



DEPARTAMENTO DE LA

FAMILIA
ADSEF

GOBIERNO DE PUERTO RICO

THE EMERGENCY FOOD ASSISTANCE PROGRAM OPERATIONAL STATE PLAN 2008-Permanent Revised June 2026

A. Statement of Goals and Objectives

The Emergency Food Assistance Program (TEFAP) distributes USDA foods to local eligible recipient agencies (ERAs) and low-income families providing food relief to individuals in need or short-term hunger relief.

The TEFAP Operational State Plan establishes the criteria for the distribution of USDA foods to low –income families and eligible recipient agencies, such as regional food banks, local food pantries, soup kitchens, emergency shelters and community action agencies, which in turn distribute the food directly to people in need or use it to prepare meals. The food recipients include vulnerable populations of the elderly, battered women and children, individuals with HIV/AIDS and individuals with alcohol or drug addiction problems who are homeless.

The Plan describes the policies and general procedures used to determine eligibility, USDA Food distribution procedures, calculation methods and the organizational and administrative control systems currently in effect for the operation and management of the Program.

B. Designation of State Agency

The State Agency responsible for the administration of The Emergency Food Assistance Program (TEFAP) for the Government of Puerto Rico is the:

Department of the Family
Administration for Socioeconomic
Development of the Family
PO Box 8000
San Juan, PR 00910-0800

The Department of Social Services was established by Public Law 171, on June 28, 1968, as amended. The Department was reorganized and renamed as the Department of the Family under the Reorganization Plan Number 1, of July 28, 1995, that also created the Administration for Socioeconomic Development of the Family (ADSEF). The ADSEF is a governmental agency appointed to the Department of the Family that provides assistance and support to families in economic need.

This Program was extended to the Government of Puerto Rico through Title II of Public Law 98-8 of 1983, as amended. The ADSEF will administer and operate TEFAP as both the State Distributing Agency (SDA) and Emergency Feeding Organization (EFO).

- As the SDA, the ADSEF will be responsible for the storage and distribution of USDA food commodities to eligible recipient agencies (see definition of eligible recipient agencies Section H. a)
- As an EFO, the ADSEF will provide nutrition assistance to relieve situations of emergency and distress through the provision of food to needy persons, including low income and unemployed individuals (see Section Gb for a further description of this service). Participants can receive TEFAP and USDA Foods and Disaster Emergency NAP assistance at the same time.

Department of the Family Organization Chart

DEPARTAMENTO DE LA
FAMILIA



ACUDEN

ADSEF

ASUME

ADFAN

The Department of the Family is organized in 10 regional offices and at least one local office is at each municipality (see Puerto Rico Map of the Department of the Family Regional Distribution – Appendix A)

C. General Terms and Conditions

The Administration for Socioeconomic Development of the Family (ADSEF), as the State Agency responsible for the administration of The Emergency Food Assistance Program (TEFAP) funds for the Government of Puerto Rico, agrees to:

- Administer TEFAP in accordance with the responsibility assigned by the Emergency Food Assistance Act of 1983 as described in the Code of Federal Regulation, Title 7, Part 251.
- The Operational State Plan is permanent and only the State should submit amendments if necessary to reflect any changes in program operations or administration as described in the plan, or at the request of FNS, to the appropriate FNS Regional Office.
- Administer TEFAP in accordance with the FNS approved Operational State Plan and in compliance with all federal rules and regulations.
- The Government of Puerto Rico agrees to comply with any changes in Federal Law or regulations.
- Monitor the use of USDA Foods by the recipient agencies on an annual basis. An annual review of at least 25 percent of all eligible recipient agencies which have signed an agreement with the State Agency provided that each such agency must be reviewed no less frequently than once every four years.
- Monitor the use of commodities by the recipient agencies on an annual basis. An annual review of one-tenth or 20, whichever is fewer, of all eligible recipient agencies which receive TEFAP commodities and/or administrative funds pursuant to an agreement with another eligible recipient agency. Reviews must be conducted, to the maximum extent feasible, simultaneously with actual distribution of commodities and/or meal service, and eligibility determinations, if applicable.

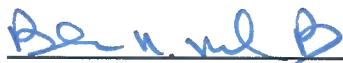
- Conduct physical inventories of storage facilities used by the SDA and any sub-distributing agency and reconcile the physical and book inventories of the storage facilities annually.
- ADSEF Office of Administrative Services will adequately maintain, utilize, safeguard and dispose of all equipment purchased with TEFAP funds. To ensure that ADSEF will maintain a current inventory of all equipment purchased in whole or in part with TEFAP funds, when merchandise identified as purchased with TEFAP funds that has a property number is received, it will be added to the TEFAP inventory list and will be kept updated. The TEFAP Director will verify that the TEFAP inventory is updated, at least once a year.
- **Non-Discrimination** – The USDA non-discrimination clause for TEFAP, which applies to all eligible recipient agencies, states that the USDA, its agencies, and employees, along with institutions participating in or administering USDA programs, are prohibited from discriminating based on race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity. This clause ensures equal opportunity in all TEFAP activities, including food distribution and administrative services. No individual in the Government of Puerto Rico shall be discriminated based on race, color, sex, age, reprisal or retaliation for prior civil rights activity, disability or national origin, be excluded from participation, be denied benefits or be otherwise subjected to discrimination by TEFAP.
- **Civil Rights** – The ADSEF has a Procedure for Complaints (see Appendix B) that provides all TEFAP applicants and participants with the opportunity to file a complaint whenever they feel that their civil rights have been violated. A person, who feels that he or she has been discriminated against, may submit a complaint by completing the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at 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, the person may call (866) 632-9992. The completed form or letter to USDA may be submitted by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410.

2. **Fax:** (202) 690-7442; or

3. **Email:** program.intake@usda.gov.

- **Disclosure** – Use or disclosure of information from the applicant or participant records shall be restricted to persons directly related to the administration and enforcement of the provisions of TEFAP, or with corresponding federal authorities.



Blanca M. Medina Díaz
Administrator
Administration for Socioeconomic
Development of the Family

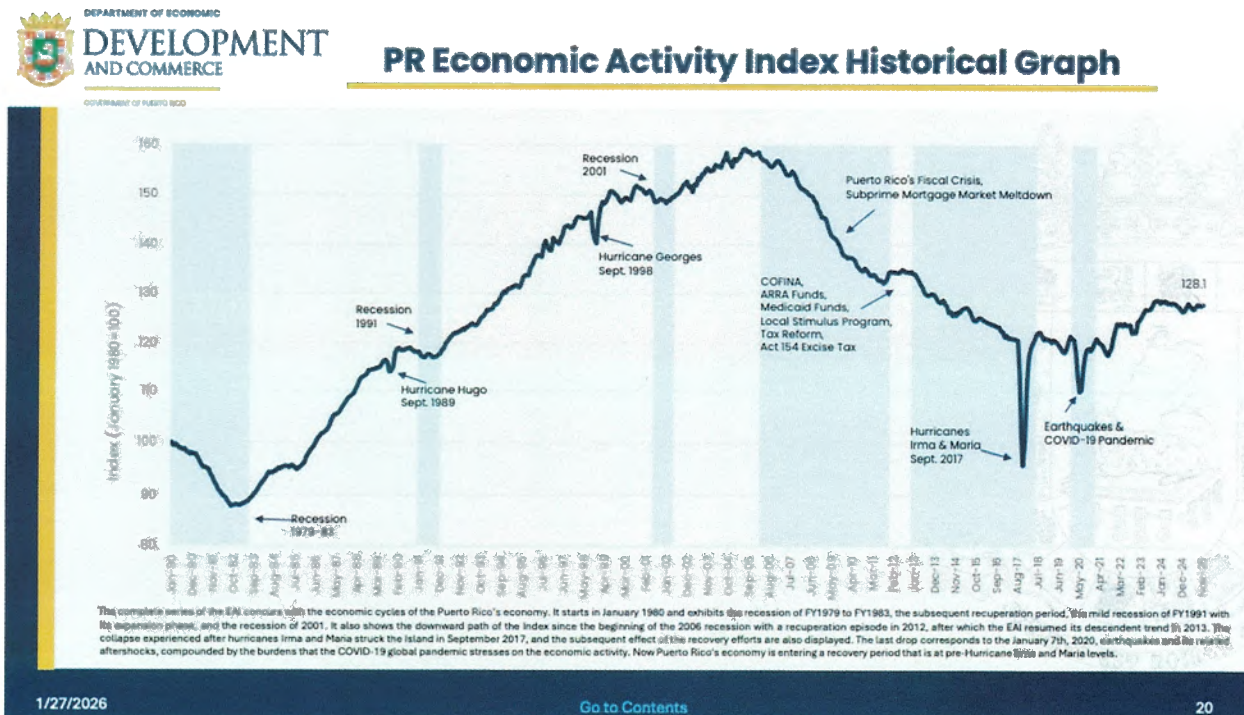
Howard Lockstein
Acting Regional Administrator
Mid-Atlantic Region
USDA, Food & Nutrition Service
US Department of Agriculture

Date 11-9-2026

Date _____

D. Assessment of Needs

Economic Situation of Puerto Rico



Puerto Rico has a population of approximately 3.2 million. The San Juan-Caguas area is the largest of the island's seven metropolitan areas, representing approximately 75 percent of the island's economy.

