

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

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Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

Notes on completing this transfer form

- You will need to know your 5 digit TXUNPS CE ID number and the Receiving CE Name to submit the form for a School-to-School transfer. If the Receiving CE ID number is unknown, use the drop down search box for a look up reference.
- You will need to provide the Material Number, Quantity of the USDA Food transferring and Processor to submit the form. If you do not know the USDA Foods Material Number, use the drop down menu for look up reference.
- USDA Material Numbers must have six digits and also include “D” or “W” after the Material Number when requesting poultry.
- All CE IDs must have 5 digits and MUST include all leading zeroes.

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For Receiving and Transferring CEs for NSLP transfers

Front page

Form 4529.1

Texas Department of Agriculture
National School Lunch Program
September 2021



RESOURCES

- [Instructions](#)
- [Training Video Link](#)
- [USDA Foods Processing Information](#)
- [TDA Monitored Inbox](#)
- [One Page Flyer](#)

Authorization to Transfer USDA Foods for Further Processing

AutoComplete Instructions:

This form uses Auto Complete Fields. When requested, enter the value in the AutoComplete field. Click on the button, and the corresponding value will be populated in the field.

Please note -- the key ID must match what is in the form.

- The CE ID must have all 5 digits, including leading zeros.
- The CE ID must not include the apostrophe ' when entered.
- The CE ID must match the identification number in the Texas Department of Agriculture's CE ID list.
- The Processor ID must be entered exactly as displayed.

A. Confirm the date: 
Date

B. USDA Foods Program:

C. Program Year:

D. What type of transfer are you requesting? *

- School-to-School Transfer
- Requesting State account pounds
- Donating State account pounds

- A. Confirm the date – prefilled data
- B. USDA Foods Program: - prefilled data
- C. Program Year: -prefilled data
- D. What type of transfer are you requesting?
 - Select the type of transfer request
 - Click the NEXT button

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For Receiving and Transferring CEs for NSLP transfers

School to School Transfer/ Transferring CE

2-1. Find CE ID for CE transferring:

- Enter the first few letters of a CE for the look-up reference feature and select a CE.

2. Transferring CE

Please enter your 5-digit CE ID from TX-UNPS.

LOOK-UP Reference

2-1. Find CE ID for CE transferring *

Please Find School

for

KIPP DALLAS-FORT WORTH, INC. -FDP

HEREFORD ISD

MILFORD ISD

FORT BEND ISD

2-2. Enter 5-digit CE ID

- Enter the 5-digit CE ID without the apostrophe and click button below to complete the CE info.

2-1. Find CE ID for CE transferring *

MILFORD ISD

'00336

2-2. Enter 5-digit CE ID *

00336

Click here to complete the CE info.

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

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For Receiving and Transferring CEs for NSLP transfers

School to School Transfer/ Transferring CE (continued)

Information will be auto-filled.

2-5-1. CND Staff Email

- If an Authorized Representative (CE Staff) needs to conduct the transfer and receive notifications, enter email here.

Fields have been auto filled.

2-3. CE Name	MILFORD ISD	If not Auto-filled, please edit.
2-4. Child Nutrition Director (CND)	Brandi Galindo	If Child Nutrition Director has changed, please edit and notify TDA.
2-5. CND Email	bgalindo@milfordisd.org	example@example.com
2-5-1. CND Staff Email		example@example.com
2-6. Processing Coop (PC)	Multi-Region Purchasing	If Processing Co-op has changed, please edit and notify TDA..
2-7. PC Email 1	elizabeth.gonzales@region10.org	example@example.com

2-11. Enter name of authorized representative initiating transfer.

2-11. Enter name of authorized representative initiating transfer *

First	Last
First Name	Last Name

2-12. I confirm that the authorized representative initiating transfer is not a Food Service Management Company (FSMC) employee or third-party vendor working on behalf of the CE.

- Click the “Confirmed” box and select NEXT.

