



Navigational Overview

Certified Recipient Agency

Users must certify they are a direct employee of the Recipient Agency and not a Processor, Coop Coordinator, Food Service Management Company (FSMC) or third-party vendor working on behalf of the Recipient Agency. This is a required selection to move to the next page in the form.

Yes I am a direct employee

No I am not a direct employee


This field is required.

Transferring Opportunities

Reminder to check the tracking system(s) to review current balances and usage before requesting a transfer. Links to the current transfer schedule, tracking systems and dashboard are posted in this area. Transfer approval criterion is one month on hand or less of inventory and calculated by the remaining months left in the 10-month cycle (AUG – MAY).

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Processor and Material Code Section



Click Here

Processor and Material Code
PROGRAM YEAR 2022 - 2023

1 Please note Processor changes for 23-24:

- Cargill Meat is exiting the program
- Fresh Innovations merged with Peterson Farms
- Rich Products not offering 100193 Park
- UNO is exiting the program

Select Processor and Material Code

2 **INSTRUCTIONS:** Search for Processor and Material Code by entering the first few letters of the processor name in the Processor and Material Code field. Enter the Unique ID into the field to the right and click "Auto Complete Fields".

Auto Complete Fields button has to be selected to populate processor information below and generate automatic emails.

Enter Unique ID into Auto Complete Field

110227 - Basic American Foods

B002

Auto Complete Fields

INSTRUCTIONS: Search for Processor and Material Code by entering the first few letters of the processor name in the Processor and Material Code field. Enter the Unique ID into the field to the right and click "Auto Complete Fields".

Processor

Material Code

Processor_Email1

Enter amount of pounds being transferred *

What type of transfer? *

School-to-School

Requesting State Account Pounds

Donating to State Account

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1. Processor changes received by TDA for the program year designated are listed at top of page.
2. To find a Processor and Material Code the transfer is intended for, **click on the dropdown box "Processor and Material Code"** to view Processors by each Material Code approved in Texas.

Navigational Overview



Processor and Material Code Section (cont'd)

Processor and Material Code
PROGRAM YEAR 2022 - 2023

Please note Processor changes for 23-24:

- Cargill Meat is exiting the program
- Fresh Innovations merged with Peterson Farms
- Rich Products not offering 100193 Pork
- UNO is exiting the program

Select Processor and Material Code

INSTRUCTIONS: Search for Processor and Material Code by entering the first few letters of the processor name in the Processor and Material Code field. Enter the Unique ID into the field to the right and click "Auto Complete Fields".
Auto Complete Fields button has to be selected to populate processor information below and generate automatic emails.

Enter Unique ID into Auto Complete Field

110227 - Basic American Foods

B002

Auto Complete Fields

INSTRUCTIONS: Search for Processor and Material Code by entering the first few letters of the processor name in the Processor and Material Code field. Enter the Unique ID into the field to the right and click "Auto Complete Fields".

Processor: [] Material Code: []

Processor_Email1: [] Enter amount of pounds being transferred *: []

What type of transfer? *

School-to-School

Requesting State Account Pounds

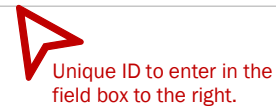
Donating to State Account

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- Once you have selected the Processor, click on the selection and the Processor and Material Code will appear in the tab with Unique ID below.

110227 - Basic American Foods

B002



- Enter the Unique ID in the "Auto Complete Fields" text field.

B002

Auto Complete Fields

- Click on the "Auto Complete Fields" button.

Auto Complete Fields button has to be selected to populate processor information below and generate automatic emails.

Enter Unique ID into Auto Complete Field

110227 - Basic American Foods

B002

Auto Complete Fields

Fields have been auto filled.

INSTRUCTIONS: Search for Processor and Material Code by entering the first few letters of the processor name in the Processor and Material Code field. Enter the Unique ID into the field to the right and click "Auto Complete Fields".

Processor: Basic American Foods

Material Code: 110227

Processor_Email1: dledin@baf.com

Enter amount of pounds being transferred *: 0

- When the "Auto Complete Fields" button has been clicked, the Processor information will populate the fields below.
- The amount of pounds and what type of transfer is a required field. Please enter your pounds and select the type of transfer.