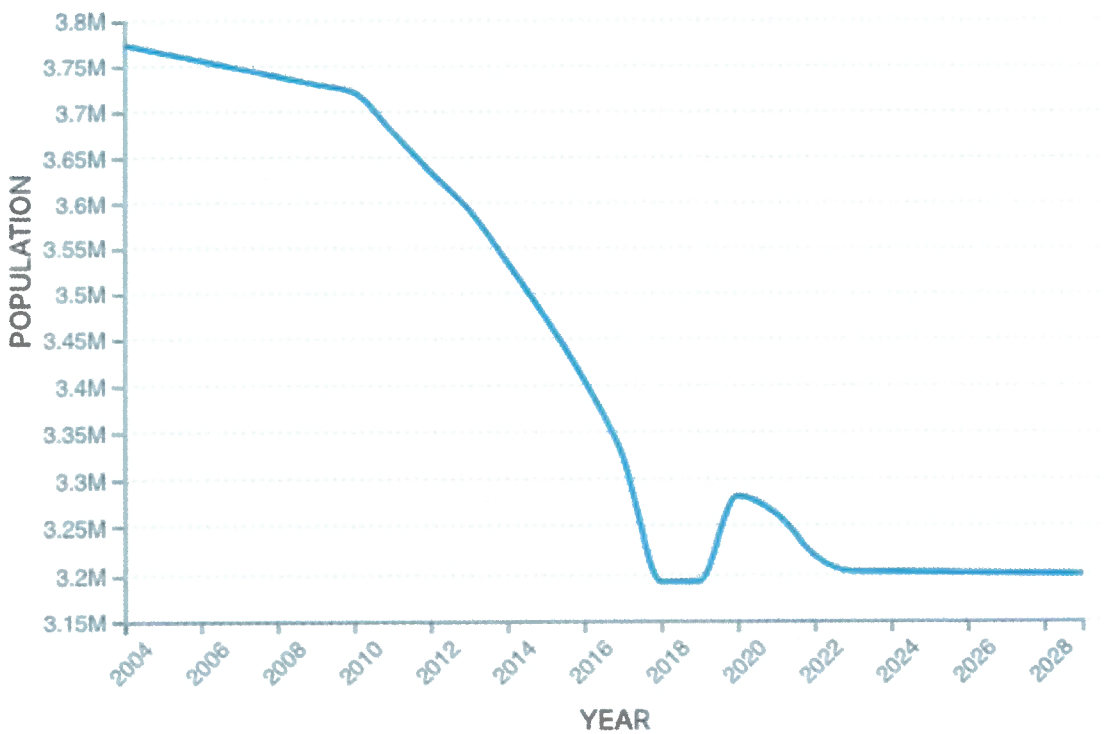
World Population Review Data:

Puerto Rico Population

Data after 2023 is projected based on recent change



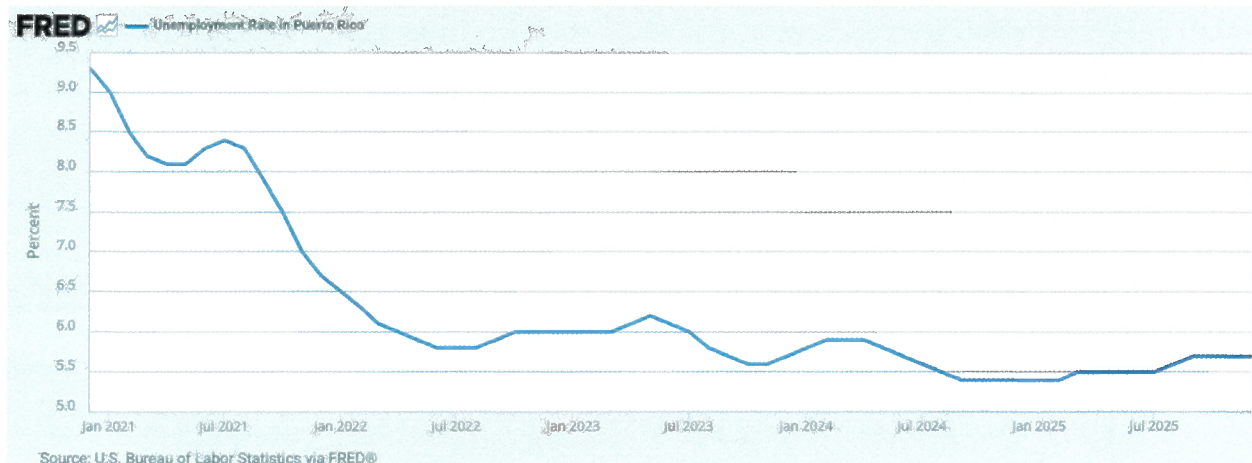
All 10Y 25Y 50Y 100Y



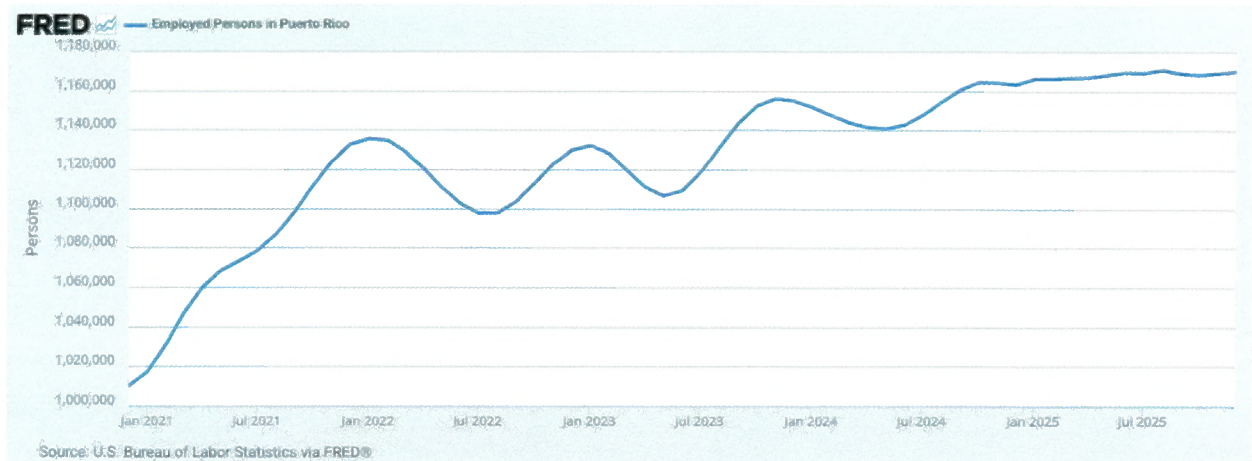
Puerto Rico suffered a severe and prolonged economic slump from 2006-17 with a downward trend in GDP, population, and employment. The Puerto Rico Oversight, Management, and Economic Stability Act, Pub. Law 114-187 (“PROMESA” or the “Act”), was enacted into law on June 30, 2016, to restructure Puerto Rico’s public debt and stabilize government spending and long-term growth.

