

The background of the entire page is a light gray color. It is decorated with numerous water droplets of various sizes and shapes, scattered across the top and bottom edges. The droplets have a realistic, three-dimensional appearance with highlights and shadows, suggesting they are on a smooth surface.

EQUIPMENT GUIDANCE

FOR
CHILD NUTRITION DIRECTORS
JUNE 2020



New Directors' Training Summer 2020

presented by Alabama State
Department of Education

Virtual Training Webinars with Power Point
Presentations



Agenda

General Information
CNP Directory, Organizational Chart, Food & Nutrition Resource List,
Technical Assistance Request Form, Job Tasks Timeline Calendar,
Free & Reduced Application Information, Accessing Materials

SDE Accounting Functions
Setting Meal Prices, PLE, Reimbursement Rates,
Severe Need, Safety Net, Cost Centers

Meal Accountability
Counting & Claiming, POS Systems, School
Review Forms - Breakfast, Lunch, Snack

Meal Pattern
Reimbursable Meals/Afterschool Snacks/Fundraisers/Smart Snacks

Food Production
Food Buying Guide, CN Labels, Standardized Recipes, Menu Planner

Production Records/Record Keeping

HACCP

Memos, Civil Rights, Bid Laws

Professional Standards
Training Requirements, CNP Director Qualifications

CNP Online Application
Schedule A Revisions, Updating Information, Annual Agreement

