



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and School Breakfast Programs

FROM: John Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 8, 2016

SUBJECT: **Operational Memorandum No. 14-16**
Connecticut State Department of Education's Equipment Purchase Prior Approval Process

On June 2, 2016, the United States Department of Agriculture (USDA) issued Policy Memorandum [SP 39-2016](#): *State Agency Prior Approval Process for School Food Authority (SFA) Equipment Purchases*. This policy memo allows state agencies to develop an approved list and criteria for capital expenditure purchases that are routinely purchased by school food authorities (SFAs).

USDA's Northeast Regional Office (NERO) approved the Connecticut State Department of Education's (CSDE) capital expenditure list on August 24, 2016. The CSDE does not require SFAs to submit a request to the CSDE for prior approval if they are purchasing equipment on the [USDA-approved list](#) as of July 1, 2016. However, SFAs must continue to follow all applicable federal, state, and local procurement procedures. In addition, if an SFA chooses to select equipment that is not included on the USDA-approved list, the SFA *must submit a request to the CSDE for approval prior to purchasing the item, as required by 2 CFR 200.439. Any used equipment with a purchase price over \$5,000 requires CSDE prior approval.*

As indicated on page 2 of Policy Memo SP 39-2016, administrative review (7 CFR 210.18) and audits (7 CFR 200.501), requires the CSDE to ensure that an SFA's equipment purchases were made with approval from the USDA-approved capital expenditure list or the CSDE prior approval process. If any equipment purchases are identified as unallowable, the CSDE will disallow these purchases, and implement the CSDE debt collecting procedures.

For any capital expenditure requests not included on the USDA-approved list with a unit cost of **\$5,000** or greater, SFAs must send an e-mail to their assigned county technical support consultant with the following information:

- The subject line should read "Child Nutrition Program Capital Expenditure Request." **Indicate if it is an emergency request, e.g., "cafeteria cannot function without immediately replacing the equipment."**
- The body of the e-mail message should:
 - describe the equipment, including what it is and how it will support the operation or maintenance of the nonprofit school food service;
 - provide the estimated cost and whether the SFA has sought bids for the equipment;

- explain how the old equipment that still has value will be disposed of, and that the SFA acknowledges that any proceeds from the disposition of the equipment will be used to offset the cost of the replacement equipment;
 - acknowledge that any equipment purchased with cafeteria funds must be used exclusively (100 percent) by the nonprofit school food service, i.e., cannot be shared with other local educational agency programs; and
 - include the SFA’s Child Nutrition Program sponsor number, agency name, and contact information.
- A signed, completed *Equipment Purchase Preapproval Request Form* must be attached to the e-mail.

Questions may be directed to your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"> ● Fairfield County (Includes Regions 1, 6, 7, 12 and 14) ● New London County (Lebanon, Ledyard, Lisbon, Montville, New London and North Stonington) 	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none"> ● Hartford County (Includes Region 10) ● New London County (Bozrah, Colchester, East Lyme, Franklin, Griswold, Groton and Noank) 	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none"> ● Middlesex County (Includes Regions 4, 13 and 17) ● New London County (Preston, Salem, Sprague, Stonington, Voluntown, Waterford and Waterford Country School) ● Tolland County (Includes Regions 8 and 19) ● Windham County (Includes Region 11) 	Susan Alston susan.alston@ct.gov 860-807-2081
<ul style="list-style-type: none"> ● New Haven County (Includes Regions 5, 15 and 16) ● New London County (Integrated Day Charter School, LEARN, Norwich, Norwich Free Academy, Region 18 and Sacred Heart of Norwich) 	Jackie Schipke jackie.schipke@ct.gov 860-807-2123

JF:saa

Attachments