



# Self-Certification 2023

## Business Management

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TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
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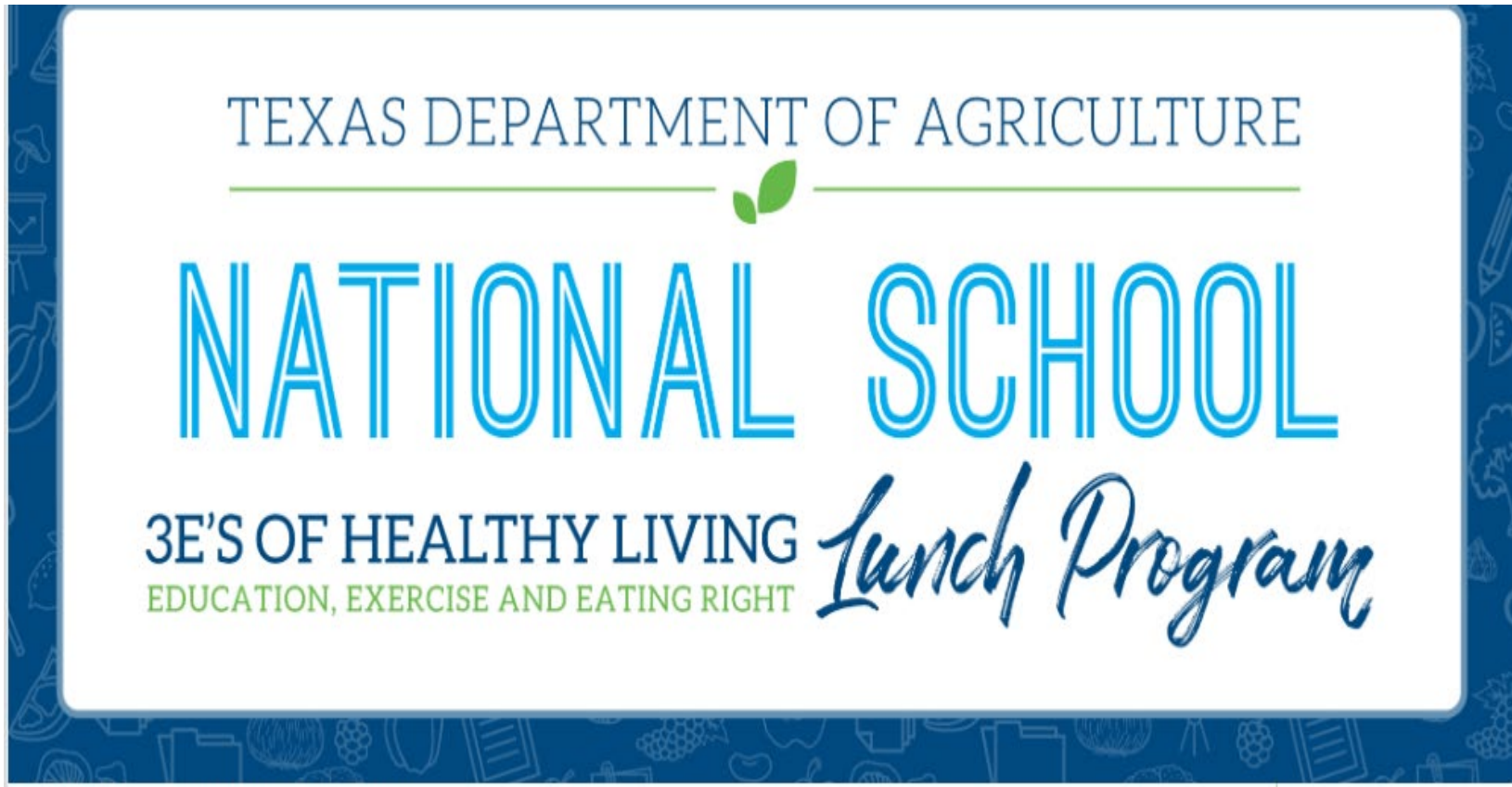


Updated 7/27/2023  
www.SquareMeals.org

# TDA Self Certification Process

- CEs may establish a micro-purchase threshold up to \$49,999.99.
- Annual process.
- Will open August 1<sup>st</sup> and close October 31<sup>st</sup>.
- SquareMeals: National School Lunch Program page.
- Link and instructions will be posted before August 1<sup>st</sup>.





Programs > National School Lunch Program

National School Lunch Program



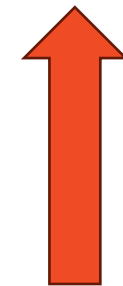
### Self-certification Option to Increase Micro-purchase Threshold

**July 14, 2023** - The Texas Department of Agriculture is opening the self-certification process as an option to increase the micro-purchase threshold for Contracting Entities (CE) operating the National School Lunch Program. This will be an annual process that CEs must be approved for to increase the threshold. The process will open August 1 and close October 31, 2023. Submissions will not be accepted outside of those timeframes.

Please join the F&N School Call on Wednesday, July 26, from 2-3:30 for more information.

CEs may only self-certify a threshold up to \$49,999.99. All information is required during submission and will be verified during an Administrative Review. If the submitted information is not accurate, a finding will be issued, and fiscal action will apply. Upon approval, the CE must update applicable procurement procedures.

