

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.

TEFAP and CSFP CEs	<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"> 1. <i>Email to:</i> CommodityOperations@TexasAgriculture.gov 2. <i>Fax to:</i> 888-203-6593 <p><i>Transfer foods only after TDA has approved the transfer.</i></p>
NSLP CEs	<p><i>Complete this form to transfer USDA Foods at the state- contracted warehouse to another NSLP CE.</i></p>

Notes for All CEs

- Obtain Form H4529 at 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.

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.

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.

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.

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
2. Fax to: 888-203-6593

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.