Hurricane Irma and the catastrophic Hurricane María struck the island in September of 2017, and Puerto Rico’s economic crisis worsened by their aftermath

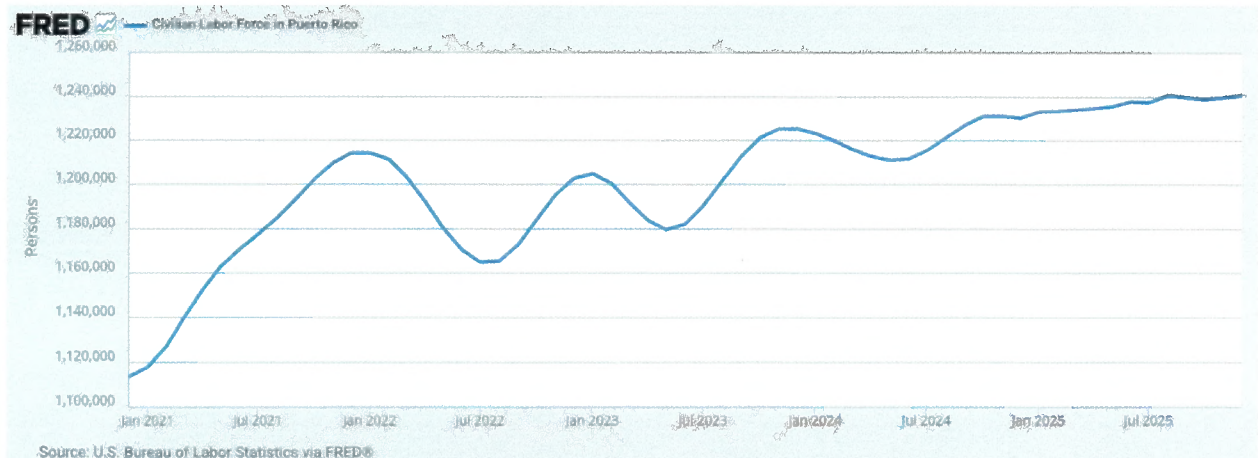
with the most extensive power outage in U.S. history. Since then, even with very strong earthquakes' damages in the Southwestern part of the island during the first Quarter of 2020, and the exodus of population, the economy has been growing but interrupted by a steep drop early in the COVID-19 pandemic. Federal funds and the emergency additional fund allocations and other assistance granted to Puerto Rico have been essential to maintain Puerto Rico's economic progress.



The economy bounced back strongly, and as of mid-2022, private-sector employment was at a fifteen-year high. The medical manufacturing cluster remains a key sector of the island's economy, although employment in this industry is well below its peak levels of 2005. Even though Puerto Rico's tourism sector is still relatively small, it has been one of the strongest job sources in recent years. The aerospace industry has emerged strongly in the Aguadilla and Arecibo areas. The construction sector in Puerto Rico will grow in the following years, requiring trained personnel to satisfy the increase in demand.



Although one of Puerto Rico’s economic assets is that educational attainment is only slightly lower than on the mainland, the wages tend to be about half the wages in the states, and income inequality is considerably higher. As of September 2024, there were 748,388 participant households in the Nutrition Assistance Program, for a total of 1,272,168 beneficiaries, which is approximately 39.68% of the population.

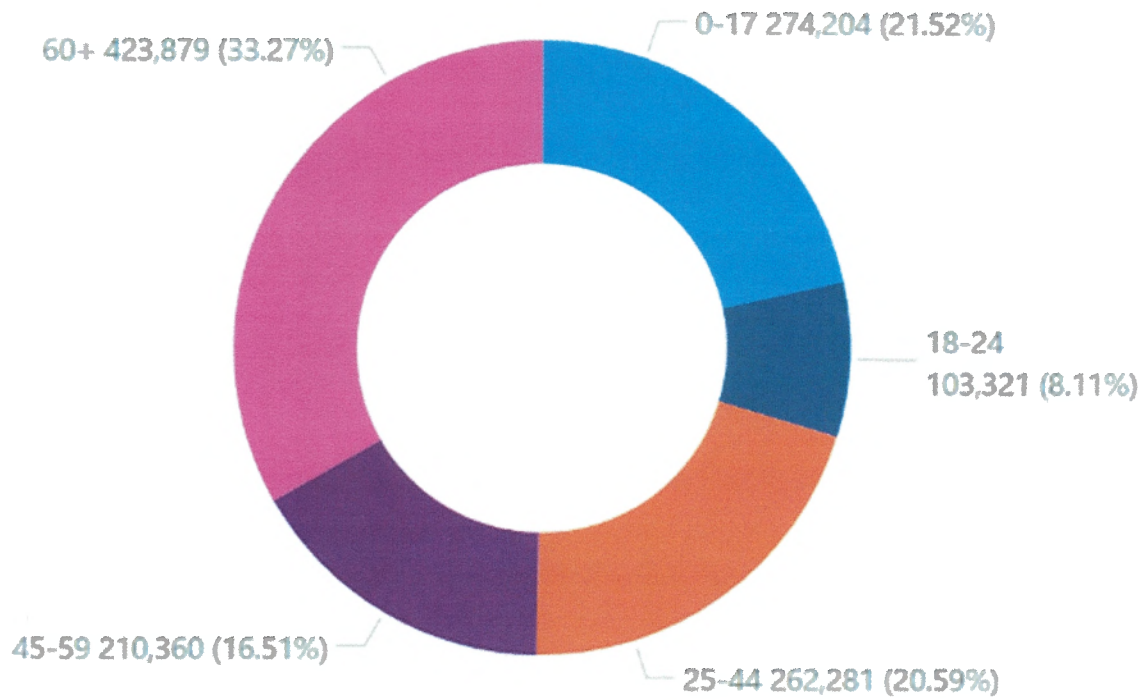


2025 Comparison Table: Puerto Rico vs. United States vs. U.S. Virgin Islands

Demographic & Economic Indicators (2025)

Indicator	Puerto Rico	United States	U.S. Virgin Islands
Population (2025)	3,184,195 [census.gov]	341.8 million (mid-2025) [prb.org]	84,138 [srv1.world...eters.info]
10-Year Population Change %	-3.1% (2020–2025) [census.gov]	Approx. +3.5% (2015–2025 est.) based on U.S. Census growth patterns [prb.org]	Approx. -2.4% (2015–2025) based on decline from 100k to 84k [srv1.world...eters.info]
GDP (Billions, Nominal USD, 2025)	\$126.55B (IMF) [worldometers.info]	\$30.62T (IMF) [worldometers.info]	\$1.84B (Nominal) [gov.vg]
5-year Job Growth % (approx.)	+3–4% (growth noted across most sectors 2020–2025) [newsismybusiness.com]	Approx. +5% (based on BLS annual job growth trends 2020–2025) [theglobals...istics.com]	Negative to flat (employment fluctuating, no overall 5-yr gain) [bls.gov]
Median Household Income (2025)	Not published for 2025; latest ACS median household income data through 2024 only [census.gov]	\$83,592 (2025) [dqydj.com]	Not available; HUD publishes income limits but not median household income [huduser.gov]
Population Share Age 25+ with Bachelor's or Higher	29.8% [census.gov]		

Nutrition Assistance Program Participants by Age Groups



2026 HHS POVERTY GUIDELINES

TEFAP INCOME ELIGIBILITY GUIDELINES - 2026

48 CONTIGUOUS STATES AND DISTRICT OF COLUMBIA				
	Federal Poverty Guidelines - 100%	185%		
Household Size	Annual	Annual	Monthly	Weekly
1.....	\$15,960	\$29,526	\$2,461	\$568
2.....	21,640	40,034	3,337	770
3.....	27,320	50,542	4,212	972
4.....	33,000	61,050	5,088	1,175
5.....	38,680	71,558	5,964	1,377
6.....	44,360	82,066	6,839	1,579
7.....	50,040	92,574	7,715	1,781
8.....	55,720	103,082	8,591	1,983
For each add'l household member, add...	\$5,680	\$10,508	\$876	\$203

E. Program Administration

The Emergency Food Assistance Program (TEFAP) is administered by the Department of the Family (DF) through the Administration for Socioeconomic Development of the Family (ADSEF). TEFAP administrative and support functions are accomplished through the normal administrative channels of the ADSEF (see ADSEF Organizational Chart in this document).

Office of the Auxiliary Administrator for Operational Services

The Office of the Auxiliary Administrator for Operational Services is responsible for the planning, coordination, organization, direction, supervision and evaluation of the administrative, operational and programmatic functions of all the service provision programs and the administrative units appointed to this Office. The Office responds directly to the Administrator and actively participates in the formulation and implementation of public policies and procedures.