Enter amount of pounds being transferred *

0

This field is required.

What type of transfer? *

School-to-School

Requesting State Account Pounds

Donating to State Account

This field is required.

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Navigational Overview

Recipient Agency Sections

All Recipient Agency Pages conducting School to School, State Pounds, or Donation transfers operate in the same manner as the Processor and Material Code Section lookup.

This transfer form requires a submission contact for communication and notifications about the transfer.

Email Contact *

example@example.com

This field is required.

Recipient Agency Sections

INSTRUCTIONS: Search for Recipient Agency and ID by entering the first few letters of the Recipient Agency name in the Recipient Agency and ID field. Enter the Unique ID into the field to the right and click "Auto Complete Fields".

"Auto Complete Fields" button must be selected to populate Recipient Agency information below and generate automatic emails.

1 Enter Unique ID into Auto Complete Field

2 Recipient Agency and ID

Unique ID

Omit the apostrophe from Unique ID - enter five digits

Auto Complete Fields

INSTRUCTIONS: Search for Recipient Agency and ID by entering the first few letters of the Recipient Agency name in the Recipient Agency and ID field. Enter the Unique ID into the field to the right and click "Auto Complete Fields".

1.1 Recipient Agency *

1.1.1 RA ID

1.2 Child Nutrition Director

1.3 ESC Region

1.4 Cooperative

Please click "Next" to enter information for the Recipient Agency receiving the inventory.

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- To find a Recipient Agency and 5-digit ID, click on the dropdown box "Recipient Agency and ID" to view Recipient Agencies by 5-digit ID and Name.

Recipient Agency and ID

VISION ACADEMY

00452 - ABERNATHY ISD

01034 - ABILENE ISD

00043 - ACADEMY ISD

00988 - ACADEMY OF SKILLS AND KNOWLEDGE

- Once you have selected the Recipient Agency and ID, click on the selection and the Recipient Agency and ID will appear in the tab with Unique ID below.

01034 - ABILENE ISD

'01034

Unique ID to enter in the field box to the right.



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Recipient Agency Sections (cont'd)

INSTRUCTIONS: Search for Recipient Agency and ID by entering the first few letters of the Recipient Agency name in the Recipient Agency and ID field. Enter the Unique ID into the field to the right and click "Auto Complete Fields".

"Auto Complete Fields" button must be selected to populate Recipient Agency information below and generate automatic emails.

Enter Unique ID into Auto Complete Field

01034 - ABILENE ISD

'01034

Omit the apostrophe from Unique ID - enter five digits

01034

Auto Complete Fields

Fields have been auto filled.

INSTRUCTIONS: Search for Recipient Agency and ID by entering the first few letters of the Recipient Agency name in the Recipient Agency and ID field. Enter the Unique ID into the field to the right and click "Auto Complete Fields".

1.1 Recipient Agency *

ABILENE ISD

1.1.1 RA ID

01034

1.2 Child Nutrition Director

Kandace Grenwelge

1.3 ESC Region

14

1.4 Cooperative

Multi-Region

- The Unique ID has an apostrophe in front of it. **Omit the apostrophe.** Enter only the Unique ID in the "Auto Complete Fields" text field.

Omit the apostrophe from Unique ID - enter five digits

01034

Auto Complete Fields

- Click on the "Auto Complete Fields" button.
- When the "Auto Complete Fields" button has been clicked, the Recipient Agency information will populate into the fields below. See example to left.

Next

Thank you for your submission

Who will receive an email when the form is submitted?

School to School transfers

- TDA will receive notification to process
- Recipient Agencies, Coop Coordinators, and Processors receive transfer approval notification
- Processors will not receive notification if transfer is not approved

Requesting State account pounds

- TDA will receive notification to process
- Recipient Agencies, Coop Coordinators, and Processors receive transfer approval notification
- Processors will not receive notification if transfer is not approved

Donation to the State Account

- TDA will receive notification to process
- Recipient Agencies, Coop Coordinators, and Processors receive transfer approval notification

Back

Submit

After entering all the data for the type of transfer selected, the submission page will appear and explains notifications.

At this time, if there are any edits needed, the "Back" button can return to any page of the form filled out.

If the transfer is correct, click the "Submit" button.