

Connecticut Food Distribution Program

USDA Foods Transfer Request Form

Further Processing of bulk USDA Foods is an optional way to use entitlement. Every spring, each Recipient Agency (RA) can elect to allocate up to 100 percent of their entitlement dollars toward the purchase of processed items for the following school year. An example is allocating entitlement dollars for bulk chicken and diverting it to Tyson for processing into chicken nuggets.

Each RA must properly procure processing services from processors approved by the Connecticut Food Distribution Program (FDP). Entitlement funds cover the value of the USDA Foods contained in the product, but SFAs are responsible for payment of processing and distributor fees.

If a RA has allocated pounds to a processor, the RA may require more pounds than originally planned. When a RA has utilized all the pounds ordered for the year, the RA may submit a transfer request. If the Connecticut FDP has pounds of the requested product available in the state holding account, RAs may request additional pounds at no charge. The Connecticut FDP will transfer available pounds from the state holding account into the RA's account for no fee.

The Connecticut State Department of Education's (CSDE) [Operational Memorandum No. 02-19](#) summarizes the Connecticut FDP's procedure for requesting transfer of pounds of USDA Foods diverted for further processing. RAs must complete and submit the new USDA Foods Transfer Request Form when requesting any transfers. This form assists RAs with critically reviewing current usage and forecasting projected usage.

Please note that RAs cannot request transfers from processor to processor. This form is only for transferring pounds from the state holding accounts.

Directions

Complete all information on page 2. Email the completed form to allison.calhoun-white@ct.gov and monica.pacheco@ct.gov. For questions, contact Allison Calhoun-White at 860-807-2008 or Monica Pacheco at 860-807-2086.

The FDP staff will review the request and contact the RA with any questions or additional instructions. The RA will receive an e-mail notification if the requested pounds are available and the transfer request is approved.

**Connecticut Food Distribution Program
USDA Foods Transfer Request Form**

Name: _____

District _____ Date: _____

Processor name: _____

USDA Foods material code number: _____

Current number of pounds in RA's account: _____

Usage history (pounds) for last 6 months: _____

Projected usage (pounds)
through the end of the school year: _____

Number of pounds requested: _____

Please explain the request and the RA's plan to utilize the requested pounds:

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For more information, visit the CSDE's [Food Distribution Program \(USDA Foods\)](#) webpage or contact the [FDP program staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/fdp/usda_foods_transfer_request_form.pdf.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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