

Form H4529: Authorization to Transfer USDA Foods

Jot Form Transfer Form Instructions

For Receiving and Transferring CEs for NSLP transfers

Order of Completion:

1. Transferring CE completes and submits form.....Page 2
2. Receiving CE is notified, completes, and resubmits form.....Page 7
3. NSLP Warehouse is notified, completes, and resubmits form.....Page 12
4. TDA is notified, completes, and submits form in final approval status.....Page 19
5. All CEs are notified of approval status.....Page 19

Authorization to Transfer USDA Foods

Form H4529

Auto-Complete Instructions:

This form uses dynamic drop-down and auto-complete Fields.

1. You can use the drop-down fields to locate the name of the CE and the CE ID or the USDA Food Material Number.
2. Enter the CE ID in the auto-complete fields. Enter leading zeroes as shown. Click on the auto-complete button and the corresponding fields will be completed.

Please note -- Do NOT include the # sign when entering CE IDs and USDA Material Numbers. CE IDs must have all 5 digits, including leading zeroes.

Notes on completing a transfer form:

- **Selection on the FIRST question – “I am the..” – must be accurate for the form to operate correctly.**
- You will need the contact names of both Transferring and Receiving CE Names to submit the form. If you do not know the CE ID number for either the Transferring or Receiving CE, you can use the drop down menus to look up a CE by name.
- You will need to provide the Material Number, Material Description, and Quantity of the USDA Food(s) to submit the form. If you do not know the USDA Foods Material Number, you can use the drop down menu to look up an item by description.
- CE IDs and USDA Material Numbers should be entered WITHOUT the number sign (#).
- All CE IDs must have 5 digits and MUST include all leading zeroes.

1. Transferring CE Submission

- A. Select "Transferring CE"
 - B. Select the program you are requesting a transfer.
 - C. Select the FDP Region
 - D. Verify the date is correct
- > Click "Next"

Page Instructions:

- **ALL entities:** Select your role to ensure the rest of the form displays correctly.
- **Transferring CEs:** Complete the remaining fields.
- **Receiving CEs/NSLP Warehouse:** Review the remaining selections.

A. I am the: *

Transferring CE
 Receiving CE
 NSLP State-Contracted Warehouse
 TDA Representative

B. Select the program: *

NSLP/SFSP

C. Select the FDP Region *

Region 1/2 - Forte Frozen
 Region 3 - Gold Star Foods
 Region 4 - San Antonio Food Bank
 Region 5 - Pro Valley Foods
 Region 6 - US Foods
 Region 7 - El Pasoans Fighting Hunger
 Region 8 - Central Texas Food Bank

D. Confirm the date: *

06-25-2021

Next

1. Transferring CE Submission - Continued

1.1 Enter your CE ID

1.2 Enter your CE Name

1.3 Enter your name or the name of the contact most appropriate for transfer updates

1.4 Enter the email for this contact

> Click "Next"

NOTE: Only the Authorized Representative will receive notices regarding the transfer submitted

1. Transferring CE Information

Page Instructions:

- Transferring CEs: Complete all fields.
- Receiving CEs/NSLP Warehouse: Review all selections.

Transferring CE Lookup

ABILENE ISD

#01034

1.1 Transferring CE ID *

01034

1.2 Transferring CE Name *

Abilene ISD

1.3 Transferring CE - Authorized Representative Name *

Alan Ant

1.4 Transferring CE - Authorized Representative Email *

alanant@email.com
example@example.com

Back

Next

1. Transferring CE Submission - Continued

2.1 Enter the Receiving CE ID and click “Fill Receiving CE Fields”

2.2 This will be autofilled.

2.3 This will be autofilled.

2.4 This will be autofilled.

2.5 Enter the name of the Receiving CE contact** (most appropriate for transfer updates)

2.6 Enter the email address for this contact

> Click “Next”

****NOTE:** If you do not know the appropriate Receiving CE contact for your transfer, you can copy the autofilled information from the CE Food Service Director fields into the Authorized Representative fields. However, the Authorized Representative does NOT have to be the same as the autofilled contact. **Only the Authorized Representative** will receive notices regarding the transfer submitted.