The link to SmartSheet will be posted before August 1, 2023.



# Micro-Purchase Self-Certification Process

## Directions

As defined in the Code of Federal Regulations (CFR), the micro-purchase threshold is set to \$10,000. However, under CFR 200.320, Contracting Entities (CE) may elect to self-certify a higher micro-purchase threshold, up to \$49,999.99. Those CEs electing to certify a threshold above \$10,000 may use the provided self-certification application to initiate the process.

The application has four sections: Organization Information, Contact Information, Requested Limit, and Certification & Attestation. You are required to provide all elements of the requested information in order for your submission to be accepted.

As provided in CFR 200.320, each self-certification must include a justification, clear identification of the threshold, and provide supporting documentation of a low-risk auditee. Each CE will identify those details in the Requested Limit section. The certifying CE must maintain supporting documentation and make it available for review. This documentation will be verified during an Administrative Review.

After the submission is received and reviewed, a separate notification from the Texas Department of Agriculture will be forthcoming indicating the approval or denial of your application.

Note: After approval, CEs must update their procurement procedures and maintain documentation related to their self-certification.

## Your Self-Certification Request



# Self-Certification Application

\* information requested is required for your submission to be accepted.

### Organization Information

Please enter your organization information in the fields below.

#### Contracting Entity ID (CE-ID) \*

Enter your 5-digit CE-ID number.

#### Contracting Entity (CE) Name \*

## Requested Limit

Provide the requested threshold, The justification for the request, submission to the Texas Education Agency (TEA), qualification for a low-risk auditee.

### Micro Purchase Threshold Limit \*

The proposed limit may not exceed \$49,999.99.

### Select a justification for the threshold request. \*

- Cost savings
- Limited staff
- More efficient process
- Staffing efficiency
- Streamline process
- Other

### TEA Self-Certification Process \*

Have you completed the self-certification process with TEA?

- Yes  No

### Criteria for a low-risk auditee \*

Use the information on the left-hand side of the page to determine if the CE qualifies as a low-risk auditee. The CE must maintain documentation for an Administrative Review.

- a) A qualification as a low-risk auditee, in accordance with criteria in 200.520 for the most recent audit (verification of risk level of most recent federal audit).
- b) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks.
- c) For public institutions, a higher threshold consistent with State law.

## Certification & Attestation

## Certification & Attestation

For Certification Statement, check the box to indicate your certification of the validity of the application information. Please provide the name of the individual making this certification, their title, and date of certification.

### Certification Statement \*

I CERTIFY that the information supplied on this application is true, complete, and correct to the best of my knowledge. Any false statement or misrepresentation may be punishable by law (18 U.S.C. 1001).

### First Name \*

### Last Name \*

### Title \*

### Date of Certification \*

A confirmation email with details of your information will be sent to the email account provided with this submission. You may request a separate confirmation be sent to an additional email account by checking the option 'Send me a copy of my responses' above the 'Submit' button. You will be prompted to provide a valid email address.

## Organization Information

Please enter your organization information in the fields below.

### Contracting Entity ID (CE-ID) \*

Enter your 5-digit CE-ID number.



### Contracting Entity (CE) Name \*



### EIN \*

Enter your 9-digit Employer Identification Number.



### UEI - Unique Entity Identifier \*

Enter your 12-character Unique Entity ID (previously called the DUNS #).



### Mail Code \*

Enter your 8-digit mail code.



## Contact Information

Please enter contact details of the person submitting this information.

### Contact Name \*



### Contact Phone \*



### Contact Email \*



## Requested Limit

Provide the requested threshold, The justification for the request, submission to the Texas Education Agency (TEA), qualification for a low-risk auditee.

### Micro Purchase Threshold Limit \*

The proposed limit may not exceed \$49,999.99.

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- Other

### TEA Self-Certification Process \*

Have you completed the self-certification process with TEA?

- Yes
- No

### Criteria for a low-risk auditee \*

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- c) For public institutions, a higher threshold consistent with State law.

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Certification & Attestation



- Low-risk auditee. Check A, B, or C.
  - a. A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit (*verification of risk level of most recent federal audit*);
  - b. An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,
  - c. For public institutions, a higher threshold consistent with State law.

*\*The criteria for a low-risk auditee will be in the Smartsheet for reference.*

**Must maintain documentation. Will be validated during an AR.**



### § 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 auditors in relation to 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.

(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.

- *Exception: If the CE has multiple compliance issues noted in prior years' ARs, TDA might require the CE to provide low-risk audit documentation upfront in order to be self-certified.*
- 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.

- Certification statements: Sign and date.
- Submit the form.
- TDA will review.
- The CE will be notified of the approval or denial.
  
- Maintain records for the AR.
- Update procurement procedures.
- Future procurement.



# TDA Self Certification Process

- The Contracting Entity (CE) is responsible for maintaining accurate documentation.
  - Smartsheet submission/letter.
  - Proof of low-risk auditee.
  - Update procurement procedures.
- Validated during an Administrative Review (AR).
- If the information is not accurate,
  - AR finding
  - Fiscal action



# CONTACT US



[www.SquareMeals.org](http://www.SquareMeals.org)



[selfcertification@texasagriculture.gov](mailto:selfcertification@texasagriculture.gov)

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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](mailto:program.intake@usda.gov)

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