

TDA has combined Processing and Direct Delivery transfers to one form.



H4529 Authorization to Transfer USDA Foods

TEXAS DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION - USDA FOODS

Fields marked with an asterisk (*) are required.

Select USDA Foods Program *

☐ Send me a copy of my responses

Submit

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H4529 Transfer Form QR Code



H4529 Authorization to Transfer USDA Foods

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FOOD AND NUTRITION - USDA FOODS

Fields marked with an asterisk (*) are required.

Select USDA Foods Program *

PROCESSING (Requesting)

PROCESSING (Releasing)

DIRECT DELIVERY (Requesting)

DIRECT DELIVERY (Releasing)

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TO BEGIN

Select your USDA Foods Program:

- Processing (Requesting)
- Processing (Releasing)
- Direct Delivery (Requesting)
- Direct Delivery (Releasing)

Requesting = Requesting Additional inventory & **Releasing** = Sending inventory Back to State Accounts

Processing (Requesting)

Select USDA Foods Program *

PROCESSING (Requesting) x v

Select Material Code and Processor Name *

[Check the current state account balances.](#)

STEP 1

Check Processor Current State Account Balances by selecting the red link.

Link opens a new browser with the Current State Account Balance SmartSheet

Current State Account Balances (View Only) :

	Primary	Material Code	Balance (LBS)	Allocations Complete
	Primary			
	BASIC AMERICAN FOODS			
	Primary			
	Bongards			
	Primary			
	Brookwood Farms			
4	Brookwood Farms	100193	18,064.90	
5	Brookwood Farms	100683	0.60	
	Primary			
	Buena Vista Food Products			

STEP 2

Click Chevron ►

Shows Processor Name, Material Code, and Current Account Balance.

Processing (Requesting)



Select USDA Foods Program *

PROCESSING (Requesting) x v

Select Material Code and Processor Name *

[Check the current state account balances.](#)

110227 - Basic American Foods

110381 - Basic American Foods

110242 - Bongards

100193 - Brookwood Farms

100883 - Brookwood Farms

100021 - Bull Vista

STEP 3

Select your Processor and Material Code



Select Number Pounds *

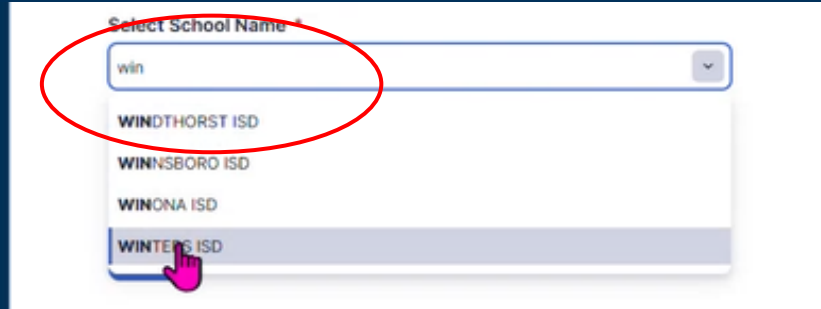
#

Please fill out this field.

STEP 4

Select the number of pounds requesting.

Processing (Requesting)



STEP 5

Select your School District.
Enter first three letters of district to
manage search.



STEP 6

Send a copy to yourself by checking
the box: “Send me a copy of my
responses” and enter an email.



STEP 7

Select **SUBMIT**. An automated copy of
the request will be emailed to school
districts.

Processing (Releasing)



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Select USDA Foods Program *

PROCESSING (Requesting)

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STEP 1

Selecting Releasing sends the inventory back to the State Account.

- An automatic notification will be sent to your Education Service Center Representative for technical assistance.
- The ESC will contact you to discuss options to utilize these pounds.

Processing (Releasing)



Select USDA Foods Program *

PROCESSING (Releasing) x v

Select Material Code and Processor Name *

[Check the current state account balances.](#)

100220 - Del Monte Fruit Pantry

100225 - Del Monte Fruit Pantry

100222 - Del Real Foods

100154 - Don Lee Farms

100103D - Foster Farms

100103W - Foster Farms

110242 - Foster Farms

Leave A Comment



STEP 2

Select the Processor and Material Code.