2. Receiving CE Information

Page Instructions:

- **Transferring CEs:** Complete all fields using the Receiving CE Lookup. Enter the Receiving CE ID into field 2.1 and autofill Receiving CE contact information. Copy this information into the Authorized Representative fields or complete the Authorized Representative fields with another Receiving CE contact.
- **Receiving CEs/NSLP Warehouse:** Review all selections.

Receiving CE Lookup

ZEPHYR ISD

#00134

2.1 Enter the 5-digit CE ID without the # sign. Click the button below to complete the fields. *

00134

Fill Receiving CE Fields

Fields have been auto filled.

2.3 Receiving CE Food Service Director

Zelda Zicker

2.4 Receiving CE Food Service Director Email

zeldazicker@email.com
example@example.com

**Only the Authorized Representative will be notified of this transfer.*

2.2 Receiving CE Name *

ZEPHYR ISD

2.5 Receiving CE Authorized Representative *

Zelda Zicker

2.6 Receiving CE Authorized Representative Email: *

zeldazicker@email.com
example@example.com

Back Next

1. Transferring CE Submission - Continued

Look up the USDA Food(s) you are transferring to identify the correct Material Number and/or Material Description. NOTE: Pay close attention to the pack size to ensure you are selecting the correct USDA Food.

3. USDA Foods for Transfer

Page Instructions:

*For NSLP transfers ONLY - TDA will complete the Date Received at Warehouse field(s).

- **Transferring CEs:** Complete all fields using the USDA Material Number Lookup dropdown fields to locate the Material Description and the USDA Item Number. Complete the required Transferring CE confirmation statement(s) at bottom of page. If transferring more than 10 items, you will need to complete an additional form.
- **Receiving CEs:** Review all fields for accuracy. Complete the required Receiving CE confirmation statement(s) at bottom of page.
- **NSLP Warehouse Representatives:** Review all fields for accuracy, inventory availability, and inventory quality. Review Transferring CE and Receiving CE confirmation statements are complete.

USDA Material Number Lookup

CORN WHOLE KERNEL (LIQ) CAN-
6/10

#100313

3.1 Enter the USDA Material number listed in the Lookup tool.


3.1.1 Enter the material description as listed in the Lookup tool.

3.1.2 Enter the number of CASES of that item being transferred.

3.1.3 The location of the USDA Foods should correspond to the Transferring CE's State-contracted NSLP Warehouse

3.1.4 *Leave this field blank.* TDA will complete this field during the approval process.

3.1.5 If you are transferring more than one item, select Yes and complete the fields for the second item.

| | |
|--|--|
| 3.1 Enter the 6-digit USDA Material Number without the # sign. * | <input type="text" value="100313"/> |
| 3.1.1 Material Description * | <input type="text" value="CORN WHOLE KERNEL (LIQ) CAN-6/10"/> |
| 3.1.2 Number of Cases * | <input type="text" value="5"/> |
| 3.1.3 Location of USDA Foods * | <input type="text" value="US Foods"/> |
| 3.1.4 Date Received at Warehouse | <input type="text" value="mm-dd-yyyy"/>  |
| 3.1.5 Do you want to add an additional product? * | <input type="radio"/> Yes <input checked="" type="radio"/> No |

1. Transferring CE Submission - Continued

3.11 Complete the acknowledgement statements to confirm the fields completed so far are accurate. You can use the “Back” buttons to review if needed.

> Click “Next”

3.11 For Transferring CE Use Only * I have reviewed the information on this form and verified the information is accurate.

3.12 Transferring CE (NSLP/SFSP Only) * I affirm that the contact information and signatures do not include a Food Service Management Company (FSMC) employee or third-party vendor working on behalf of the CE.

> Click “Next”

NOTE: *This page is accessible for the Warehouse Representative only after the Receiving CE has completed their submission.*

4. NSLP Warehouse Certification

State-contracted Warehouse Use Only - Transferring/Receiving CEs click Next.

