

**GENERAL INSTRUCTIONS FOR THE AUTHORIZATION TO TRANSFER USDA FOODS FOR FURTHER  
PROCESSING  
Form H4529.1  
Effective 10/1/21**

The *Authorization to Transfer USDA Foods for Further Processing* (Form H4529.1) is an electronic form used to request TDA approval to transfer USDA Foods for further processing in the National School Lunch Program (NSLP).

**PURPOSE**

Any Contracting Entity (CE) that has allocations of USDA Foods may transfer those commodities to another CE. This is applicable to transfers between NSLP CEs served by the same processor. All transfers must be approved by TDA prior to the transfer occurring.

The Transferring CE should identify a Receiving CE prior to submitting this form for School to School transfers, as the name of the Receiving CE is a required field. This form is used by the Transferring CE currently allocated the inventory item(s) to initiate the transfer, to obtain TDA approval, and to document the transfer.

**PROCEDURE**

The H4529.1 must be completed prior to transferring any USDA Foods. The form should capture the details of the items being transferred and the CEs involved. Once TDA receives the form, it will be evaluated to determine if the inventory is available. If TDA determines the items are available for transfer, the form will be approved. If not, TDA may require a commodity calculator or notify the CEs the transfer cannot take place as requested. Please allow three business days for processing.

Select and follow these instructions:

- [Instructions to Transfer USDA Foods for Further Processing](#)

The form can be completed and submitted via the Jot Form link below.

TDA will notify the CEs, Co-op Coordinators, and the Processor of approval. Only CEs and Co-op Coordinators will be notified of non-approval.

**Link for H4529.1 JotForm:**

<https://form.jotform.com/211684547220150>

**Link for One Page Flyer:**

<https://squaremeals.org/Portals/8/files/USDA/transfers.pdf>