

## WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION PREAPPROVED EQUIPMENT LIST

### REGULATION

- USDA has issued guidance regarding the need for the School Food Authority (SFA) to seek preapproval from the State Agency (SA) for food service equipment purchases with a useful life of a year or longer and an acquisition cost which equals or exceeds the federal per-unit capitalization threshold of \$5,000 or a lower threshold set by the SFA.
- The objective of the regulation is for the SA's prior review and approval process to provide reasonable assurance that the equipment's acquisition cost is necessary for program purposes and the SFA's nonprofit school food service account can absorb the cost.
- This is in accordance to Federal regulations 2 CFR Part 225, Appendix B, section 15 requirement that capital expenditures be preapproved.
- **NOTE:** Equipment purchases over the capitalization threshold will be reviewed during administrative reviews and audits. If any equipment purchases made as of January 1, 2015, are identified as unallowable due to it not being on the preapproved list, and it has not gone through the SA prior approval process, **DPI would disallow these purchases and implement debt collection procedures.**
- If equipment use is shared outside of school food service (examples are dining room tables and chairs or transport van), the amount funded by Fund 50 must be prorated.

### PROCESS

- **If the equipment you want to purchase is under your SFA's capitalization threshold or it is identified on this list, you do not need to submit Form PI-6206 to Wisconsin Department of Public Instruction, School Nutrition Team.**
- **Required procurement procedures must still be followed. See <http://dpi.wi.gov/school-nutrition/procurement> for a review of procurement procedures.**
- All equipment must be National Sanitation Foundation (NSF) / American National Standards Institute (ANSI) listed per the Wisconsin Food Code.

### RESOURCES

- A chart to help assess equipment needs based on the number of meals served is at <http://www.nfsmi.org/documentlibraryfiles/PDF/20111128121423.pdf>.
- Where appropriate to the type of equipment, look for equipment that is Underwriters Laboratories (UL) listed.
- For information on Energy Star equipment and the potential savings with the purchase of this type of equipment review this reference: <http://www.energystar.gov/products/certified-products/detail/commercial-food-service-equipment>
- The USDA Guidance Memo SP 31 – 2014: State Agency Prior Approval Process for School Food Authority (SFA) Equipment Purchases can be found at [http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/gm\\_sp\\_31\\_2014os.pdf](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/gm_sp_31_2014os.pdf)

## PREAPPROVED EQUIPMENT LIST

Equipment is listed that is above and below \$5,000. Equipment below \$5,000 is included for those SFAs that have a lower Capitalization Threshold. **NOTE: If equipment use is shared outside of the school food service programs the amount funded by Fund 50 must be prorated.**