The service provision programs, and administrative units appointed to this Office are:

- Nutrition Assistance Program (NAP)
- Nutrition Education Program (NEP)
- NAP Employment and Training Program (NAP E&T)
- Summer EBT
- Temporary Assistance for Needy Families (TANF)
- Low Income Home Energy Assistance Program (LIHEAP)
- The Emergency Food Assistance Program (TEFAP)
- Commodity Supplemental Food Assistance Program (CSFP)
- Office for Retailer Control and Inspection (ORCI/EBT)
- Economic and Social Development Opportunities Program (PODES)
- Child Care Food Program (CCFP)

Office of the Auxiliary Administrator for Finance and Budget

The Office of the Auxiliary Administrator for Finance and Budget offer administrative support to the Program in these two main areas. The Office responds directly to the Administrator.

Finance Division

The Finance Division verifies the invoices against the purchase orders and contracts to authorize the payment for goods and services provided that are necessary for the operation of the Program, such as warehouse rental and in-land transportation of commodities. Provides the information and reports required to prepare and manage the annual administrative cost budget.

Budget Division

The Budget Division prepares the annual budget submitted for approval by the local federal agencies and the Legislature. This Division evaluates the availability of funds for the acquisition of goods and services that are necessary for the operation of the Program.

The Monthly Operational Cost of the Program is based on the current cost of the following items required for the operation of TEFAP, as submitted to the Office of Budget and Management of the Government of Puerto Rico.

1. Salaries – includes regular employees, professional and consultative services and the Government contributions to the Social Security, Retirement Plan and Christmas Bonus.
2. Travel expense estimates for out of the island official travels.
3. Unemployment Insurance based on the procedures established by the Department of Labor of the Government of Puerto Rico.



4. State Insurance Premiums for the work compensation insurance for the employees.
5. Insurance for employees in travel status.
6. Governmental contribution to the payment of employees' medical plan premiums.
7. Public Building Rent.
8. Rent for non-public building – such as the Warehouse – and other equipment.
9. Printing of all TEFAP forms.
10. Electricity for non-public building, such as warehouse.
11. Building repair and conservation.
12. Miscellaneous services.
13. Materials, supplies, and parts.
14. Telephone services.
15. Equipment – includes the purchase or replacement of furniture or additional equipment.
16. Water and sewer service.
17. Transportation vehicles – includes the purchase of vehicles, the replacement of parts and the maintenance service.

Office of the Auxiliary Administrator of Human Resources

The Office of the Auxiliary Administrator of Human Resources offers administrative support in personnel management. This Office is responsible for handling central, regional and local personnel matters, including requests for personnel. It evaluates staffing needs and provides recommendations accordingly.

Office of the Auxiliary Administrator for Administrative Services

The Office of the Auxiliary Administrator for Administrative Services offers administrative support in providing general services. The Office handles the requests for supplies, vehicle maintenance, and equipment purchases of the central, regional, and local offices. It is responsible for the distribution of all mail from the central, regional, and local offices. It also provides transportation to the regional and local offices for official visits.

Legal Affairs Office

The Legal Affairs Office prepares all contracts related to professional services such as warehouse rental and in-land transportation of TEFAP commodities. Also, it prepares agreements between the ADSEF and TEFAP Eligible Recipient Agencies, and government agencies. This Office responds directly to the Administrator.

Office of Information Systems

The Office of Information Systems maintains the TEFAP participants' database. This Office issues the following reports monthly for the regional distributions of the Food Distribution Program.

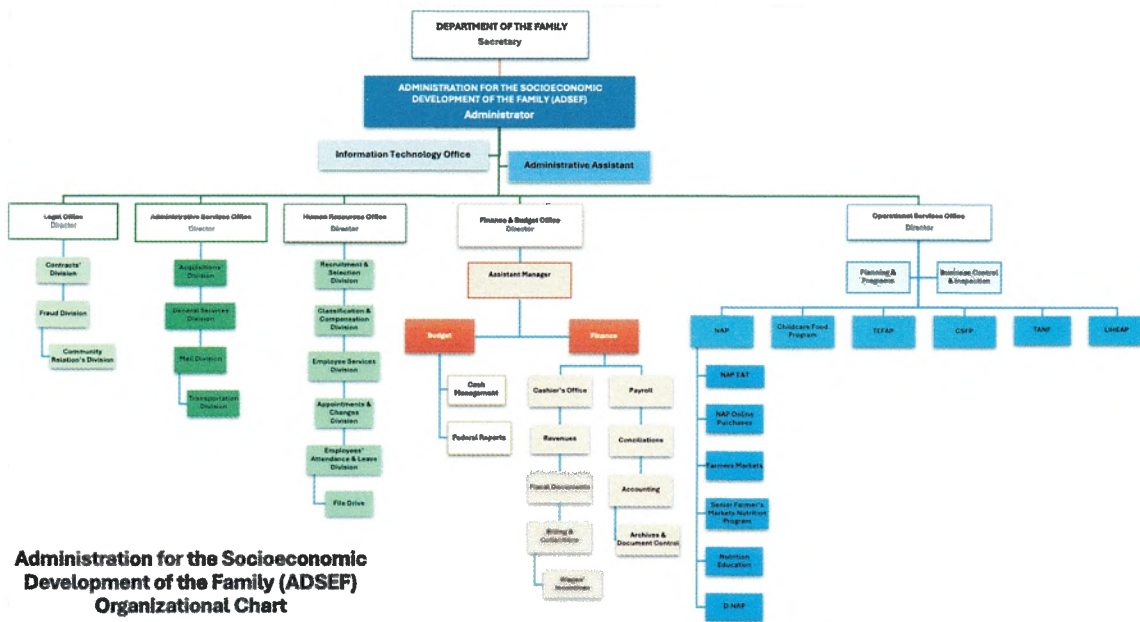
- List of Participants.

- Statistical Reports – the amount of participant household units according to family composition by the quantity of members and amounts of commodities to be distributed.
- Revision List of Participants of the Communities – this list is provided to the Food Distribution Coordinator, who oversees the information entered in the system by assuring that the participant information (name, community, and household members).

Press Contractor

The press officer is responsible for public information campaigns related to all programs; coordinates press conferences and public awareness activities. The press officer assists the Nutrition Education Program Nutritionists concerning media and public relations plans. The Press Officer responds directly to the Administrator.

