

**Child Nutrition Programs  
Procurement: State and Federal Rules  
ASBO April 2017**

**State and Federal Procurement Thresholds:**

Informal Procurement			Formal Procurement		
Services	Supplies	Food (perishables)	Services	Supplies	Food (perishables)
<\$25,000	<\$25,000	<\$150,000	≥\$25,000	≥\$25,000	≥\$150,000
Micro Purchases					
<\$3,500 each purchase					

**Procurement Process:**

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| <ol style="list-style-type: none"> <li>1. Planning</li> <li>2. Writing Specifications</li> <li>3. Research &amp; Solicitation</li> </ol> | <ol style="list-style-type: none"> <li>4. Awarding Contract</li> <li>5. Managing Contract</li> </ol> |
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**Training Opportunities:**

- **Administrative Review Training** *by invitation only* in Pierre on June 1
- **Orientation to School Nutrition** in Pierre on June 19-23
- **Financial Management: A Course for School Nutrition Directors** in Pierre on July 13-14
- **SNA SD State Conference**, July 26-27, Watertown Ramkota
- **Orientation to School Nutrition (repeat class)** in Pierre on October 16-20

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## Administrative Review Monitoring Areas

Access & Reimbursement	Nutritional Quality/ Meal Pattern	Resource Management	General Program Compliance	Other Federal Program Reviews
Eligibility Determination	Meal Components	Nonprofit School Food Service Acct	Civil Rights	Afterschool Snack
Benefit Issuance	Offer versus Serve	Paid Lunch Equity	SFA On-site Monitoring	Seamless Summer Option
Direct Certification	Dietary Specifications & Nutrient Analysis	Revenue from Non-program Foods	Local Wellness Policy	Fresh Fruit and Vegetable Program
Verification		Indirect Costs	Competitive Foods/Smart Snacks	Special Milk Program
Meal Counting			Professional Standards	Special Provision 2, 3, & CEP
Claiming			Water	
Reimbursement			Food Safety, Storage, & Buy American	
			Reporting & Recordkeeping	
			SBP & SSO Outreach	