Form 4529.1
Authorization to Transfer USDA Foods for Further Processing

Navigational Overview

Certified Recipient Agency

Users must certify they are a direct employee of the Recipient Agency and not a Processor, Coop Coordinator, Food Service Management Company (FSMC) or third-party vendor working on behalf of the Recipient Agency. This is a required selection to move to the next page in the form.

Transferring Opportunities

Reminder to check the tracking system(s) to review current balances and usage before requesting a transfer. Links to the current transfer schedule, tracking systems and dashboard are posted in this area. Transfer approval criterion is one month on hand or less of inventory and calculated by the remaining months left in the 10-month cycle (AUG – MAY).

Processor and Material Code Section

1. Processor changes received by TDA for the program year designated are listed at top of page.

2. To find a Processor and Material Code the transfer is intended for, click on the dropdown box “Processor and Material Code” to view Processors by each Material Code approved in Texas.
Form 4529.1
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Navigational Overview

Processor and Material Code Section (cont’d)

3. Once you have selected the Processor, click on the selection and the Processor and Material Code will appear in the tab with Unique ID below.

4. Enter the Unique ID in the “Auto Complete Fields” text field.

5. Click on the “Auto Complete Fields” button.

6. When the “Auto Complete Fields” button has been clicked, the Processor information will populate the fields below.

7. The amount of pounds and what type of transfer is a required field. Please enter your pounds and select the type of transfer.
Form 4529.1
Authorization to Transfer USDA Foods for Further Processing

Navigational Overview

Recipient Agency Sections

All Recipient Agency Pages conducting School to School, State Pounds, or Donation transfers operate in the same manner as the Processor and Material Code Section lookup.

This transfer form requires a submission contact for communication and notifications about the transfer.

1. To find a Recipient Agency and 5-digit ID, click on the dropdown box “Recipient Agency and ID” to view Recipient Agencies by 5-digit ID and Name.

2. Once you have selected the Recipient Agency and ID, click on the selection and the Recipient Agency and ID will appear in the tab with Unique ID below.

Unique ID to enter in the field box to the right.
3. The Unique ID has an apostrophe in front of it. **Omit the apostrophe.** Enter only the Unique ID in the “Auto Complete Fields” text field.

   Omit the apostrophe from Unique ID – enter five digits

   01034

4. **Click** on the “Auto Complete Fields” button.

5. When the “Auto Complete Fields” button has been clicked, the Recipient Agency information will populate into the fields below. **See example to left.**

After entering all the data for the type of transfer selected, the submission page will appear and explains notifications.

At this time, if there are any edits needed, the “Back” button can return to any page of the form filled out.

If the transfer is correct, click the “Submit” button.