



DEPARTMENT OF EDUCATION


Townsend Building
401 Federal Street Suite 2
Dover, Delaware 19901-3639
<http://education.delaware.gov>

Mark A. Holodick, Ed.D.
Secretary of Education
(302) 735-4000
(302) 739-4654 - fax

January 18, 2024

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, MS, RD 
Education Associate, Nutrition Programs

RE: **SY 2023-2024 Operational Memo #22**
Pre-Approved Kitchen Equipment List

This memo is being sent to notify School Food Authorities (SFAs) that the Delaware Department of Education (DDOE) recently updated the Pre-Approved Kitchen Equipment List. The list was revised per guidance received from the United States Department of Agriculture (USDA). Items that should be assessed on a case-by-case basis (e.g., vehicles and vehicle wraps) were removed from the list.

SFAs are required to obtain approval from the DDOE prior to incurring the cost of equipment and other capital expenditures with a per-unit acquisition cost of \$5,000 or higher. To reduce administrative burden and to streamline program operations, SFAs can refer to the Pre-Approved Kitchen Equipment List when needs arise for purchasing equipment using non-profit school foodservice account funds. Items on the list have been pre-approved by DDOE; therefore, SFAs do not need to contact DDOE for approval prior to purchasing these items.

If an SFA wishes to purchase an item with a per-unit acquisition cost of \$5,000 or higher that is not listed on the Pre-Approved Kitchen Equipment List, the SFA must complete the attached Capital Expenditure Request Form and submit to the DDOE Nutrition Programs Office prior to the purchase. Each request will be reviewed on a case-by-case basis. Additionally, if any item is to be used for purposes outside of Nutrition Program operations, the cost must be allocated (shared) between the appropriate programs. Should this occur, SFAs will need to contact DDOE for guidance.

As a reminder, proper procurement procedures must be followed for all purchases using non-profit school food service account funds.

If you have any questions, please contact us at 302-857-3356 or via email.

Attachments: Pre-Approved Kitchen Equipment List 2024, Capital Expenditure Request Form

Equipment Approved for Purchase by School Nutrition Programs

Capital assets (equipment)* typically purchased by SFAs for use in the SNPs

*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 SFA for financial statement purposes, or \$5000.

If desired equipment is not listed, submit written request to DDOE SNP for approval.

Countertop Equipment

- Commercial Griddles
- Hot Plates
- Commercial Microwaves
- Electric Food Slicers
- Commercial Toasters
- Induction Cookers
- Commercial Food Processors
- Commercial Food Blenders
- Commercial Food Cutters
- Refrigerated Prep Tables
- Hot Water Dispenser

Dishwasher-Sinks and Supplies

- Under Counter Commercial Dishwasher
- Conveyor Dishwashers
- Door Type Commercial Dishwasher
- Waste Disposal
- Commercial Sinks
- Water Heater Booster
- Dish Tables
- Floor Troughs

Commercial Food Mixers

- Commercial Countertop Mixers
- Floor Mixer
- Commercial Food Processors
- Vertical Cutter Mixer
- Planetary Mixer
- Dough Divider/Bun Cutter
- Dough Roller/Sheeter

Hospitality Carts

- Tray Station
- Tray Truck
- Tray Delivery Cart
- Tray Dispenser
- Condiments Carts
- Trash Cart
- Banquet Cart
- Insulated Transport Cart
- Kiosks

Holding and Proofing Cabinets

- Holding Cabinets- Stationary and/or Mobile
- Proofing Cabinets
- Low Temperature Holding Cabinet
- Hot Food Storage Cabinets

Commercial Work Tables

- Enclosed Base Commercial Work Table
- Poly Top Work Table
- Stainless Steel work Tables with Under Shelf

Misc.

- Aerator
- Compressor
- Computer System
- Condenser
- Electronic Menu Boards
- Grease Pumps
- Point of Service Hardware - Scanners, Keypads, Etc.
- TV Monitors-Nutrition and Physical Activity Information*
- Vending Machine for Reimbursable Meals
- Washer and Dryer
- Vinyl Walls Wraps
- Lunch Tables*

Commercial Ice Machines

- Ice Maker
- Ice Builder
- Cook Tank
- Tumble Chiller
- Cook Chill Kettles
- Cooling Tower

All types of Commercial Ranges and Ovens

- Commercial Cooktops and Ranges
- Commercial Convection Ovens
- Cook and Hold Ovens
- Tilting Skillet
- Tilting Kettle
- Kitchen Exhaust Systems/Hoods
- Retractable Exhaust
- Combi Ovens

Refrigerators

- Pass (Walk) Thru Refrigerators
- Drop in Refrigerators
- Solid Door Reach-in Refrigerators
- Milk Coolers
- Walk-In Coolers
- Refrigerated Buffet Tables
- Under Counter Refrigerators
- Worktop Refrigerators
- Commercial Refrigerator Freezer Dual Temp

Freezers

- Commercial Chest Freezers
- Solid Door Reach-In Freezers
- Walk-In Freezers
- Worktop Freezers
- Under Counter Freezers
- Commercial Refrigerator Freezer Dual Temp

Steam Tables

- Electric Steam Tables
- Gas Steam Tables
- Steam Table Serving Shelf
- Double Stack Convection Steamer
- Commercial Steamer

Cold Food Tables

- Serving Bars w/Guards
- Refrigerated Buffet Tables/Salad Bars
- Sandwich/Salad Prep Tables
- Serve Well Cafeteria Breath Guard

Food Warmers

- Countertop Food Warmers
- Drawer Warmers
- Soup Kettles
- Drop-In Food Warmers

Processing/Packaging

- Dough Presses
- Dough Line
- Muffin Depositor
- Cookie Depositor
- Packaging Machine

*If any item is to be used for other purposes besides Nutrition Program operations, the cost must be allocated (shared) between the appropriate programs - contact DDOE for guidance.

Updated: 12/21/2023



Capital Expenditure Request Form

School Food Authorities are required to obtain purchasing approval from the State Agency prior to incurring the cost of equipment and other capital expenditures with a per-unit acquisition cost of \$5,000 or more. If the equipment/other capital expenditure is not on Equipment Approved for Purchase by School Nutrition Programs list, please complete this form prior to ordering/purchasing the equipment and submit it to DDOE for approval.

School Food Authority Name _____

| Description of Equipment/Capital Expenditure (Quantity, Equipment Name/Type) | Method of Procurement to be Followed | Additional Details | Estimated Cost |
|---|--------------------------------------|--|----------------|
| | | <ul style="list-style-type: none"> • How is the equipment necessary and reasonable for School Nutrition Program operations? • What site is the equipment for? • What program(s) will the equipment be used for? • If the cost will be allocated (shared) between School Nutrition and another program, detail the payment arrangement. • Any additional details necessary for the State Agency's review/approval. | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Estimated Cost | | | |

- I certify that proper procurement procedures will be followed when procuring this equipment/capital expenditure.
- I certify that this equipment/capital expenditure cost is necessary for School Nutrition Program operations and that the nonprofit school food service account has adequate funds to support the purchase of the equipment/capital expenditure.

Signature of Authorized Representative

Date

Parts of this form were adapted from the Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness.

This institution is an equal opportunity provider.