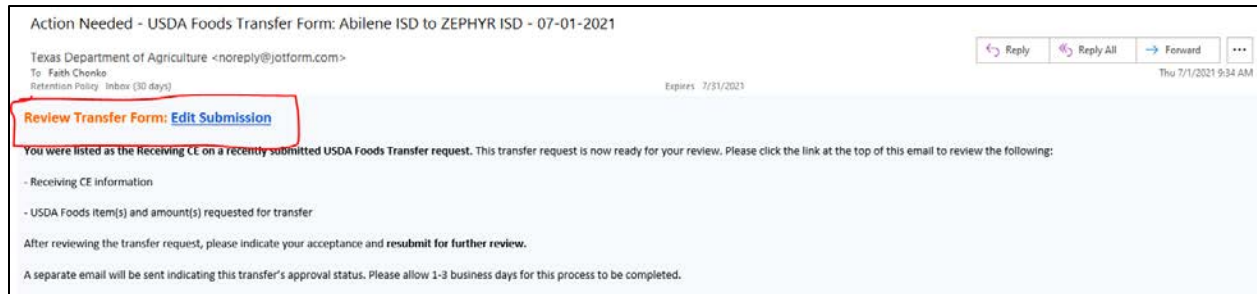
> Click “Submit”

Thank you for completing Form H4529. You will receive a confirmation email when the transfer is finalized.

The Transferring CE Authorized Representative will receive an email confirming the transfer request has been received.

2. Receiving CE Submission

The Receiving CE Authorized Representative will be notified of the transfer request via email and will be instructed to review the form after the Transferring CE has completed their submission.



A. Change the selection to “Receiving CE”

B-D. Verify the information is correct.

> Click “Next”

Page Instructions:

- **ALL entities:** Select your role to ensure the rest of the form displays correctly.
- **Transferring CEs:** Complete the remaining fields.
- **Receiving CEs/NSLP Warehouse:** Review the remaining selections.

A. I am the: *

Transferring CE
 Receiving CE
 NSLP State-Contracted Warehouse
 TDA Representative

B. Select the program: *

NSLP/SFSP

C. Select the FDP Region *

Region 1/2 - Forte Frozen
 Region 3 - Gold Star Foods
 Region 4 - San Antonio Food Bank
 Region 5 - Pro Valley Foods
 Region 6 - US Foods
 Region 7 - El Pasoans Fighting Hunger
 Region 8 - Central Texas Food Bank

D. Confirm the date: *

06-25-2021

Next

2. Receiving CE Submission - Continued

1.1-1.4 Review the completed information.

> Click "Next"

1. Transferring CE Information

Page Instructions:

- Transferring CEs: Complete all fields.
- Receiving CEs/NSLP Warehouse: Review all selections.

Transferring CE Lookup

ABILENE ISD

#01034

1.1 Transferring CE ID *

01034

1.2 Transferring CE Name *

Abilene ISD

1.3 Transferring CE - Authorized Representative Name *

Alan Ant

1.4 Transferring CE - Authorized Representative Email *

alanant@email.com
example@example.com

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2. Receiving CE Submission - Continued

2.1-2.6 Review the completed information.

NOTE: The Authorized Representative can be edited if needed.

> Click "Next"

2. Receiving CE Information

Page Instructions:

- **Transferring CEs:** Complete all fields using the Receiving CE Lookup. Enter the Receiving CE ID into field 2.1 and autofill Receiving CE contact information. Copy this information into the Authorized Representative fields or complete the Authorized Representative fields with another Receiving CE contact.
- **Receiving CEs/NSLP Warehouse:** Review all selections.

Receiving CE Lookup

ZEPHYR ISD

#00134

2.1 Enter the 5-digit CE ID without the # sign. Click the button below to complete the fields. *

00134

Fill Receiving CE Fields

Fields have been auto filled.

2.3 Receiving CE Food Service Director: Zelda Zicker

2.4 Receiving CE Food Service Director Email: zeldazicker@email.com
example@example.com

*Only the Authorized Representative will be notified of this transfer.

