



Washington
State Department of
Agriculture

Food Assistance
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Food Assistance – Single Audit Exemption Form for Lead Agencies

The Uniform Guidance Single Audit threshold increased from \$750,000 to \$1,000,000 in expenditures in an Agency’s fiscal year. The effective date for the threshold change is for audits with periods beginning on or after October 1, 2024. **Agencies should check with their Auditor for additional guidance.**

Please complete this form if your Agency is not required to have a Single Audit of federal programs in accordance with [Subpart F - Audit Requirements of 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (Uniform Guidance).

Agency Information

Agency Name		Fiscal Year End Date	
Mailing Address			
Agency Representative or Auditor	Title	Phone	Email

Certification

I certify that the Agency is not required to have a Single Audit of federal programs in accordance with [Subpart F – Audit Requirements](#) of the Uniform Guidance.

Please select the applicable audit threshold for your Agency’s fiscal year, indicated above:

- \$750,000** - For the fiscal year indicated above, the Agency did not expend \$750,000 or more in federal funding including the dollar value of federal food received for all federal programs.
- \$1,000,000** - For the fiscal year indicated above, the Agency did not expend \$1,000,000 or more in federal funding including the dollar value of federal food received for all federal programs.

Agency Representative or Auditor Signature: _____

Initial submittal is due to WSDA FA within 30 days of the Agreement execution date (only applies to Agencies not currently under Agreement with WSDA FA). Subsequent submittals are due annually, within 30 days of the end of your Agency's fiscal year, as applicable.

Please return completed form by email to your WSDA FA Representative.