2-12. I confirm that the authorized representative initiating transfer is not a Food Service Management Company (FSMC) employee or third-party vendor working on behalf of the CE. *

Confirmed

Back Next

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

School-to-School Transfer/ Processed Food for Transfer

3-1. USDA Description and Material Number

- Enter the first few numerical digits or the first few letters of description for the look-up reference feature and select a commodity.

3. Processed Food for Transfer

Use the drop-down fields to identify the product to transfer:

LOOK-UP Reference

3-1. USDA Description and Material Number *

Please Select Commodity

10022

100220 - PEACHES CLING DICED EX LT CAN-6/10

100224 - PEARS SLICES EX LT CAN-6/10

100225 - PEARS DICED EX LT CAN-6/10

pea

100219 - PEACHES CLING SLICES EX LT CAN-6/10

100220 - PEACHES CLING DICED EX LT CAN-6/10

100224 - PEARS SLICES EX LT CAN-6/10

3-2. Enter the 6-digit Material

3-3. Number of Pounds

- Enter the number of pounds transferring

3-2. Enter the 6 digit Material # *

3-3. Number of Pounds: *

****Please include a "D" or "W" at end of 6-digit number when requesting a specific poultry part.**

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

School-to-School Transfer/ Processor

4-1. Find Processor

- Enter the first few letters of Processor name for the look-up reference feature and select a Processor.

4-2. Enter the Processor ID exactly as shown and click "Auto Complete Fields"

4-3. Please confirm this is not a Donation to the Texas State account

- Click the "No" button and select NEXT.

The screenshot displays the '4. Processor' form. At the top, it says '4. Processor' and 'Use the drop-down fields to identify the processor and find the processor ID exactly as shown in the AutoComplete field.' Below this is a 'LOOK-UP Reference' section. Under '4-1. Find Processor ID *', there are two dropdown menus: the first contains 'TYSON' and the second contains 'PT-058'. A blue bar highlights the instruction '4-2. Enter the Processor ID exactly as shown and click "Auto Complete Fields" *'. Below this, a text box contains 'PT-058' and a button labeled 'Auto Complete Fields'. A green checkmark icon indicates 'Fields have been auto filled.' Under '4-3. Processor Name', a text box contains 'TYSON'. A question asks 'Please confirm if this is a Donation to the Texas State account? *' with radio buttons for 'No' (selected) and 'Yes'. A green 'Next' button is at the bottom.

4. Processor

Use the drop-down fields to identify the processor and find the processor ID exactly as shown in the AutoComplete field.

LOOK-UP Reference

4-1. Find Processor ID *

TYSON

PT-058

4-2. Enter the Processor ID exactly as shown and click "Auto Complete Fields" *

PT-058

Auto Complete Fields

✓ Fields have been auto filled.

4-3. Processor Name TYSON

Please confirm if this is a Donation to the Texas State account? *

No

Yes

Next

4. Processor

Use the drop-down fields to identify the processor and find the processor ID exactly as shown in the AutoComplete field.

LOOK-UP Reference

4-1. Find Processor ID *

Select a Processor

ty

MAID-RITE SPECIALTY FOODS, LLC

TASTY BRANDS

TYSON

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Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

School to School Transfer/ Receiving CE

5-1. Find CE ID for CE receiving the transfer:

- Enter the first few letters of a CE for the look-up reference feature and select a CE.

5. Receiving CE

Use the drop-down fields to identify the CE that will receive the transfer and find the CE ID. Enter the CE ID exactly as shown in the AutoComplete field.

LOOK-UP Reference

5-1. Find CE ID for CE receiving the transfer: *

Please Find School ▲
abi
SABINE ISD
ABILENE ISD
WYLIE ISD-ABILENE
SABINAL ISD

5-2. Enter 5-digit CEID

- Enter the 5-digit CE ID without the apostrophe and click button below to complete the CE info
- Information will be auto-filled.