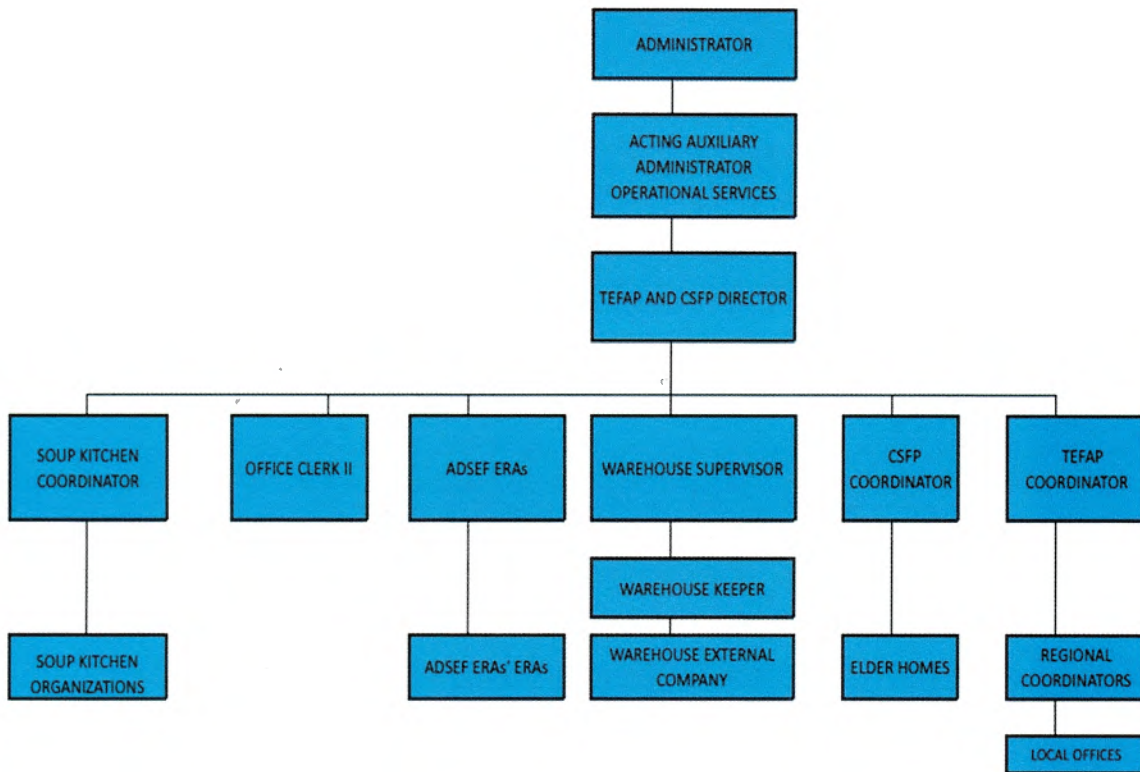
ADSEF Organizational Chart



F. TEFAP Program Structure

The Emergency Food Assistance Program (TEFAP) has the subprograms Soup Kitchen and Commodity Supplemental Food Program (CSFP). Soup Kitchen had an average of 3,248 participants in 2024, and CSFP distributed a total of 52,897 food boxes in 2024. CSFP had an annual average caseload of 4,403 in 2025 and was granted a caseload increase for the final caseload of 4,439 in 2026.

TEFAP AND CSFP ORGANIZATIONAL CHART



TEFAP and CSFP Organizational Chart Detail:

Administrator

Blanca M. Medina Díaz

Acting Auxiliary Administrator
Operational Services

Gerhil Medina Báez

TEFAP and CSFP Director

María Alequín Barreto

Soup Kitchen Coordinator

Edwin Tirado

Office Clerk II

Brenda Cotto

ADSEF ERAs

Marc Ministry, Inc.

Banco de Alimentos de Puerto Rico, Inc.

Warehouse Supervisor

David Sánchez

CSFP Coordinator

Glenda Cardec

TEFAP Coordinator

Rolando Ventura

Warehouse Keeper

José Rivera

G. The Emergency Food Assistance Program

The Food Distribution Program (FDP) was extended to the Government of Puerto Rico through Title II of Public Law 98-8 of 1983, as amended. Through this Program, ADSEF provides the following services: Regional Food Distributions, Emergency Distributions, and Community Impacts.

a. Regional Food Distributions

The FDP distributes to the 10 Regions twice a year.

TEFAP Yearly Distribution Itinerary

Month	Region
October	San Juan
November	Caguas & Mayaguez
December	Arecibo
January	Bayamón & Guayama
February	Humacao & Ponce
March	Aguadilla & Carolina
April	San Juan
May	Caguas & Mayaguez
June	Arecibo
July	Bayamón & Guayama
August	Humacao & Ponce
September	Aguadilla & Carolina

Eligibility Criteria

1. Families whose annual income does not exceed 185% of current HHS Federal Poverty Levels limit established in the Table of Maximum Gross Income Allowed.

TEFAP INCOME ELIGIBILITY GUIDELINES - 2026

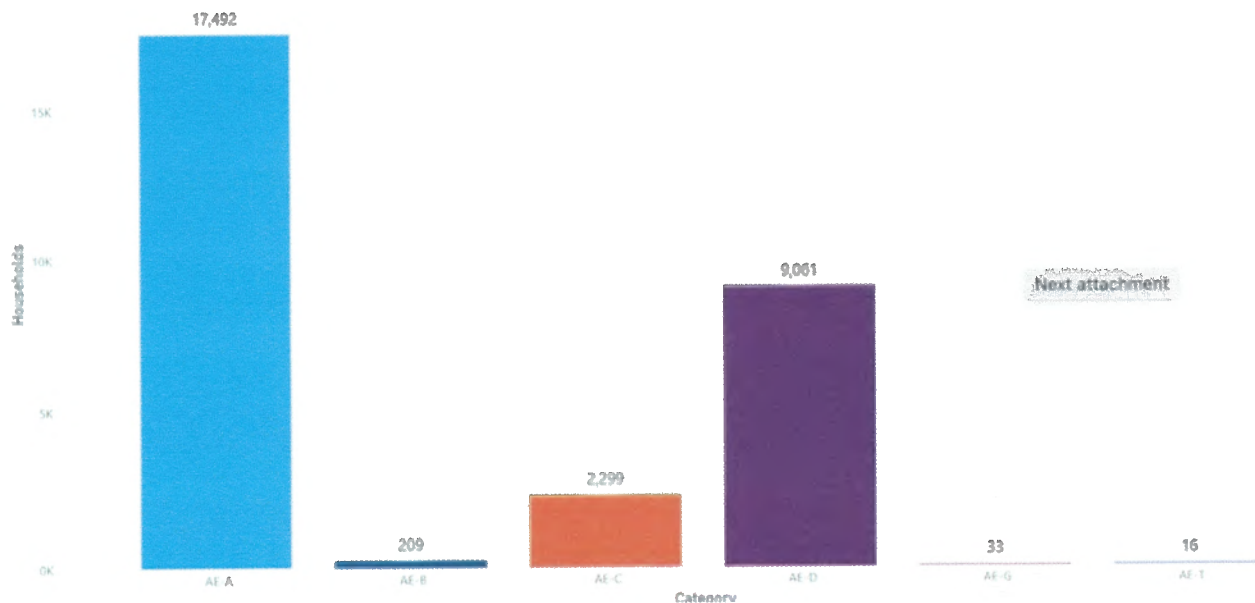
48 CONTIGUOUS STATES AND DISTRICT OF COLUMBIA				
	Federal Poverty Guidelines - 100%	185%		
Household Size	Annual	Annual	Monthly	Weekly
1.....	\$15,960	\$29,526	\$2,461	\$568
2.....	21,640	40,034	3,337	770
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7.....	50,040	92,574	7,715	1,781
8.....	55,720	103,082	8,591	1,983
For each add'l household member, add...	\$5,680	\$10,508	\$876	\$203

2. Participant Families of The Emergency Food Assistance Program (TANF) are automatically eligible. The Office of Information Systems provides the FDP with the data of the participants. As of March 4, 2024, the FDP benefited 28,940 households participating in the TANF Program.

Temporary Assistance for Needy Families Program Households by Category

TANF Category	Description	Household Members
A	Aged-Elderly	17,492
B	Blind	2,299
C	Single Parents	2,250
D	Disabled Adults	9,061
G	Disabled Minors or Adults with a Physical or Mental Condition	33
T	Minors on Foster Care	16

Households by Category



3. Families who live in public housing complex (known in Spanish as “Residenciales Públicos”). As of July 2023, TEFAP benefits households that reside at **324** public housing complexes.
 - a. The food distributions in public housing complexes are done according to the Occupancy Report – list of residents per apartment units provided by the Puerto Rico Housing Department – which includes the following:
 - Name
 - Apartment number
 - Household members
 4. Residents of communities in extreme poverty, which have been censed.
 - a. The communities in extreme poverty are referred to TEFAP by the Economic and Social Development Opportunities Program (Known in Spanish by its acronym as PODES). Also, any resident and/or Community leader of a Special Community certified by the Office for Socioeconomic and Community Development (ODSEC) can submit a written request to ADSEF to include the Special Community residents in TEFAP distributions.
 - b. The criteria used to classify a community as one in extreme poverty are:
 - Deteriorated Housing – crowding, lack of sanitary services, walls with holes, leaky roofs, lack of privacy due to lack of adequate internal division and dirty floors, among others.
 - Poor Health – visible diseases such as: malnutrition, skin infections, paleness, fatigue and tiredness; diagnosed diseases, etc.; and physical or mental handicap, as diagnosed or as notified by the family.
-

- Unemployment or inadequate preparation to compete in the labor market, low educational level or analphabetism, lack of occupational skills or of basic general knowledge, negative attitude toward employment and low self-esteem.
- Isolation is due to lack of telephones, transportation, and adequate roads.
- Lack of sanitary services, drinking water, and electricity.
- Inadequate disposal of solid waste.

Distribution Process

See Appendix C, *Procedimiento de Distribución de Alimentos*, Section I.

The amounts of boxes of commodities (known in Spanish as Menu) that are distributed to each family depends on the family composition as mentioned below.

