

# Self-certification Instructions 2025

**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  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

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Food and Nutrition Division  
National School Lunch Program



Updated 8/3/2023  
[www.SquareMeals.org](http://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.

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## § 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.**



CHILD NUTRITION

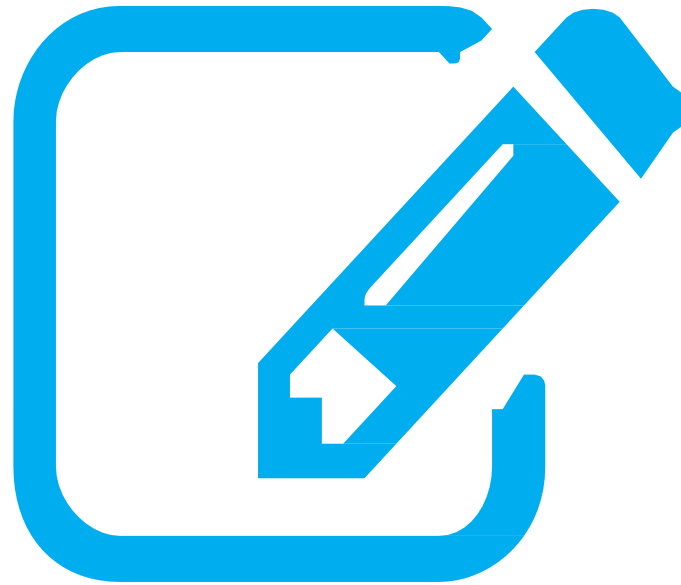
NATIONAL SCHOOL LUNCH PROGRAM



# 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.



# CONTACT US



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



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



CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

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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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