5-1. Find CE ID for CE receiving the transfer: *	ABILENE ISD ▼
	'01034 ▼
5-2. Enter 5-digit CE ID *	01034
	Auto Complete Fields

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

School to School Transfer/ Receiving CE

5-6-1. CND Staff Email

- If an Authorized Representative (CE Staff) needs to conduct the transfer and receive notifications, enter email here.

5-4. CE Name
If not Auto-filled, please edit.

5-5. Child Nutrition Director (CND)

5-6. CND Email
example@example.com

5-6-1. CND Staff Email
example@example.com

5-7. Processing Coop (PC)
If Processing Co-op has changed, please edit and notify TDA.

5-7-1. PC Email 1
example@example.com

- Click the NEXT button to submit your request.

School to School Transfer Process

The **Receiving CE** will receive an email to confirm the transfer and electronically sign. Once the Receiving CE has acknowledged the transfer and submits, an auto-generated email will notify TDA of the transfer request.

Upon TDA approval, the following will receive an email: Transferring CE, Transferring CE Co-op Coordinator, Receiving CE, Receiving CE Co-op Coordinator, and the Processor.

If transfer request is not approved, the Transferring CE, Transferring CE Co-op Coordinator, Receiving CE, and Receiving CE Co-op Coordinator will receive notification.

Allow up-to three business days to process.

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

State account pounds request/ Processed Food for Transfer

3-1. USDA Description and Material Number

- Enter the first few numerical digits or the first few letters of description for the look-up reference feature and select a commodity.

3. Processed Food for Transfer

Use the drop-down fields to identify the product to transfer:

LOOK-UP Reference

3-1. USDA Description and Material Number *

Please Select Commodity

10022

100220 - PEACHES CLING DICED EX LT CAN-6/10

100224 - PEARS SLICES EX LT CAN-6/10

100225 - PEARS DICED EX LT CAN-6/10

pea

100219 - PEACHES CLING SLICES EX LT CAN-6/10

100220 - PEACHES CLING DICED EX LT CAN-6/10

100224 - PEARS SLICES EX LT CAN-6/10

3-2. Enter the 6-digit Material

3-3. Number of Pounds

- Enter the number of pounds transferring

3-2. Enter the 6 digit Material # *

3-3. Number of Pounds: *

**Please include a "D" or "W" at end of 6-digit number when requesting a specific poultry part.

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

State account pounds request / Processor

4-1. Find Processor

- Enter the first few letters of Processor name for the look-up reference feature and select a Processor.

4-2. Enter the Processor ID exactly as shown and click "Auto Complete Fields"

4-3. Please confirm this is not a Donation to the Texas State account

- Click the "No" button and select NEXT.

The screenshot displays the '4. Processor' form with the following elements:

- 4. Processor** header and instructions: "Use the drop-down fields to identify the processor and find the processor ID exactly as shown in the AutoComplete field."
- LOOK-UP Reference** section with a dropdown menu for "4-1. Find Processor ID *". The dropdown shows "TYSON" selected, and a pop-up window displays a list of processors: "MAID-RITE SPECIALTY FOODS, LLC", "TASTY BRANDS", and "TYSON" (highlighted).
- 4-2. Enter the Processor ID exactly as shown and click "Auto Complete Fields" *** section with a text input field containing "PT-058" and an "Auto Complete Fields" button.
- A green checkmark icon and text: "Fields have been auto filled."
- 4-3. Processor Name** section with a text input field containing "TYSON".
- Please confirm if this is a Donation to the Texas State account? *** section with radio buttons for "No" (selected) and "Yes".
- A green "Next" button at the bottom.

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

State account pounds request / Receiving CE

5-1. Find CE ID for CE receiving the transfer:

- Enter the first few letters of a CE for the look-up reference feature and select a CE.

5. Receiving CE

Use the drop-down fields to identify the CE that will receive the transfer and find the CE ID. Enter the CE ID exactly as shown in the AutoComplete field.