2.2 Receiving CE Name *: ZEPHYR ISD

2.5 Receiving CE Authorized Representative *: Zelda Zicker

2.6 Receiving CE Authorized Representative Email: *: zeldazicker@email.com
example@example.com

Back Next

2. Receiving CE Submission - Continued

3.1-3.5 Review completed information to verify the items/quantities are correct.

NOTE: The “Date Received at Warehouse” will be completed by TDA only.

Page Instructions:

*For NSLP transfers ONLY - TDA will complete the Date Received at Warehouse field(s).

- **Transferring CEs:** Complete all fields using the USDA Material Number Lookup dropdown fields to locate the Material Description and the USDA Item Number. Complete the required Transferring CE confirmation statement(s) at bottom of page. If transferring more than 10 items, you will need to complete an additional form.
- **Receiving CEs:** Review all fields for accuracy. Complete the required Receiving CE confirmation statement(s) at bottom of page.
- **NSLP Warehouse Representatives:** Review all fields for accuracy, inventory availability, and inventory quality. Review Transferring CE and Receiving CE confirmation statements are complete.

USDA Material Number Lookup

CORN WHOLE KERNEL(LIQ)
CAN-6/10

#100313

3.1 Enter the 6-digit USDA Material Number without the # sign. *

100313

3.1.1 Material Description *

CORN WHOLE KERNEL (LIQ) CAN-6/10

3.1.2 Number of Cases *

5

3.1.3 Location of USDA Foods *

US Foods

3.1.4 Date Received at Warehouse

mm-dd-yyyy



2. Receiving CE Submission - Continued

3.13 Complete the acknowledgement statement to confirm the fields completed so far are accurate. You can use the “Back” buttons to review if needed.

| | |
|---|--|
| 3.13 For Receiving CE Use Only * | <input checked="" type="checkbox"/> I have reviewed the information on this form and verified the information is accurate. |
| 3.14 Receiving CE (NSLP/SFSP Only) * | <input checked="" type="checkbox"/> I affirm that the contact information and signatures do not include a Food Service Management Company (FSMC) employee or third-party vendor working on behalf of the CE. |

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> Click “Next”

NOTE: *This page is accessible for the Warehouse Representative only after the Receiving CE has completed their submission.*

4. NSLP Warehouse Certification

State-contracted Warehouse Use Only - Transferring/Receiving CEs click Next.

[Back](#) [Next](#)

> Click “Submit”

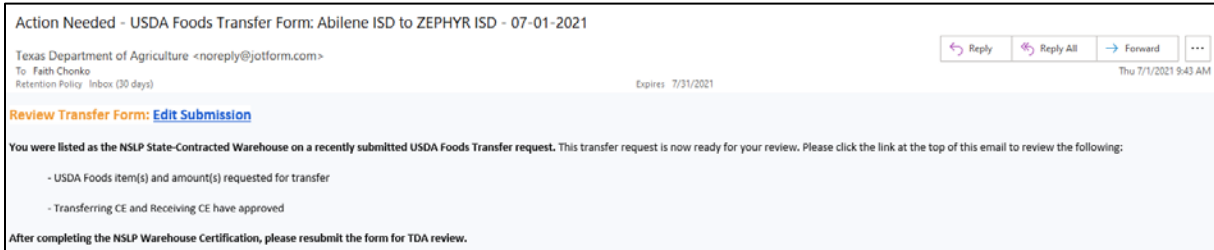
Thank you for completing Form H4529. You will receive a confirmation email when the transfer is finalized.

[Submit](#)

[Back](#)

3. NSLP Warehouse Submission

The NSLP Warehouse Representative will receive an email notice that the transfer is ready for review after the Receiving CE has completed their submission.



A. Change the selection to “NSLP State-Contracted Warehouse”

B-D. Verify the information is correct.

> Click “Next”

Page Instructions:

- **ALL entities:** Select your role to ensure the rest of the form displays correctly.
- **Transferring CEs:** Complete the remaining fields.
- **Receiving CEs/NSLP Warehouse:** Review the remaining selections.

