**TRANSFER OF THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)**

 **COMMODITIES BETWEEN ELIGIBLE RECIPIENT AGENCIES (ERA)**

This form is for ERA’s that cannot distribute or store all TEFAP commodities and need to transfer commodities to another ERA participating in TEFAP. This form is not required to move food between Distribution sites within an ERA’s own service territory.

1. Donating ERA coordinates with another TEFAP ERA willing to accept the commodities and completes F-40064. Expenses for the transfer of these commodities must be agreed upon by the ERAs before the transfer.

2. Donating ERA will email completed F-40064 to DHS TEFAP Coordinator within 15 days of transfer.

3. The ERA receiving products must inspect products when the transfer takes place. If commodities are found damaged or spoiled, the donating ERA may be held liable for the value of the food pending an investigation by DPH.

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| ERA or Distribution Site Donating Commodities – Name and Address       |
| ERA or Distribution Site Receiving Commodities - Name and Address      |
| Month Product Was Originally Received       Month/Year of Transfer       Date Form Completed        |
| Reason For Transfer:       |
| **Transferred Commodity** | **Item Code** | **Pack Size** | **Number of Cases** |
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| **Name** of Authorized Representative Donating ERA      | Phone and Email      |
| **Name** of Authorized Representative Receiving ERA      | Phone and Email      |