Select Material Code and Processor Name *

[Check the current state account balances.](#)

100103W - Foster Farms x v

Select Number Pounds *

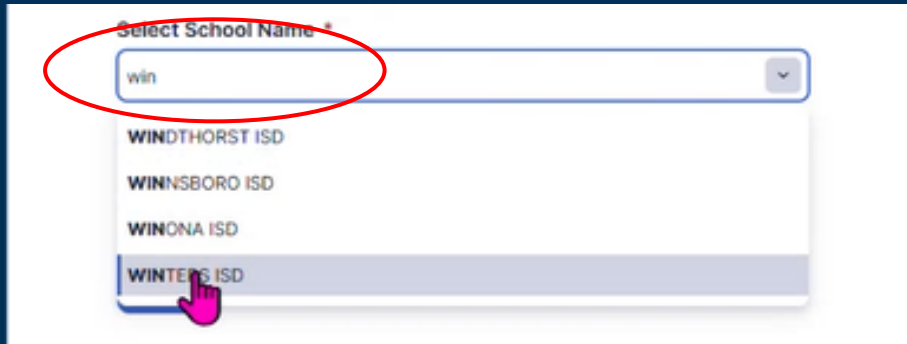
321



STEP 3

Enter number of pounds willingly releasing to the State Account.

Processing (Releasing)



Select School Name *

win

WINDTHORST ISD

WINNSBORO ISD

WINONA ISD

WINTERS ISD



☒ Send me a copy of my responses

Email address *

 |



Leave A Comment



Submit

STEP 4

Select your School District.
Enter first three letters of district to
manage search.

STEP 5

Send a copy to yourself by checking
the box.

STEP 6

Leave a comment for the reason the
pounds are being released.

STEP 7

Submit.

Processing (Releasing)



- **If NO PLAN OF ACTION can be established with the Education Service Center Representative, a notification will be sent to the district Superintendent for the forfeiture of entitlement.**

Direct Delivery (Requesting)



Select State Contracted Warehouse *

EL PASOANS FIGHTING HUNGER

GOLD STAR R1

GOLD STAR R2

GOLD STAR R3

GOLD STAR R5

STEP 1

Select the State Contracted Warehouse where inventory is located.

Select USDA Foods Item # *

100034 Cheese, Mozzarella, Lite, Shredded, Frozen

100036 Cheese, Blended American, Yellow, Reduced Fat, Sliced, Chilled

100037 Cheese, Blended American, White, Reduced Fat, Sliced, Chilled

100046 Eggs, Liquid Whole, Frozen

100047 Eggs, Liquid Whole, Chilled (For Processing)

STEP 2

Select the USDA Foods Item number that additional cases are needed.

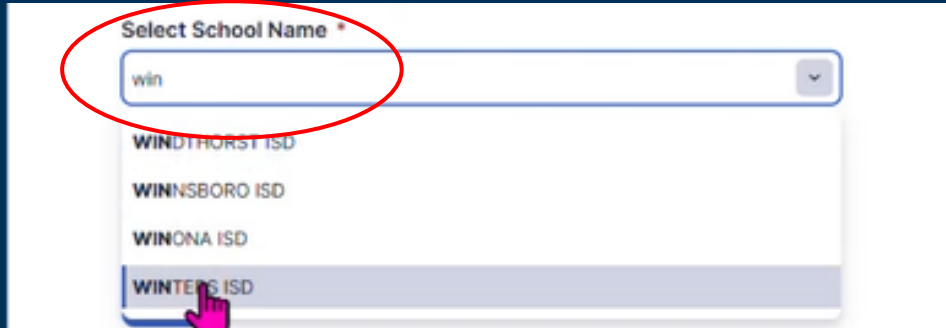
Select Number of Cases *

340

STEP 3

Select the number of cases needed.

Direct Delivery (Requesting)



Select School Name *

win

WINDTHORST ISD

WINNSBORO ISD

WINONA ISD

WINTERS ISD

STEP 4

Select your School District.
Enter first three letters of district to
manage search.



☒ Send me a copy of my responses

Email address *

✉ |

STEP 5

Send a copy to yourself by checking
the box.



