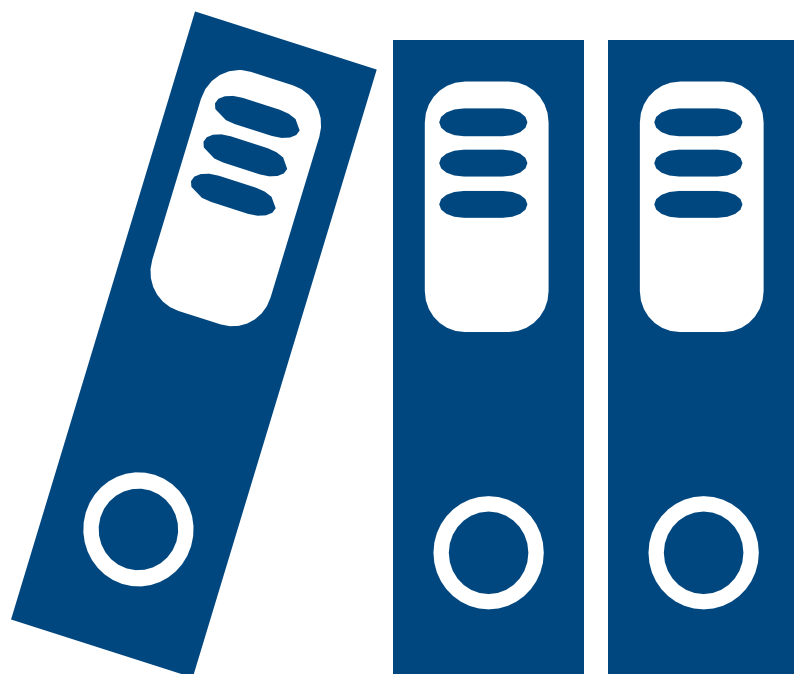




Self-certification Instructions 2024

**How to Complete the Smartsheet
Required for NSLP CEs to Increase
the Micro-purchase Threshold**



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
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Food and Nutrition Division
National School Lunch Program



Updated 8/3/2023
www.SquareMeals.org



Go To SquareMeals.org

➔ **Programs**

➔ **National School Lunch Program**

- *Click on the link at the bottom of the page*
Submit Self-certification Here



COMPLETING THE SELF-CERTIFICATION FORM

Contact and Identification Information

- **Contracting Entity (CE) Name:** *CE name – e.g., Smith ISD*
- **CE #:** *CE identification number from TXUNPS*
- **Contact Name:** *Primary contact's name*
- **Contact Phone #:** *Best phone number for contact*
- **Contact Email:** *Contact's email address*
- **EIN:** *9-digit Employee identification number*
- **UEI:** 12-digit Unique entity identifier.
- **Mail Code:** *3-digit CE mail code.* A mail code is a three-digit number assigned to a payee's 11-digit TIN that serves as a TINS mailing address identifier. Mail codes are assigned by the system in ascending order (unless overridden), beginning with 000 (then 001, 002, etc.). Look up payments received to see what the mail code number is. Refer to the Comptroller website.



COMPLETING THE SELF-CERTIFICATION FORM

New Threshold Information and Justification

- **Proposed micro purchase threshold up to \$49,999.99:** *Enter an amount up to \$49,999.99.*
- **Justification for proposed threshold:** *Choose a justification from the drop-down list. If the CE chooses other, type the justification in the comments box.*
- **Did the CE complete the self-certification process with the Texas Education Agency:** *Indicate yes or no.*



COMPLETING THE SELF-CERTIFICATION FORM

New Threshold Information and Justification

Criteria for a low-risk auditee: *Check box A, B, or C as applicable. The CE must maintain documentation of A, B, or C.*

- This documentation will be verified during an Administrative Review (AR).
- During the AR, if it is determined that the CE is not a low-risk auditee, it will be a finding and fiscal action will be taken. If the CE does not check A, B, or C the request will be denied. The CE must qualify as a low-risk auditee.



§ 200.520 CRITERIA FOR A LOW-RISK AUDITEE.

An auditee that meets all of the following conditions for each of the preceding two audit periods must qualify as a low-risk auditee and be eligible for reduced audit coverage in accordance with § 200.518.

- (a) Single audits were performed on an annual basis in accordance with the provisions of this Subpart, including submitting the data collection form and the reporting package to the FAC within the timeframe specified in § 200.512. A non-Federal entity that has biennial audits does not qualify as a low-risk auditee.
- (b) The auditor's opinion on whether the financial statements were prepared in accordance with GAAP, or a basis of accounting required by state law, and the auditor's opinion on the schedule of expenditures of Federal awards were unmodified.
- (c) There were no deficiencies in internal control which were identified as material weaknesses under the requirements of GAGAS.
- (d) The auditor did not report a substantial doubt about the auditee's ability to continue as a going concern.

Continued next page



§ 200.520 CRITERIA FOR A LOW-RISK AUDITEE.

Continued

- (e) None of the Federal programs had audit findings from any of the following in either of the preceding two audit periods in which they were classified as Type A programs:
- (1) Internal control deficiencies that were identified as material weaknesses in the auditor's report on internal control for major programs as required under § 200.515(c);
 - (2) A modified opinion on a major program in the auditor's report on major programs as required under § 200.515(c); or
 - (3) Known or likely questioned costs that exceeded five percent of the total Federal awards expended for a Type A program during the audit period.



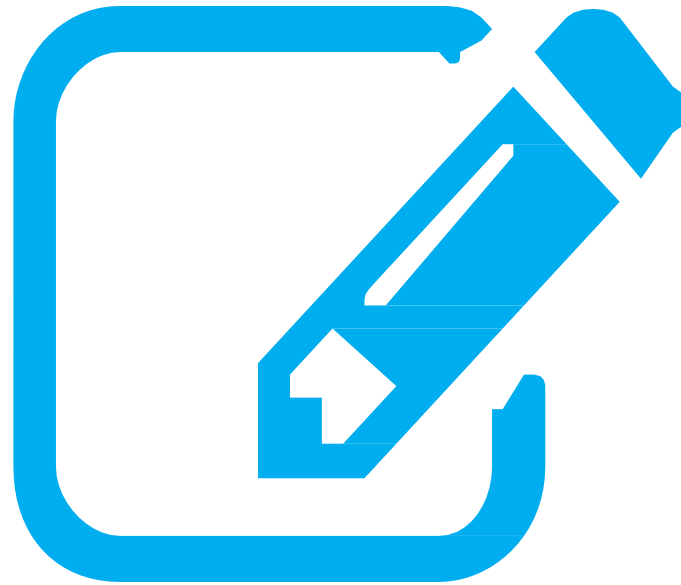
NOTE – GAGAS MATERIAL WEAKNESS

GAGAS material weakness is defined as a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.



COMPLETING THE SELF-CERTIFICATION FORM

- **Certification Statement:** *Sign and date*
Submit the form.



CONGRATULATIONS – SUBMISSION IS COMPLETE

- TDA will review the submission .
- The CE will be notified of the approval or denial.
- Maintain records for the AR.
- Update procurement procedures.



CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

CONTACT US



www.SquareMeals.org



selfcertification@texasagriculture.gov



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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