466-2645 with any questions.

Preapproved Equipment List

Subject to the pre-approved equipment list policy, the purchase of equipment on the following list does not require prior written approval from the state agency.

- **Cooking equipment**
 - Broiler/Salamander
 - Cook and hold oven
 - Griddle
 - Grill
 - Oven (including conventional, convection, combi, microwave, etc.)
 - Range
 - Rotisserie
 - Steamer
 - Steam-jacketed kettle
 - Tilt skillet
 - Toaster

- **Storage and transport**
 - Can rack
 - Freezer (reach-in, walk-in, pass-through, work-top, under counter, etc.)
 - Hot holding unit (mobile or stationary)
 - Insulated transport cart
 - Refrigerator (reach-in, walk-in, pass-through, work-top, under counter, air screen, etc.)
 - Shelving unit
 - Tray/pan rack

- **Food prep**
 - Blast chiller
 - Blender
 - Buffalo chopper
 - Food processor
 - Ice machine
 - Mixer
 - Slicer
 - Vertical cutter-mixer

- **Fixtures and furniture**
 - Cashier station
 - Condiment bar
 - Hot/cold well
 - Salad bar
 - Sink (hand washing, prep, dishwashing, etc.)
 - Sneeze guard
 - Steam table
 - Storage cabinet
 - Tables/chairs for dining room
 - Tray line
 - Work table

- **Ware washing/Sanitation**
 - Booster heater
 - Dish machine
 - Dish table
 - Disposer
 - Pot/Pan sink
 - Pulper
 - Water softener