Submit

STEP 6

Submit.

Direct Delivery (Releasing)



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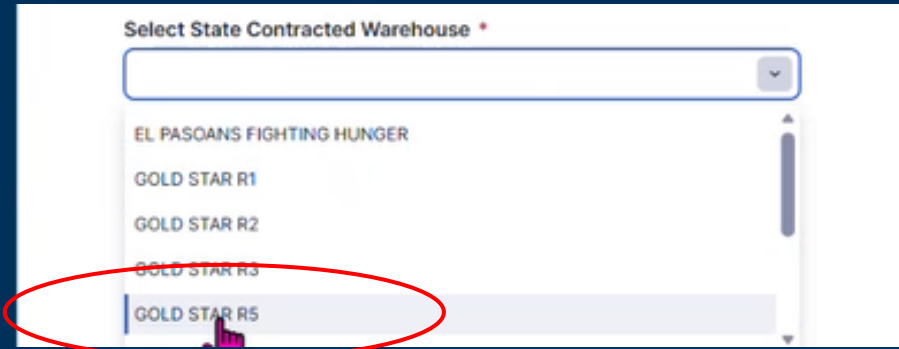
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STEP 1

Selecting Releasing sends the inventory back to the State Contracted Warehouse Surplus Account.

- An automatic notification will be sent to your Education Service Center Representative for technical assistance.
- The ESC will contact you to discuss options to utilize these pounds.

Direct Delivery (Releasing)



Select State Contracted Warehouse *

EL PASOANS FIGHTING HUNGER

GOLD STAR R1

GOLD STAR R2

GOLD STAR R3

GOLD STAR R5

STEP 2

Select the State Contracted Warehouse where inventory is located.



Select USDA Foods Item # *

100034 Cheese, Mozzarella, Lite, Shredded, Frozen

100036 Cheese, Blended American, Yellow, Reduced Fat, Sliced, Chilled

100037 Cheese, Blended American, White, Reduced Fat, Sliced, Chilled

100046 Eggs, Liquid Whole, Frozen

100047 Eggs, Liquid Whole, Chilled (For Processing)

STEP 3

Select the number of USDA Foods Item cases willingly releasing to the Warehouse Surplus Account.



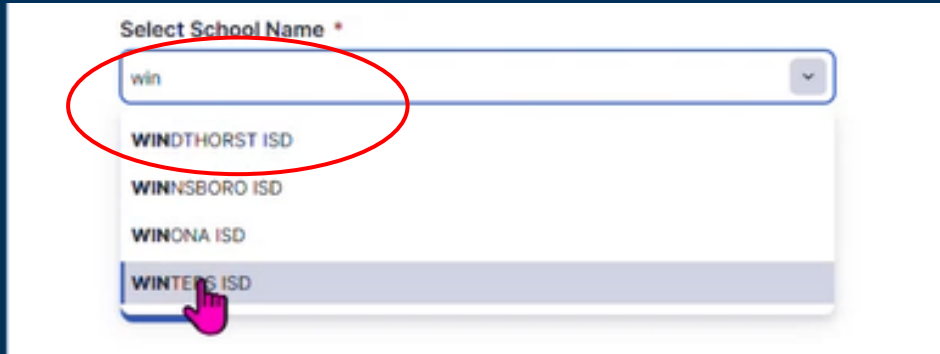
Select Number of Cases *

340

STEP 4

Enter number of cases willingly releasing to the Warehouse Surplus Account.

Direct Delivery (Releasing)



Select School Name *

win

- WINDTHORST ISD
- WINNSBORO ISD
- WINONA ISD
- WINTERS ISD

STEP 4

Select your School District.
Enter first three letters of district to
manage search.



☒ Send me a copy of my responses

Email address *

✉ |

STEP 5

Send a copy to yourself by checking
the box.



Leave A Comment

STEP 6

Leave a comment for the reason the
cases are being released.



Submit

STEP 7

Submit.

Direct Delivery (Releasing)



- **If NO PLAN OF ACTION can be established with the Education Service Center Representative, a notification will be sent to the district Superintendent for the forfeiture of entitlement.**