A. I am the: *

Transferring CE
 Receiving CE
 NSLP State-Contracted Warehouse
 TDA Representative

B. Select the program: *

NSLP/SFSP

C. Select the FDP Region *

Region 1/2 - Forte Frozen
 Region 3 - Gold Star Foods
 Region 4 - San Antonio Food Bank
 Region 5 - Pro Valley Foods
 Region 6 - US Foods
 Region 7 - El Pasoans Fighting Hunger
 Region 8 - Central Texas Food Bank

D. Confirm the date: *

06-25-2021

3. NSLP Warehouse Submission - Continued

1.1-1.4 Review the completed information.

> Click "Next"

1. Transferring CE Information

Page Instructions:

- Transferring CEs: Complete all fields.
- Receiving CEs/NSLP Warehouse: Review all selections.

Transferring CE Lookup

| | |
|--|-------------|
| | ABILENE ISD |
| | #01034 |

1.1 Transferring CE ID *

1.2 Transferring CE Name *

1.3 Transferring CE - Authorized Representative Name *

1.4 Transferring CE - Authorized Representative Email *

example@example.com

3. NSLP Warehouse Submission - Continued

2.1-2.6 Review the completed information.

> Click "Next"

2. Receiving CE Information

Page Instructions:

- **Transferring CEs:** Complete all fields using the Receiving CE Lookup. Enter the Receiving CE ID into field 2.1 and autofill Receiving CE contact information. Copy this information into the Authorized Representative fields or complete the Authorized Representative fields with another Receiving CE contact.
- **Receiving CEs/NSLP Warehouse:** Review all selections.

Receiving CE Lookup

ZEPHYR ISD

#00134

2.1 Enter the 5-digit CE ID without the # sign. Click the button below to complete the fields. *

00134

Fill Receiving CE Fields

Fields have been auto filled.

2.3 Receiving CE Food Service Director

Zelda Zicker

2.4 Receiving CE Food Service Director Email

zeldazicker@email.com
example@example.com

*Only the Authorized Representative will be notified of this transfer.

2.2 Receiving CE Name *

ZEPHYR ISD

2.5 Receiving CE Authorized Representative *

Zelda Zicker

2.6 Receiving CE Authorized Representative Email: *

zeldazicker@email.com
example@example.com

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3. NSLP Warehouse Submission - Continued

The NSLP Warehouse is responsible for verifying the items to be transferred are in inventory and are in good condition. A certification of the items will be required on the next page.

3.1-3.5 Review completed information to verify the items/quantities are correct.

NOTE: The “Date Received at Warehouse” will be completed by TDA only.

> Click “Next”

3. USDA Foods for Transfer

Page Instructions:

*For NSLP transfers ONLY - TDA will complete the Date Received at Warehouse field(s).

- **Transferring CEs:** Complete all fields using the USDA Material Number Lookup dropdown fields to locate the Material Description and the USDA Item Number. Complete the required Transferring CE confirmation statement(s) at bottom of page. If transferring more than 10 items, you will need to complete an additional form.
- **Receiving CEs:** Review all fields for accuracy. Complete the required Receiving CE confirmation statement(s) at bottom of page.
- **NSLP Warehouse Representatives:** Review all fields for accuracy, inventory availability, and inventory quality. Review Transferring CE and Receiving CE confirmation statements are complete.

USDA Material Number Lookup

| | |
|--|------------------------------------|
| | CORN WHOLE KERNEL(LIQ) CAN-6/10 |
| | #100313 |

| | |
|---|---|
| 3.1 Enter the 6-digit USDA Material Number without the # sign. * | <input type="text" value="100313"/> |
| 3.1.1 Material Description * | <input type="text" value="CORN WHOLE KERNEL (LIQ) CAN-6/10"/> |
| 3.1.2 Number of Cases * | <input type="text" value="5"/> |
| 3.1.3 Location of USDA Foods * | <input type="text" value="US Foods"/> |
| 3.1.4 Date Received at Warehouse | <input type="text" value="mm-dd-yyyy"/> |

3. NSLP Warehouse Submission - Continued

Both Transferring and Receiving CEs must confirm they have reviewed the form and that they are they are not an FSMC or third-party vendor. The NSLP Warehouse Representative must confirm these statements are completed on the next page.