<p><b>Storage</b></p> <ul style="list-style-type: none"><li>• Reach in Refrigerator</li><li>• Pass Thru Refrigerator</li><li>• Walk in Refrigerator</li><li>• Refrigerated Display Case</li><li>• Refrigerated Drawer</li><li>• Reach in Freezer</li><li>• Walk in Freezer</li><li>• Refrigerator Freezer Dual Temperature Unit</li><li>• Milk Cooler</li><li>• Stainless Steel Cabinets *</li><li>• Stainless Steel Cabinets with Sink Inserts *</li></ul> <p><b>Preparation</b></p> <ul style="list-style-type: none"><li>• Slicer</li><li>• Bread Slicer *</li><li>• Vertical Cutter Mixer</li><li>• Buffalo Chopper</li><li>• Food Processor</li><li>• Blender</li><li>• Potato Peeler</li><li>• Floor Mixer</li><li>• Counter Top Mixer</li><li>• Vegetable Washers/Produce Wash Sink</li><li>• Dough Divider/Bun Cutter</li><li>• Dough Roller/Sheeter</li><li>• Dough Impinger</li><li>• Cold Sandwich Station</li><li>• Blast Chiller</li><li>• Produce Soak Sink</li></ul> <p><b>Cooking</b></p> <ul style="list-style-type: none"><li>• Combi-Oven</li><li>• Convection Oven</li><li>• Rotary Oven</li><li>• Microwave Oven</li><li>• Pizza Oven</li><li>• Steamer</li><li>• Boilerless Steamer</li></ul>	<p><b>Cooking Continued</b></p> <ul style="list-style-type: none"><li>• Tilting Skillet/Braising Pan</li><li>• Steam Kettle</li><li>• Steam Griddle</li><li>• Griddle</li><li>• Range</li><li>• Hood/Exhaust System</li><li>• Fire Suppression System</li><li>• Toaster</li><li>• Water Descaler System for Steamer</li></ul> <p><b>Service</b></p> <ul style="list-style-type: none"><li>• Hot Food Well</li><li>• Salad Bar</li><li>• Youth Salad Bar *</li><li>• Condiment Bar</li><li>• Ice Machine</li><li>• Pre-pack System</li><li>• Trayline</li><li>• Sneeze Guard</li><li>• Tables and Chairs for Dining Room</li><li>• Cashier Station</li><li>• Vending Machine (refrigerated/non refrigerated) used for Reimbursable Meals</li></ul> <p><b>Carts/Cabinets</b></p> <ul style="list-style-type: none"><li>• Heated Transport Cart</li><li>• Refrigerated Transport Cart</li><li>• Holding Cabinet</li><li>• Proofing Cabinet</li><li>• Utility Cart</li><li>• Tray Dispenser</li><li>• Insulated Transport Cart</li><li>• Trash Cart</li><li>• Storage Rack</li><li>• Sheet Pan Lowerator</li><li>• Can Dispenser Rack</li></ul> <p><b>List Continued on Page 3</b></p>
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<p><b>Cleanup</b></p> <ul style="list-style-type: none"> <li>• Dish Machine</li> <li>• Pot and Pan Machine</li> <li>• Pot and Pan Sink</li> <li>• Pulper</li> <li>• Under-counter Dish Machine</li> <li>• Disposer</li> <li>• Water Booster Heater</li> <li>• Dish Table</li> <li>• Equipment to Handle Recyclables</li> <li>• Water Softener</li> </ul> <p><b>Farm to School and School Gardens</b></p> <p>A SFA may use nonprofit school food service funds to buy supplies or equipment for the school garden or school farm if they are used within the context of the school meal programs and serves the purpose of operating and improving the school meal program as per SP 06-2015: Farm to School and School Garden Expenses and SP-32-2009: <i>School Garden Q&amp;As</i>. These USDA guidance memos may be found at <a href="http://www.fns.usda.gov/school-meals/policy">http://www.fns.usda.gov/school-meals/policy</a>.</p> <ul style="list-style-type: none"> <li>• Hoop House Kit</li> <li>• Garden Tiller</li> <li>• Wagon/Wheel Barrow</li> <li>• Composting Bins</li> <li>• Irrigation System for Garden</li> <li>• Rain Barrel/Water Tank</li> <li>• Grow Lights</li> <li>• Indoor Garden Starting Kit</li> <li>• Raised Bed Kit</li> <li>• Hydroponic and Aquaponic Systems</li> </ul>	<p><b>Work Tables</b></p> <ul style="list-style-type: none"> <li>• Stainless Steel Work Table</li> <li>• Other Work Table</li> </ul> <p><b>Transportation *</b></p> <ul style="list-style-type: none"> <li>• Food Transport Van or Food Distribution vehicle <ul style="list-style-type: none"> <li>○ Note: If vehicle use is shared outside of food service, the amount funded by Fund 50 must be prorated.</li> </ul> </li> <li>• Lift Gate, added to New or Existing Food Transport Van</li> </ul>
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\*Additions to the Preapproved List – August 2015

**If the equipment needed is not on this Preapproved Equipment List and the cost is greater than the Capitalization Threshold for your SFA, then you must complete Form PI-6206 and submit to the School Nutrition Team for approval.**