Distribution of Commodities According to Family Composition

Family Composition	Boxes of Commodities (Menu)
1	1
2-3	2
4-5	3
6-7	4
8 or more	5

The distributions are done at centers previously selected by the Center Coordinators and the Local Office Directors. The participants will be notified by communication media such as the radio, newspaper ad, TV, and/or social media, the date and time of the distribution, and the names and addresses of the centers.

b. Emergency Distributions

Eligibility Criteria

1. At the Local Office, the Social and Family Assistance Technician determines that the family has food necessity and refers to TEFAP. TEFAP refers to the nearest EFO to provide the food box(es) to the family. Families whose annual income does not exceed the limit established in the **Table of Maximum Gross Income Allowed** in this document.
2. Families whose communities are isolated due to natural disasters (such as floods, hurricanes, etc.). In these cases, families do not have to comply with the income requirement stated in item number 1.

Distribution Process

See Appendix C, Procedimiento de Distribución de Alimentos, Section II.

c. Community Impacts

Community Impacts are the first distributions the Program does in a community in extreme poverty.

Eligibility Criteria

1. Residents of communities in extreme poverty (also called special communities) which have been censused.
 - a. The communities in extreme poverty (special communities) are referred to TEFAP by the Economic and Social Development Opportunities Program (Known in Spanish by its acronym as PODES). Also, any resident and/or Community leader of a Special Community certified by the Office for Socioeconomic and Community Development (ODSEC) can submit a written request to

ADSEF to include the Special Community residents in TEFAP distributions.

b. The criteria used to classify a community as one in extreme poverty are:

- Deteriorated Housing – crowding, lack of sanitary services, walls with holes, leaky roofs, lack of privacy due to lack of adequate internal division and dirty floors, among others.
- Poor Health – visible diseases such as: malnutrition, skin infections, paleness, fatigue and tiredness; diagnosed diseases, etc.; and physical or mental handicap, as diagnosed or as notified by the family.
- Unemployment or inadequate preparation to compete in the labor market, low educational level or illiteracy, lack of occupational skills or of basic general knowledge, negative attitude toward employment, and low self-esteem.
- Isolation is due to lack of telephones, transportation and adequate roads.
- Lack of sanitary services, drinking water, and electricity.
- Inadequate disposal of solid waste.

Distribution Process

See Appendix C, *Procedimiento de Distribución de Alimentos*, Section III

1. The Technician must fill in the form ADSEF-PDA 2a, Information of the Participant (see Appendix D). Commodities.
2. If the person identifies as a NAP participant, the annual gross income of the family does not need to be evaluated against the Table of Maximum Gross Income Allowed, since the income limit for TEFAP is higher than the NAP income limit. If the applicant is not a NAP beneficiary, his/her income must be evaluated against the Program's income criteria.
3. The number of boxes of commodities that will be provided to the family will be according to the criteria established on the table **Distribution of Commodities According to Family Composition** in this document.
4. The Technician will indicate to the applicant that he/she can go to the distribution station to pick up USDA Foods.
5. The Program Coordinator enters the data of the applicant served in the community impacted in the FDP database.

d. Statistics

During 2021 the Food Distribution Program distributed USDA foods to 324 Public Housing; 345 Communities; and a total of 94,807 families. During 2022 the Food Distribution Program distributed USDA foods to 324 Public Housing; 352 Communities; and a total of 140,433 families.

During 2024, TEFAP distributed a total of 262,807 food boxes to 136,899 families. From January to December of 2025, TEFAP distributed a total of 184,309 food boxes to 166,133 families.

TEFAP Food Distributed by Region			
Region	Year 2024	Families	Food Boxes
Carolina	January	6.502	10.835
Ponce	January-February	10.341	19.735
Arecibo	February	9.070	43.664
Caguas	February	6.500	10.835
Bayamon	February-March	5.805	8.726
Mayaguez	March - April	7.304	11.528
Humacao	April	6.151	10.287
Guayama	April - May	4.138	6.680
San Juan	May - June	11.468	17.459
Aguadilla	June	4.077	6.223
Carolina	June- July	5.883	9.764
Ponce	July	10.513	16.272
Arecibo	August - September	8.348	19.680
Caguas	September	3.144	5.307
Bayamon	September	4.646	7.242
Mayaguez	September- October	7.479	11.678
Humacao	Octubre	6.229	10.282
Guayama	Octubre	4.045	6.504
San Juan	Oct/ Nov / December	10.960	23.686
Aguadilla	December	4.296	6.420
Total:		136.899	262.807

TEFAP Distributions January-December 2025					
Regions	Participant Families	Total Participants	Food Boxes Received	Food Boxes Distributed	Food Boxes Returned to warehouse
Carolina	5,991	Vouchers were mailed	14,483	9,994	4,489
Ponce	7,182	12,206	16,523	11,393	5,130
Arecibo	4,313	Not reported	10,764	7,286	3,418
Caguas	4,720	7,472	8,744	6,552	3,192
Bayamón	5,052	8,185	10,032	7,230	2,802
Mayagüez	7,343	10,191	16,571	11,025	5,546
Humacao	5,887	10,440	11,568	8,770	2,788
Guayama	4,098	7,568	9,072	6,486	2,586
San Juan	8,953	15,201	18,126	13,363	8,763
Aguadilla	4,170	3,180	8,064	6,333	1,731

Carolina	5,816	Not reported	14,112	9,914	4,198
Ponce	9,980	5,448	21,552	16,105	5,753
Arecibo	6,185	12,868	14,482	8,056	6,426
Caguas	2,438	3,750	9,969	8,246	1,663
Bayamón	3,646	5,977	8,832	5,485	3,347
Mayagüez	6,450	8,712	16,523	10,300	6,223
Humacao	6,355	7,535	13,121	9,739	3,382
Guayama	3,539	7,666	9,187	6,612	3,176
San Juan	9,492	16,765	21,360	14,374	6,986
Aguadilla	3,166	3,086	8,208	6,182	3,056
Health Fair in Ponce, Urb. Jaime L. Drew 13/ Nov/25	100	Not reported	100	100	0
Federal Employees Impact (Oct 20, 2025) Plaza Las Americas	606	1,470	2,016	1,248	768
Federal Employees Impact (Oct 24, 2025) Ponce	28	74	70	58	12
Federal Employees Impact (Oct 27, 2025) SJU	326	717	960	608	652
Federal Employees Impact (Nov 8, 2025) Aguadilla	297	695	480	480	0
Total	116,133	149,546	266,799	184,309	83,087

a. Regulations

1. Procedimiento de Distribución de Alimentos (see Appendix C).
2. Procedimiento para la Evaluación e Inspección a Instituciones del Programa de Distribución de Alimentos a Agencias Elegibles Soup Kitchen (see Appendix O).
3. Procedimiento de Reclamaciones y Reporte de Productos Perdidos (see Appendix Q).

H. Food Distribution to ERA

The TEFAP Program was extended to the Government of Puerto Rico through Title II of Public Law 98-8 of 1983, as amended. Through this Program ADSEF provides the following services: Regional Food Distributions, Emergency Distributions, and Community Impacts.

a. Eligibility Criteria

Eligible Recipient Agency (ERA) means an organization which:

1. Is public, or
2. Is private, possessing tax exempt status; and
3. Is not a penal institution; and
4. Provides food assistance –
 - i. Exclusively to needy persons for household consumption, or
 - ii. Predominantly to needy persons in the form of prepared meals.

