ARKANSAS DEPARTMENT OF HUMAN SERVICES

Division of County Operations

P.O. Box 1437, Slot S-337 · Little Rock, AR 72203-1437

501-371-1400 · Fax: 501-371-1410 · TDD: 501-682-8933

FOOD TRANSFER FORM

TRANSFERRED FROM: _____ AGENCY NAME/RA Number PHONE: _____ DATE TRANSFERRED: _____	TRANSFERRED TO: _____ AGENCY NAME/RA Number PHONE: _____ DATE RECEIVED: _____

COMMODITIES TRANSFERRED

COMMODITY CODE & NAME	PACK SIZE	AMOUNT TRANSFERRED

SIGNATURE:_____ SIGNATURE:_____

Transferring Agency Receiving Agency

The Arkansas Department of Human Services Commodity Distribution Office requires pre-approval to transfer commodities from one agency to another in the same program. The Commodity Office will seek approval from the USDA Regional FNS Office prior to the transfer of any Commodities to an unlike agency (outside of your program). To request this type of transfer please contact the Arkansas Commodity Distribution Office at 501-371-1400.

Upon approval from the Commodity Distribution Office, the Transferring Agency will complete Food Transfer Form DCO-1816, and fax to the Commodity Office at 501-371-1410.

A copy of the transfer must be maintained in both the transferring agency and the receiving agency's files for auditing purposes.

DCO -1816 (R.06/2010)