User Accounts, Site Data, Plate Cost, Openings and Closings

Wellness

Human Resources

Summer Programs

Financial Management

Procurement

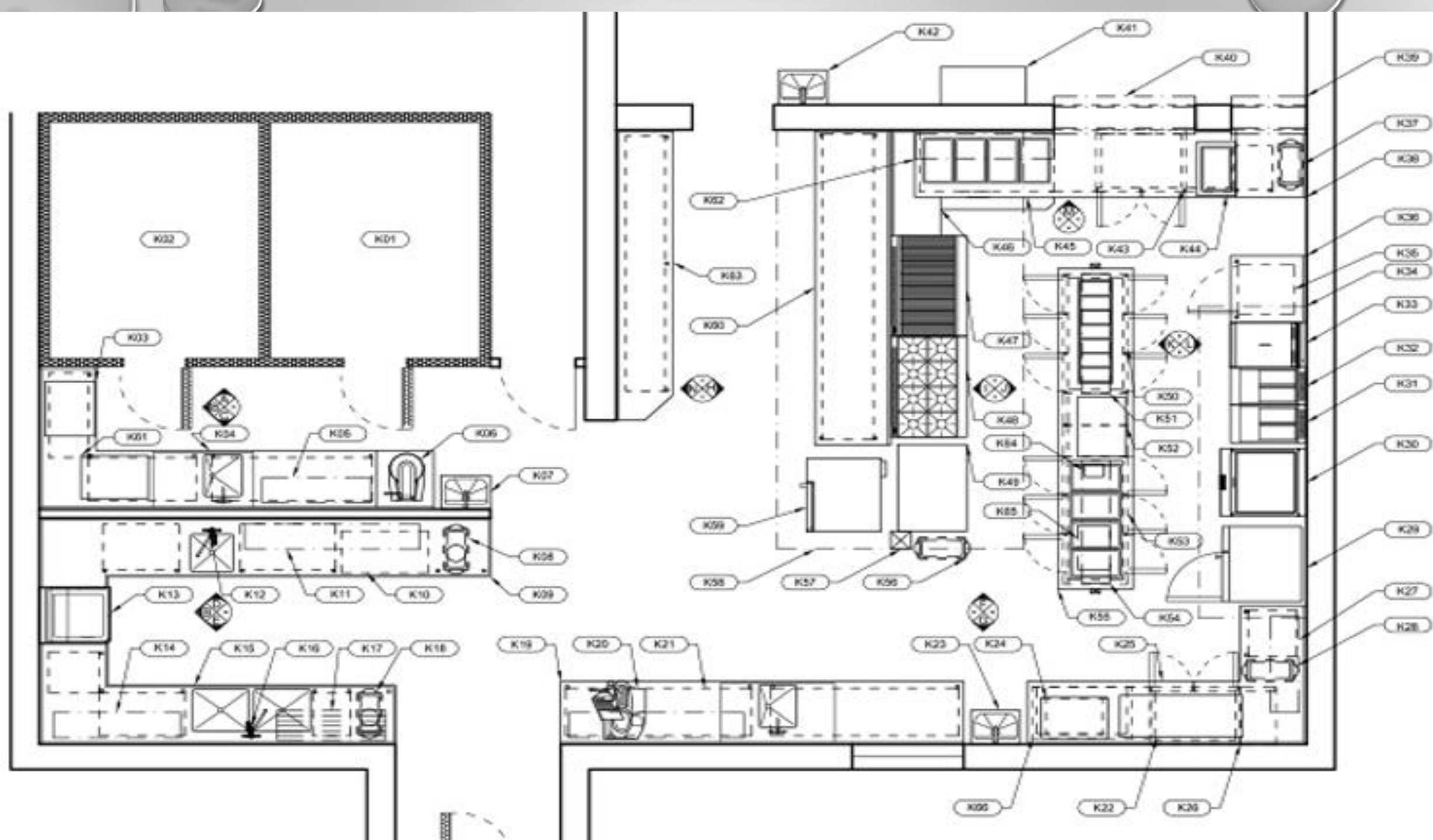
Food Distribution/Statewide Procurement

Equipment Review

- Robbie Scott, Education Specialist
ALSDE, Child Nutrition Program
- LaKecia Love, Education Specialist
ALSDE, Food Distribution
- Devin Williamson, Nutritionist
ALSDE, Child Nutrition Program
- Chad Langston, Senior Nutritionist
ALSDE, Child Nutrition Program
- Sharon Allison, Education Specialist**
ALSDE, Child Nutrition Program
- Devin Williamson, Nutritionist
ALSDE, Child Nutrition Program
- LaKecia Love, Education Specialist
ALSDE, Child Nutrition Program
- Robbie Scott, Education Specialist
ALSDE, Child Nutrition Program
- LaKecia Love, Education Specialist
ALSDE, Child Nutrition Program
- Chad Langston, Senior Nutritionist
ALSDE, Child Nutrition Program
- Sharon Allison, Education Specialist
ALSDE, Child Nutrition Program
- Julie Autrey, Education Specialist
ALSDE, Child Nutrition Program
- Julie Autrey, Education Specialist
ALSDE, Child Nutrition Program
- Kim Ruggles, Education Specialist
ALSDE, CACFP Section
- Debbie Harris, Auditor
ALSDE, Child Nutrition Program
- Joel Evans, Auditor
ALSDE, Child Nutrition Program
- Brantley Tucker
Surplus Commodity Administrator
ALSDE, Child Nutrition Program
- June Barrett, Program Coordinator
ALSDE, Child Nutrition Program

Click on the link below to access the recorded training:

<https://alsde.webex.com/alsde/lr.php?RCID=8ea91ea4f2cf4615b042768a72120ca7>



EQUIPMENT

- CHECK FOR FIXED ASSET INVENTORY BY SCHOOL
- INVENTORY BEST PRACTICE- INVENTORY SMALL FOOD SERVICE EQUIPMENT, SUCH AS STEAMTABLE PANS, STORAGE CONTAINERS, SERVING UTENSILS, KNIVES, TRAYS ETC., ONCE A YEAR TO DETERMINE PURCHASE REPLACEMENT NEEDS FOR PRODUCTION AND SERVICE FOR EACH SCHOOL



EQUIPMENT

- ADDITIONAL INFORMATION –
 - BEST PRACTICE – UTILITY LIST BY SCHOOL
 - GAS- NATURAL OR PROPANE
 - VOLTAGE- 120/208 OR 220 OR 240 OR 420/480
 - PHASE OF ELECTRICITY –SINGLE OR TRIPLE (ARE THE MOST COMMON)
 - AMPERAGE AND KILOWATT INFORMATION ON THE DATA PANEL

EQUIPMENT

- BID REQUIREMENTS
 - FOLLOW THE FEDERAL PROCUREMENT REGULATIONS – 2 CFR 200- UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
 - MANUFACTURER REPRESENTATIVES, FOOD SERVICE EQUIPMENT DEALER STAFF AND ANYONE ASSOCIATED WITH A POTENTIAL VENDOR MAY NOT WRITE A SPECIFICATION FOR CNP IF THEY WISH TO PROVIDE A PRICE QUOTE OR BID PRICING FOR THE SFA



EQUIPMENT

PERMISSION TO PROCURE/PURCHASE

ANY PIECE OF EQUIPMENT OR EQUIPMENT BID WITH MORE THAN ONE ITEM THAT EQUALS \$5,000 OR MORE IS REQUIRED TO BE APPROVED BY THE CNP COORDINATOR.

AN APPROVAL LETTER WILL BE RETURNED FOR CNP/CSFO FILES AND SUBMISSION ANNUALLY IN SEPTEMBER

THE REQUEST FORM MAY BE FOUND ON THE ALSDE WEBSITE

EQUIPMENT

DISPOSAL OF SURPLUS EQUIPMENT

- REVENUE EARNED FOR DISPOSAL OF FOOD SERVICE EQUIPMENT MUST BE DEPOSITED INTO THE CNP ACCOUNT BY COST CENTER, IF APPLICABLE.
- **GUIDANCE FOR DISPOSAL OF FOOD SERVICE EQUIPMENT – 2019 HANDOUT (HOW TO DISPOSE)**

REMEMBER THAT THE EQUIPMENT IS A FIXED ASSET AND INVENTORY WITH LOCATION OR DISPOSAL WILL BE REQUIRED TO BE MAINTAINED PER THE FEDERAL RECORDS REQUIREMENTS

EQUIPMENT

BUDGET PLANNING FOR EQUIPMENT

- IT IS RECOMMENDED THAT EACH DISTRICT DEVELOP A FIVE (5) YEAR EQUIPMENT REPLACEMENT PLAN FOR THE SCHOOL DISTRICT



EQUIPMENT

WHAT WILL HELP INCREASE THE LIFE OF EQUIPMENT?

ANNUAL PREVENTATIVE MAINTENANCE PLAN

KEEP EQUIPMENT CLEAN – WEEKLY AND MONTHLY CLEANING SCHEDULES

TAKE CARE OF THE EQUIPMENT



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EQUIPMENT

CAN YOU GIVE OR DONATE EQUIPMENT?



EQUIPMENT

- TYPICALLY NO FOOD SERVICE EQUIPMENT MAY NOT BE DONATED OR GIVEN AWAY.
- HOWEVER, IT MAY BE GIVEN TO ANOTHER FEDERAL PROGRAM IN THE SCHOOL DISTRICT WHEN NO LONGER NEEDED OR USED BY CNP
- FOLLOW THE DISPOSAL GUIDANCE FROM THE STATE OF ALABAMA 2019

EQUIPMENT

CONSIDERATIONS

- BECOME KNOWLEDGEABLE ABOUT EACH PIECE OF EQUIPMENT
 - HOW IT OPERATES
 - WHAT IT IS USED FOR EACH DAY
 - WORK SIMPLIFICATION
 - STAFF INPUT ON EASE OF USE AND CLEANUP



EQUIPMENT



EQUIPMENT

- THANK YOU FOR YOUR ATTENTION
- HAVE A WONDERFUL DAY