5. Has entered into an agreement with the ADSEF for the receipt of USDA foods; and
 6. Falls into one of the following categories:
 - i. It is a Food Bank- public or charitable institution that maintains an established operation involving the provision of food or edible commodities, or the products of food or edible commodities, to food pantries, soup kitchens, hunger relief centers, or other food or feeding centers that, as an integral part of their normal activities, provide meals or food to feed needy persons on a regular basis;
 - ii. It is a Soup Kitchen- public or charitable institution that, as an integral part of their normal activities, maintains an established feeding operation to provide food to needy homeless persons on a regular basis; or
 - iii. It is a public or charitable institution that, in addition to maintaining an established feeding operation to provide food to needy homeless persons on a regular basis, offers shelter for a limited period of time to the disabled, elderly, battered women and children, individuals with HIV/AIDS and individuals with alcohol or drug addiction problems.
 7. It must have storage, kitchen and dining facilities (Soup Kitchen/meal distribution); and
 8. It must be providing services for at least 3 months, prior to applying for TEFAP.
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b. Application Process

1. An authorized representative of the institution interested in participating in TEFAP must visit or call the TEFAP central Offices, located at the 9th floor of the Capitol Office Building, Number 800 of the Ponce De León Avenue, San Juan, Puerto Rico. During this visit or phone consultation, the TEFAP Coordinator pre-qualifies the institution by verifying that it complies with the eligibility requirements stated in Section H. a.
2. Once the institution pre-qualifies, an appointment is scheduled for the institution's authorized representative. During this appointment the TEFAP Coordinator provides the following documents, which must be completed by the institution's authorized representative and the signed originals must be provided to the TEFAP Coordinator for evaluation.
 - i. List of Required Documents for TEFAP Eligible Recipient Agencies (see Appendix F).
 - ii. Food Commodities Request (see Appendix E).
 - iii. Certification of Monthly Average Homeless, elderly, battered women, disabled, and children of the Population Served (see Appendix I).
 - iv. Civil Rights Questionnaire (see Appendix H).
 - v. Agreement between the State Agency and the Recipient Agency.

3. Once all the documents in Section H.b.2 have been completed and signed by the institution it is included in the Applications Register (see Appendix J).
4. Documents in Section H.b.2 are included in the ERA's file at the Program and a copy of them is provided to the institution's authorized representative for their records.
5. The TEFAP Coordinator visits the ERA to determine if their facilities comply with the program requirements by completing the form ERA Evaluation Report (see Appendix K).
6. If the inspection is satisfactory, the TEFAP Coordinator calculates the amount of commodities that will be provided to the ERA, using the following formula:

Quantity of Eligible Participants	X	3 ounces (daily portion)	X	90 days (three month period)	÷	Amount of Commodity ounces per box	=	Amount of boxes of the commodity that will be provided to the ERA
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This formula calculates the number of boxes provided to the ERA for each commodity offered during the distribution period.

7. The TEFAP Coordinator has 30 days after the inspection to notify the authorized representative of the institution about the results of the inspection. If the institution is considered eligible, a Determination of Eligibility is mailed through certified mail (see Appendix L).

b. Distribution Process

See *Procedimiento de Alimentos de ERA* (Appendix M).

1. According to the availability of commodities the Warehouse Supervisor informs the TEFAP Coordinator the commodities available for distribution.
2. The TEFAP Coordinator, in collaboration with the Warehouse Keeper, determines the date and time of the distributions.
 - i. The food distributions to the recipient agencies are organized in 3 stages. Each Eligible Recipient Agency (ERA) receives commodities once every quarter (4 times per year).
3. The TEFAP Coordinator calls the ERA authorized representatives, informs the list of available commodities (known in Spanish as “Menu”), and date and time in which they are supposed to pick up the commodities at the Food Distribution Warehouse, located at Caguas, Puerto Rico. If frozen USDA Foods are being distributed, the TEFAP Coordinator reminds the ERA authorized representative that they must bring coolers to be able to transport the commodities, to guarantee their safety.
4. To determine the amount of commodities that will be provided to the ERA, the TEFAP Coordinator evaluates the ERA inventory through the revision of the form Daily and Weekly Inventory Control, which is completed by phone with information provided by the ERA authorized representative.
5. The TEFAP Coordinator prepares the USDA Foods Authorization and sends the form to the external contractor Warehouse Supervisor so that their staff can proceed to pack the commodities.
6. The day of the distribution, ERA authorized representatives are served in order of appearance. To guarantee that the USDA Foods are distributed

properly, the ERA authorized representative must present a letter from the institution authorizing him/her to receive the commodities.

7. The USDA Foods must be transported in a closed vehicle with available space for pallets, so the commodities do not touch the floor at any time. In case of an open vehicle, they must also bring a cloth to cover the cargo space.
8. The ERA authorized representative must count the boxes of USDA Foods before leaving the Warehouse and must verify the amount before signing the receiving form.
9. The ERA authorized representative signs the USDA Foods Authorization. The original document forms part of the ERA file at TEFAP Central Office, and a copy is provided for the Warehouse and RA files.
10. On a monthly basis, the TEFAP Coordinator issues the Performance Report, which includes the following data:
 - i. Quantity of ERAs that were served during the month.
 - ii. Quantity of food recipients benefited from the commodities distributed by the ERAs.
 - iii. Pounds of USDA Food distributed.
 - iv. Quantity of boxes per USDA Food.
 - v. Cost of USDA Foods distributed.

a. Statistics

Food Distribution Eligible Recipient Agencies (TEFAP) distributes USDA foods to a total of **58 Recipient Agencies: 7 Faith Based Organizations (FBO), 49 Secular (SEC), and 2 Governmental (GOV).**

According to FNS Final Rule 21479, as of June 2024, 3.4% of the eligible recipient agencies of the program are governmental agencies, 84.5% are secular non-profit organizations and 12% are faith-based nonprofit organizations.

Regulations

1. *Procedimiento de Distribución de Alimentos a Agencias Elegibles (see Appendix N).*
2. *Procedimiento de Almacenamiento y Manejo de Alimentos Federales en Agencias Elegibles (see Appendix O).*
3. *Procedimiento para la Evaluación e Inspección a Instituciones del Programa de Distribución de Alimentos de Agencias Elegibles (see Appendix Q).*
4. New Section 202A(b)(6) of the Food Assistance Act of 1983 (EFAA)

In order to comply with the new Section 202A(b)(6) of EFAA, the Administration of Socioeconomic Development of the Family, ADSEF, provides emergency feeding organizations or eligible recipient agencies within the State an opportunity to provide input on the commodity preferences and needs of the emergency feeding organization or eligible recipient agency as follows:

The ADSEF TEFAP and “Soup Kitchen” personnel every Fiscal Year will send by email with Read receipt request the following survey developed by the Agency in Spanish

and English to an authorized representative of each of the emergency feeding organizations and Soup Kitchen eligible recipient agencies in Puerto Rico. The EFOs will distribute the survey to a sample of their eligible recipient agencies to gather the information and communicate the results to the TEFAP Director.

Encuesta del Programa de Distribución de Alimentos/TEFAP Survey

Institución/Institution:

Nombre/Name:

Fecha/Date:

Firma/Signature:

Alimentos USDA/USDA Food	Seleccione alimentos preferidos y/o necesarios/ Choose preferred and/or needed food items
Frutas de temporada enlatadas/Canned Seasonal Fruits	
Puree de manzanas, sin endulzar/Applesauce, unsweetened	
Pasas en porción individual, sin endulzar/Individual Portion Raisins, Unsweetened	
Albaricoques, mitades, sirop extra ligero/Apricots, Halves, Extra Light Syrup	
Arándanos secos sin endulzar/Unsweetened Cranberries, Dried	
Frutas y Nueces Mixtas, Secas/Fruit and Nut Mix, Dried	
Frutas Mixtas, sirop extra ligero/Mixed Fruit, Extra Light Syrup	
Naranjas en latas/Canned Oranges	
Jugo de Naranja, 100%, sin endulzar/Orange Juice, 100%, Unsweetened	
Melocotones, rebanados, sirop extra ligero/Peaches, Sliced, Extra Light Syrup	
Peras en lata, Barlett/Canned Pears, Bartlett	
Peras, sirop extra ligero, en lata/Pears, Extra Light Syrup, Canned	

Ciruelas, sin semilla, secas/Plums, Pitted, Dried	
Pasas, sin endulzar/Raisins, Unsweetened	
Legumbres/Legumes	
Lentejas en lata, Vegetarianas, bajo en sodio, secas/ Canned Lentils, Vegetarian, Low Sodium, Dry	
Habichuelas Negras, bajo en sodio, en lata/Black Beans, Low Sodium, Canned	
Guisante de ojo negro, bajo en sodio, en lata/Black-eyed Pea, Low-Sodium, Canned Beans	
Guisante de ojo negro, seco/Black-eyed Pea, Dry	
Garbanzos, en lata/Chickpeas, Canned	
Habichuelas grandes rojas, bajo en sodio, en lata/Kidney Beans, Light Red, Low Sodium, Canned Beans	
Habichuelas grandes rojas, secas/Kidney Beans, Light Red, Dry	
Habas pequeñas, secas/Lima Beans, Baby, Dry	
Habichuelas pintas, bajo en sodio, en lata/Pinto Beans, Low Sodium, Canned	
Habichuelas pintas, secas/Pinto Beans, Dry	
Refrito de habichuelas, bajo en sodio, en lata/Refried Beans, Low Sodium, Canned	
Jugo de Cereza y Manzana/Cherry Apple Juice, 100%	
Porción Individual de Jugo de Cereza y Manzana/ Individual Portion Cranberry Apple Juice, 100%	
Jugo de Uva Concord, sin endulzar/Unsweetened Grape Juice, Concord, 100%	

