

Instructions for Commodity Supplemental Food Program Participant Transfer

Occasionally, a Commodity Supplemental Food Program (CSFP) participant must transfer from one CE to another. The current CE sends this form with the participant, who then takes the form to the other CE to verify that certification is valid.

Notes

- To obtain the *Participant Transfer Form*, visit the Texas Department of Agriculture (TDA) website at: www.squaremeals.org. Go to “Programs,” “Commodity Supplemental Food Program,” “CSFP Administration and Forms,” then enter the form name into the correct field.
 - CEs must provide this information to participants upon request.
 - Keep a record of a participant’s transfer.
For example: Maintain a copy of this form, or note the transfer in the CE’s database.
 - Keep the *Certification Expiration Notice* for three years from the end of the certification period.
Exception: If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved.
 - This form addresses 7 CFR 247.16(c).
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Participant’s Information – Fill out the information. The participant must sign the form.

Certification Verification – Note the beginning and expiration dates of the certification.

Notes – If other information is necessary, provide it in this section.

Current CE or Site’s Information – Provide the requested information, either current CE or site’s. The individual who filled out the form must sign it.