LOOK-UP Reference

5-1. Find CE ID for CE receiving the transfer: *

Please Find School ▲
abi
SABINE ISD
ABILENE ISD
WYLIE ISD-ABILENE
SABINAL ISD

5-2. Enter 5-digit CEID

- Enter the 5-digit CE ID without the apostrophe and click button below to complete the CE info
- Information will be auto-filled.

5-1. Find CE ID for CE receiving the transfer: *

ABILENE ISD ▼
'01034 ▼

5-2. Enter 5-digit CE ID *

01034
Auto Complete Fields

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

School to School Transfer/ Receiving CE

5-6-1. CND Staff Email

- If an Authorized Representative (CE Staff) needs to conduct the transfer and receive notifications, enter email here.

5-4. CE Name	<input type="text" value="ABILENE ISD"/> <small>If not Auto-filled, please edit.</small>
5-5. Child Nutrition Director (CND)	<input type="text" value="Jay Towell"/>
5-6. CND Email	<input type="text" value="jay.towell@abileneisd.org"/> <small>example@example.com</small>
5-6-1. CND Staff Email	<input type="text"/> <small>example@example.com</small>
5-7. Processing Coop (PC)	<input type="text" value="Mult-Region Purchasing"/> <small>If Processing Co-op has changed, please edit and notify TDA.</small>
5-7-1. PC Email 1	<input type="text" value="elizabeth.gonzales@region10.org"/> <small>example@example.com</small>

- Click the NEXT button to submit your request.

Requesting State account pounds Transfer Process

These pounds will not reduce or increase your Entitlement. School to School transfers are preferred to requesting State account pounds. Approval is based on availability and CE performance – usage rate and months on hand. A Processor commodity calculator may be requested.

Upon TDA approval, the following will receive an email: Receiving CE, Receiving CE Co-op Coordinator, and the Processor.

If transfer request is not approved, the Receiving CE, and Receiving CE Co-op Coordinator will receive notification.

Allow up-to three business days to process.

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

Donating State account pounds/ Transferring CE

2-1. Find CE ID for CE transferring:

- Enter the first few letters of a CE for the look-up reference feature and select a CE.

2. Transferring CE

Please enter your 5-digit CE ID from TX-UNPS.

LOOK-UP Reference

2-1. Find CE ID for CE transferring *

Please Find School

for

KIPP DALLAS-FORT WORTH, INC. -FDP

HEREFORD ISD

MILFORD ISD

FORT BEND ISD

2-2. Enter 5-digit CEID

- Enter the 5-digit CE ID without the apostrophe and click button below to complete the CE info.

2-1. Find CE ID for CE transferring *

MILFORD ISD

'00336

2-2. Enter 5-digit CE ID *

00336

Click here to complete the CE info.

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

Donating State account pounds/ Transferring CE (continued)

Information will be auto-filled.

2-5-1. CND Staff Email

- If an Authorized Representative (CE Staff) needs to conduct the transfer and receive notifications, enter email here.

✔ Fields have been auto filled.

2-3. CE Name	<input type="text" value="MILFORD ISD"/> <small>If not Auto-filled, please edit.</small>
2-4. Child Nutrition Director (CND)	<input type="text" value="Brandi Galindo"/> <small>If Child Nutrition Director has changed, please edit and notify TDA.</small>
2-5. CND Email	<input type="text" value="bgalindo@milfordisd.org"/> <small>example@example.com</small>
2-5-1. CND Staff Email	<input type="text"/> <small>example@example.com</small>
2-6. Processing Coop (PC)	<input type="text" value="Mult-Region Purchasing"/> <small>If Processing Co-op has changed, please edit and notify TDA..</small>
2-7. PC Email 1	<input type="text" value="elizabeth.gonzales@region10.org"/> <small>example@example.com</small>

2-11. Enter name of authorized representative initiating transfer.

