

# 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 of 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. E-mail the completed form to [allison.calhoun-white@ct.gov](mailto:allison.calhoun-white@ct.gov) and [monica.pacheco@ct.gov](mailto:monica.pacheco@ct.gov). For questions, contact Allison Calhoun-White at 860-807-2008 or Monica Pacheco at 860-807-2086.

The Food Distribution Program staff will review the request and will contact you with any questions or additional instructions. You will receive an e-mail notifying you if the requested pounds are available, and if your 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 your account: \_\_\_\_\_

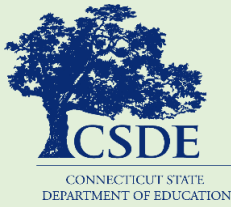
Usage history (pounds) for last 6 months: \_\_\_\_\_

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

Number of pounds requested: \_\_\_\_\_

Please explain the request and your plan to utilize the requested pounds:

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For information on the Connecticut Food Distribution Program (FDP), visit the CSDE's [Food Distribution Program \(USDA Foods\)](#) webpage or contact the [FDP program staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 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](https://portal.ct.gov/-/media/SDE/Nutrition/FDP/USDA_Foods_Transfer_Request_Form.pdf).

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov).