

# Transferring USDA Foods for Further Processing

The Texas Department of Agriculture will be utilizing an electronic form to process requests for:

- School-to-School transfers
- Requests for State Account Pounds
- Donating Pounds to the State Account



Follow these simple steps to make your request:

1. Access JotForm: <https://form.jotform.com/211684547220150>
2. Complete your section of the form and submit.
3. TDA will review submission and provide a response if approved or not approved.

## Tips Before You Start

### PREPARE REQUEST



- Use Processor commodity calculator
- Review current inventory balance
- Determine type of transfer

### INFORMATION NEEDED



- Amount of Pounds
- USDA material #
- Processor Name

### »»» SCHOOL-TO-SCHOOL

Transferring CE completes online form. Receiving CE receives an email to authorize transfer. TDA is notified and processes transfer request within three business days.

### »»» REQUEST STATE POUNDS

Receiving CE completes online form. Transfer approvals are based on current usage rate and inventory levels.



### »»» DONATE TO STATE ACCOUNT

Transferring CE completes online form. Transfer reduces high inventory levels and is redistributed to other CEs.



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



Food and Nutrition Division  
Food Distribution Program

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