2-11. Enter name of authorized representative initiating transfer *

<input type="text" value="First"/> <small>First Name</small>	<input type="text" value="Last"/> <small>Last Name</small>
---	---

2-12. I confirm that the authorized representative initiating transfer is not a Food Service Management Company (FSMC) employee or third-party vendor working on behalf of the CE.

- Click the “Confirmed” box and select NEXT.

2-12. I confirm that the authorized representative initiating transfer is not a Food Service Management Company (FSMC) employee or third-party vendor working on behalf of the CE. *

Confirmed

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

Donating State account pounds/ Processed Food for Transfer

3-1. USDA Description and Material Number

- Enter the first few numerical digits or the first few letters of description for the look-up reference feature and select a commodity.

3. Processed Food for Transfer

Use the drop-down fields to identify the product to transfer:

LOOK-UP Reference

3-1. USDA Description and Material Number *

Please Select Commodity

10022

100220 - PEACHES CLING DICED EX LT CAN-6/10

100224 - PEARS SLICES EX LT CAN-6/10

100225 - PEARS DICED EX LT CAN-6/10

pea

100219 - PEACHES CLING SLICES EX LT CAN-6/10

100220 - PEACHES CLING DICED EX LT CAN-6/10

100224 - PEARS SLICES EX LT CAN-6/10

3-2. Enter the 6-digit Material

3-3. Number of Pounds

- Enter the number of pounds transferring

3-2. Enter the 6 digit Material # *

3-3. Number of Pounds: *

**Please include a "D" or "W" at end of 6-digit number when requesting a specific poultry part.

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

Donating State account pounds/ Processor

4-1. Find Processor

- Enter the first few letters of Processor name for the look-up reference feature and select a Processor.

4-2. Enter the Processor ID exactly as shown and click "Auto Complete Fields"

The screenshot displays the '4. Processor' section of the form. It includes instructions to use drop-down fields to identify the processor and find the processor ID. A 'LOOK-UP Reference' section shows a search for 'TYSON' in the '4-1. Find Processor ID' field, resulting in a list of processors: MAID-RITE SPECIALTY FOODS, LLC, TASTY BRANDS, and TYSON. The 'TYSON' option is selected. Below this, the '4-2. Enter the Processor ID exactly as shown and click "Auto Complete Fields"' instruction is followed by a text input field containing 'PT-058' and an 'Auto Complete Fields' button. A green checkmark indicates that the fields have been auto-filled. Finally, the '4-3. Processor Name' field is shown with 'TYSON' entered.

4. Processor

Use the drop-down fields to identify the processor and find the processor ID. Enter the processor ID exactly as shown in the AutoComplete field.

LOOK-UP Reference

4-1. Find Processor ID *

Select a Processor

ty

MAID-RITE SPECIALTY FOODS, LLC

TASTY BRANDS

TYSON

4-1. Find Processor ID *

TYSON

PT-058

4-2. Enter the Processor ID exactly as shown and click "Auto Complete Fields" *

PT-058

Auto Complete Fields

✔ Fields have been auto filled.

4-3. Processor Name TYSON

Form H4529.1: Authorization to Transfer USDA Foods for Further Processing

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

Donating State account pounds/ Processor (continued)

4-3. Please confirm if this will be a Donation to the Texas State account

- Click the “Yes” button and select the NEXT button to submit your request.



Please confirm if this is a Donation to the Texas State account. *

No
 Yes

Donation to the Texas State Account

By submitting this request, inventory is willingly being released to the Texas State Account for further redistribution.

Next

Donating State account pounds Transfer Process

Donating to the State account reduces high inventory levels and assists others with placing orders. The pounds reduced from your account are transferred to the State account for further redistribution.

Upon TDA approval, the following will receive an email: Transferring CE, Transferring CE Co-op Coordinator, and the Processor.

Allow up-to three business days to process.