Jugo de Toronja, sin endulzar/Unsweetened Grapefruit Juice, 100%,	
Jugo de Tomate, bajo en sodio/Tomato Juice, 100%, Low Sodium	
Sopas, variedad en latas/Soups, canned assorted	
Sopa de Tomate, Condensada, baja en sodio, en lata/Tomato Soup, Condensed, Low Sodium, Canned	
Sopa de vegetales, Condensada, baja en sodio, en lata/Vegetable Soup, Condensed, Low Sodium, Canned	
Sopa, Crema de Pollo, Condensada, sodio reducido/Soup, Cream of Chicken, Reduced Sodium	
Sopa, Crema de Setas, Condensada, sodio reducido/Soup, Cream of Mushroom, Condensed, Reduced Sodium	
Proteínas/Proteins	
Carne de res, en lata/bolsa/Beef, Canned/Pouch	
Atún, pedazos, en lata/Tuna, Chunk Light, Canned	
Salmón, rosa, en lata/Salmon, Pink, Canned	
Cerdo, en lata/bolsa/Pork, Canned/Pouch	
Maní, tostado, sin sal/Peanuts, Roasted, Unsalted	
Mantequilla de maní, suave, porción individual/Peanut Butter, Smooth, Individual Portion	
Mantequilla de maní, suave, jarra/Peanut Butter, Smooth, jar	
Mezcla de huevo, en polvo/Egg Mix, Dried	
Pollo, bolsa/Chicken, Pouch	
Estofado de res, en lata o bolsa/Beef Stew, Canned or Pouch	

Vegetales de temporada enlatados/Canned Seasonal Vegetables	
Salsa de tomate, baja en sodio, en lata/Tomato Sauce, Low Sodium, Canned	
Habichuelas Tiernas, bajas en sodio, en lata/Green beans, Low Sodium, Canned	
Zanahorias, rebanadas, bajas en sodio, en lata/Carrots, Sliced, Low Sodium, Canned	
Maíz, granos enteros, sin sal añadida, en lata/Corn, Whole Kernel, No Salt Added, Canned	
Maíz, a la crema, bajo en sodio, en lata/Corn, Cream Style, Low Sodium, Canned	
Vegetales Mixtos, bajo en sodio/Mixed Vegetables, 7-Way Blend, Low Sodium	
Guisantes Verdes, en lata, bajo en sodio/Canned Peas, Green, Low Sodium	
Guisantes Verdes, sin sal añadida/Green Peas, No Salt Added	
Papas deshidratadas/Dehydrated Flakes Potatoes	
Papas en lascas, bajo en sodio, en lata/Potatoes, Sliced, Low Sodium, Canned	
Calabaza, sin sal añadida, en lata/Pumpkin, No Salt Added, Canned	
Salsa de espagueti, bajo en sodio, en lata/Spaghetti Sauce, Low Sodium, Canned	
Espinaca, bajo en sodio, en lata/Spinach, Low Sodium, Canned	
Tomates, en pedazos, sin sal añadida, en lata/Tomatoes, Diced, No Salt Added, Canned	

Lácteos/Dairy	
Leche, 1%, no refrigerada, UHT/ Milk, 1%, Shelf-Stable UHT	
Leche, 1%, porción individual, no refrigerada/Milk, 1%, Individual Portion, Shelf-Stable UHT	
Granos/Grains	
Pasta, Macarrón, Enriquecido/Pasta, Macaroni, Enriched	
Pasta, Espagueti, Grano Entero/Pasta, Spaghetti, Whole Grain	
Pasta, Espagueti, Enriquecido/Pasta, Spaghetti, Enriched	
Pasta, Rotini, Grano Entero/Pasta, Rotini, Whole Grain	
Pasta, Macarrones con Queso/Pasta, Macaroni and Cheese	
Pasta, Macarrón, Grano Entero/Pasta, Macaroni, Whole Grain	
Pasta, Fideos de Huevo/Pasta, Egg Noodles	
Galletas, sin sal/Crackers, Unsalted	
Arroz Integral, Grano Largo, Sancochado/Rice, Brown, Long-Grain, Parboiled	
Arroz, Grano Mediano/Rice, Medium Grain	
Arroz, Grano Largo/Rice, Long Grain	
Avena, Copos, Cocido rápido/Oats, Rolled, Quick Cooking	
Semolina, Maíz, Amarilla/Grits, Corn, Yellow	
Semolina, Maíz, Blanca/Grits, Corn, White	
Harina, Blanca, Grano Entero de Trigo/Flour, White Whole Wheat	
Harina, para todos los propósitos, Enriquecida, Blanqueada/Flour, All Purpose, Enriched, Bleached	
Cereal, Trigo, Molido/Cereal, Wheat, Shredded	

Cereal, Farina de Trigo, Enriquecido/Cereal, Wheat Farina, Enriched	
Cereal, Integral en Hojuelas/Cereal, Wheat Bran Flakes	
Cereal, Arroz crujiente/Cereal, Rice Crisp	
Cereal, círculos de avena/Cereal, Oat Circles	
Cereal, cuadrados de maíz/Cereal, Corn Squares	
Cereal, galletas de arroz/Cereal, Corn/Rice Biscuits	
Cereal, "Corn Flakes"/Cereal, Corn Flakes	
Mezcla de repostería, baja en grasa/Bakery Mix, Lowfat	
Aceite/Oil	
Aceite, Vegetal/Oil, Vegetable	

The emergency feeding organizations or eligible recipient agencies in Puerto Rico will be given a deadline of seven calendar days to answer the survey by email. The survey must be signed by the authorized representative.

After the deadline to submit the survey the TEFAP personnel will call the organization(s) that didn't send the answered survey to offer assistance to fill the survey. The organization(s) will have the opportunity to send the answered survey in the next two calendar days after the call.

The Soup Kitchen Coordinator will review the survey information and will submit a Report to the TEFAP Director in no more than five labor days.

The Soup Kitchen Coordinator will review the Report and will discuss it with the TEFAP Director and other Administrators as necessary to make decisions for the next orders of commodities for the emergency feeding organizations or eligible recipient agencies in Puerto Rico.

HHS Poverty Level Table 2026

TEFAP INCOME ELIGIBILITY GUIDELINES - 2026

48 CONTIGUOUS STATES AND DISTRICT OF COLUMBIA				
	Federal Poverty Guidelines - 100%	185%		
Household Size	Annual	Annual	Monthly	Weekly
1.....	\$15,960	\$29,526	\$2,461	\$568
2.....	21,640	40,034	3,337	770
3.....	27,320	50,542	4,212	972
4.....	33,000	61,050	5,088	1,175
5.....	38,680	71,558	5,964	1,377
6.....	44,360	82,066	6,839	1,579
7.....	50,040	92,574	7,715	1,781
8.....	55,720	103,082	8,591	1,983
For each add'l household member, add...	\$5,680	\$10,508	\$876	\$203

Puerto Rico NAP Participants from FY 2011 to 2025

FEDERAL FISCAL YEAR	HOUSEHOLDS (THOUSANDS)	PARTICIPANTS (THOUSANDS)	AVERAGE NAP BENEFIT
2025	729	1.245	\$329.88
2024	738	1.274	\$324.27
2023	786	1.386	\$324.95
2022	832	1.474	\$325.99
2021	854	1.528	\$191.13
2020	759	1.378	\$293.91
2019	723	1.329	\$296.32
2018	692	1.287	\$253.65
2017	659	1.257	\$238.61
2016	666	1.269	\$238.24
2015	669	1.324	\$255.38
2014	668	1.348	\$221.05
2013	666	1.329	\$240.26
2012	664	1.375	\$237.99
2011	644	1.353	\$246.73

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