

**GENERAL INSTRUCTIONS FOR THE AUTHORIZATION TO TRANSFER USDA FOODS**  
**Form H4529**  
**Effective 8/1/21**

The *Authorization to Transfer USDA Foods* (Form H4529) is an electronic form used to request TDA approval to transfer USDA Foods in the National School Lunch Program (NSLP), the Commodity Supplemental Food Program (CSFP), and The Emergency Food Assistance Program (TEFAP).

**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 state contracted warehouse and food bank CEs participating in CSFP and/or TEFAP. All transfers must take place within the same USDA Foods Program and must be approved by TDA prior to the transfer occurring.

For all programs, the Transferring CE should identify a Receiving CE prior to submitting this form, 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 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 make alterations or notify the CEs the transfer cannot take place as requested.

Select and follow the appropriate instructions for a transfer related to the applicable program:

- [Household programs \(CSFP and TEFAP\)](#)
- [National School Lunch Program \(NSLP\)](#)

These instructions are also found on SquareMeals.org on the Administration/Forms pages for each of the applicable programs.

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

For TEFAP and CSFP CEs, TDA will notify the CE when TDA approves the transfer.

For NSLP CEs, TDA will notify the CEs and the contracted warehouse after TDA adjusts the transferred inventory in TX-UNPS.

**Link for H4529 JotForm:**

<https://form.jotform.com/211526490175151>

**Video instructions (How-to Walkthrough of Form H4529 submission via JotForm):**

Household programs: <https://www.youtube.com/watch?v=fbBYsJ2AbHo>

School to School: <https://www.youtube.com/watch?v=3mGDt-w8rP4>