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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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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Front page

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
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.

2-2. Enter 5-digit CE ID

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

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

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.
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.

3-2. Enter the 6-digit Material #

3-3. Number of Pounds

- Enter the number of pounds transferring

**Please include a "D" or "W" at end of 6-digit number when requesting a specific poultry part.**
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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.
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Jot Form Transfer Form Instructions
For Receiving and Transferring CE's 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.

5-2. 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.
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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.

- 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.*
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.

3-2. Enter the 6-digit Material #

3-3. Number of Pounds
- Enter the number of pounds transferring

**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.
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.

5-2. 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.
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.

- 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.*
Identify the CE for Transferring:

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

2-2. Enter 5-digit CEID

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

<table>
<thead>
<tr>
<th>2-3. CE Name</th>
<th>MILFORD ISD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-4. Child Nutrition Director (CND)</td>
<td>Brandi Galindo</td>
</tr>
<tr>
<td>2-5. CND Email</td>
<td><a href="mailto:bgalindo@milfordisd.org">bgalindo@milfordisd.org</a></td>
</tr>
<tr>
<td>2-5-1. CND Staff Email</td>
<td><a href="mailto:example@example.com">example@example.com</a></td>
</tr>
<tr>
<td>2-6. Processing Coop (PC)</td>
<td>Multi-Region Purchasing</td>
</tr>
<tr>
<td>2-7. PC Email 1</td>
<td><a href="mailto:elizabeth.gonzales@region10.org">elizabeth.gonzales@region10.org</a></td>
</tr>
</tbody>
</table>

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

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.
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**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.

3-2. Enter the 6-digit Material #

3-3. Number of Pounds

- Enter the number of pounds transferring

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

[Image of Jot Form Transfer Form Instructions]

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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.

**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.*