

INSTRUCTIONS FOR  
FOOD & NUTRITION  
AUTHORIZATION TO TRANSFER USDA FOODS (FORM H4529)  
FOOD DISTRIBUTION PROGRAM

This form is to document transfer of USDA Foods from one contracting entity (CE) to another.

<b>TEFAP and CSFP CEs</b>	<p><i>Complete this form to request TDA approval to transfer USDA Foods to another CE.</i></p> <p><i>Submit the original to TDA in one of the following ways:</i></p> <ol style="list-style-type: none"> <li>1. <i>Email to:</i> <a href="mailto:CommodityOperations@TexasAgriculture.gov">CommodityOperations@TexasAgriculture.gov</a></li> <li>2. <i>Fax to: 888-237-4958</i></li> </ol> <p><i>Transfer foods only after TDA has approved the transfer.</i></p>
<b>NSLP CEs</b>	<p><i>Complete this form to transfer USDA Foods at the state- contracted warehouse to another NSLP CE.</i></p>

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**Notes for All CEs**

- Obtain Form H4529 at [www.squaremeals.org](http://www.squaremeals.org)
  - Complete an original and keep a copy.
  - Retain the copy for three years from the close of the program year to which it pertains.  
*Exception: If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.*
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**USDA Foods to Be Transferred**

*Fill in each column unless the transfer is for NSLP CEs.*

USDA Material Number or End Product Code — Enter the material number or end product code.

*Note: NSLP CEs: The material number or end product code can be found on the TX-UNPS Weekly Commodity Bulletin.*

Number of Units — Enter the amount, in units, of USDA Foods to be transferred.

*For example: Cases, bags, or individual units.*

Description — Describe the USDA Foods to be transferred.

*For example: Beans or corn*

*Note: NSLP CEs: The description can be found on the TX-UNPS Weekly Commodity Bulletin.*

Location of USDA Foods — Indicate where the USDA Foods are currently stored.

*For example: On the CE's premises, at the warehouse, at the commercial distributor, etc*

Date USDA Foods Received at Warehouse or Food Bank — Enter the date on which the transferring CE took possession of the USDA Foods it intends to transfer.

*Note: NSLP CEs: TDA will complete this column.*

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### **Transferring Contracting Entity (CE)**

*This section pertains only to the transferring CE.*

CE ID — Enter the CE's five-digit identification number from TX-UNPS.

Name of Transferring CE— Enter the CE's name exactly as it appears in TX-UNPS.

Address — Enter the CE's physical address.

Area Code and Telephone Number — Enter the CE's phone number, including area code.

Area Code and Fax Number — Enter the CE's fax number, including the area code.

Signature Line — The CE's authorized representative must sign.

Date Line — Enter the date of the signature.

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### **Receiving Contracting Entity (CE)**

*This section pertains only to the receiving CE.*

CE ID — Enter the CE's five-digit identification number from TX-UNPS.

Name of Receiving CE— Enter the CE's name exactly as written in TX-UNPS.

Address — Enter the CE's physical address.

Area Code and Telephone Number — Enter the CE's phone number, including area code.

Area Code and Fax Number — Enter the CE's fax number, including the area code.

Signature Line — The CE's authorized representative must sign.

Date Line — Enter the date of the signature.

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**For NSLP Only**

*This section pertains only to NSLP.*

Warehouse Name — Enter the name of the warehouse where the USDA Foods for the transferring CE are located.

Warehouse Representative's Signature — The warehouse representative's authorized representative must sign.

Date — Enter the date of the signature.

*Note: The warehouse representative submits the form to TDA one of the following ways:*

1. Email to: [commodityoperations@texasagriculture.gov](mailto:commodityoperations@texasagriculture.gov)
2. Fax to: 888-237-4958

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**For TDA Use Only**

*Do not write in this space.*

**Notes**

- TEFAP and CSFP CEs: TDA will notify the CE when TDA approves the transfer.
- NSLP CEs: TDA will notify the contract warehouse after TDA adjusts the transferred inventory in TX-UNPS.