3.11-3.14 Review to validate the fields are complete.

> Click "Next"

| | |
|---------------------------------------|--|
| 3.11 For Transferring CE Use Only * | <input checked="" type="checkbox"/> I have reviewed the information on this form and verified the information is accurate. |
| 3.12 Transferring CE (NSLP/SFSP Only) | <input checked="" type="checkbox"/> I affirm that the contact information and signatures do not include a Food Service Management Company (FSMC) employee or third-party vendor working on behalf of the CE. |
| 3.13 For Receiving CE Use Only | <input checked="" type="checkbox"/> I have reviewed the information on this form and verified the information is accurate. |
| 3.14 Receiving CE (NSLP/SFSP Only) | <input checked="" type="checkbox"/> I affirm that the contact information and signatures do not include a Food Service Management Company (FSMC) employee or third-party vendor working on behalf of the CE. |

3. NSLP Warehouse Submission - Continued

4.1 Certify that the items to be transferred are available and in good condition. Also, certify that the both the Transferring and Receiving CEs have reviewed the transfer.

4.2 Indicate whether the Warehouse approves of the transfer.

4.3 If NOT approved, please provide an explanation. The comments made in this field will be communicated to the TDA Representative ONLY.

4.4 Provide the Warehouse Representative's name.

4.5 Provide the Warehouse Representative's email address.

NOTE: Only the Warehouse Representative designated on this page will be notified of the transfer's final approval status.

> Click "Next"

4. NSLP Warehouse Certification

State-contracted Warehouse Use Only - Transferring/Receiving CEs click Next.

Page Instructions: Complete all fields. Comment field (4.3) will notify TDA only of why a transfer is not approved (inventory shortages, etc).
*Only the Warehouse Representative designated on this page will be notified of the transfer's final approval status.

4.1 Certification Statement *

| | Yes | No |
|---|----------------------------------|-----------------------|
| I certify that each of the listed products are in good condition and on hand. | <input checked="" type="radio"/> | <input type="radio"/> |
| The transferring CE has verified the transfer. | <input checked="" type="radio"/> | <input type="radio"/> |
| The receiving CE has verified the transfer | <input checked="" type="radio"/> | <input type="radio"/> |

4.2 Please Confirm Approval Status: *

I have reviewed the information on this form and APPROVE this transfer.

I have reviewed the information on this form and DO NOT approve this transfer.

4.3 If Not Approved, please explain: *

Inventory is expired

4.4 Warehouse Representative Name *

Wally Warehouse

4.6 Warehouse Representative Email: *

wallywarehouse@email.com
example@example.com

3. NSLP Warehouse Submission - Continued

> Click "Submit"

Thank you for completing Form H4529. You will receive a confirmation email when the transfer is finalized.

[Submit](#)

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4. TDA Representative Submission

The TDA Representative will receive an email notice that the transfer is ready for review and determine the final approval status after reviewing the completed submission.

5. TDA Approval

TDA Use Only

5.1 Transfer Approval Status

The transfer is approved.
 The transfer is not approved.

5.2 If Not Approved, please explain:

Inventory is expired.

5.3 Allocation Name:

NA

5.4 TDA Representative

Faith Chonko
First Name Last Name

5.5 TDA Representative Email

leanna.chonko@texasagriculture.gov
example@example.com

5.6 Confirm the date:

06-17-2021
Date

5. Final Status Notice

The Transferring CE Authorized Representative, Receiving CE Authorized Representative, and NSLP Warehouse Representative will be notified of the transfer's approval status.

Transfer Not Approved - USDA Foods Transfer: Abilene ISD to ZEPHYR ISD - 06-17-2021

Texas Department of Agriculture <noreply@jotform.com>
To: Faith Chonko
Retention Policy: Inbox (30 days) Expire

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This transfer is not approved.

Unfortunately, TDA is not able to complete this transfer at this time. We apologize for any inconvenience.

Please contact commodityoperations@texasagriculture.gov with any further questions.

Reason for determination: Inventory is expired.