



THE EMERGENCY FOOD ASSISTANCE PROGRAM OPERATIONAL STATE PLAN 2008-Permanent Revised June 2025

A. Statement of Goals and Objectives

The Emergency Food Assistance Program (TEFAP) distributes USDA foods to local eligible recipient agencies (ERA) 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 foods 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) funds 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.



Ramón A. Burgos Bermúdez, Esq.
Administrator
Administration for Socioeconomic
Development of the Family

Dr. Patty Bennett
Regional Administrator
Mid-Atlantic Region
USDA, Food & Nutrition Service
US Department of Agriculture

Date June 30, 2025

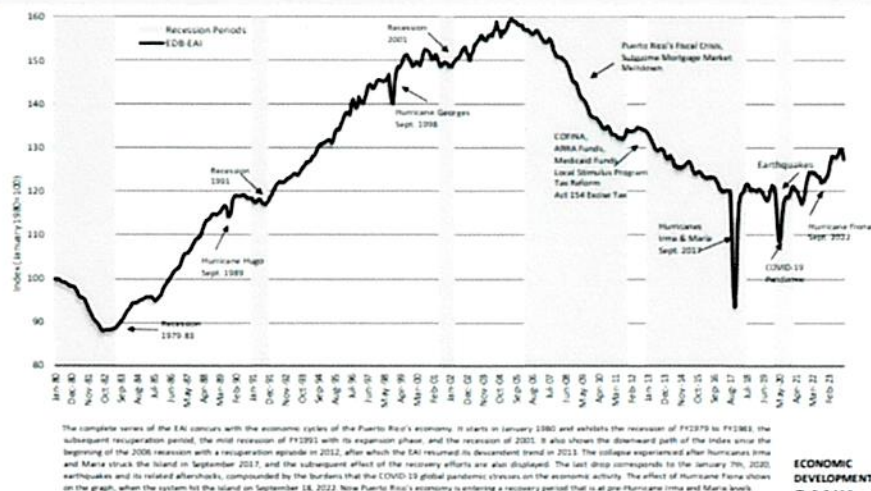
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D. Assessment of Needs

Economic Situation of Puerto Rico

EDB Economic Activity Index Historical Graph from January 1980 to December 2023 (Revised Results)

Source: EDB.



2/3/2024

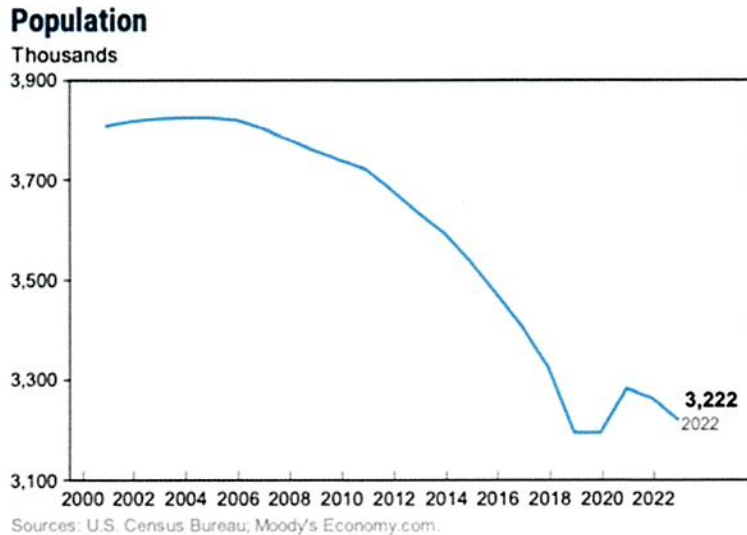
[Go to Contents](#)

18

ECONOMIC
DEVELOPMENT
BANK
FOR PUERTO RICO



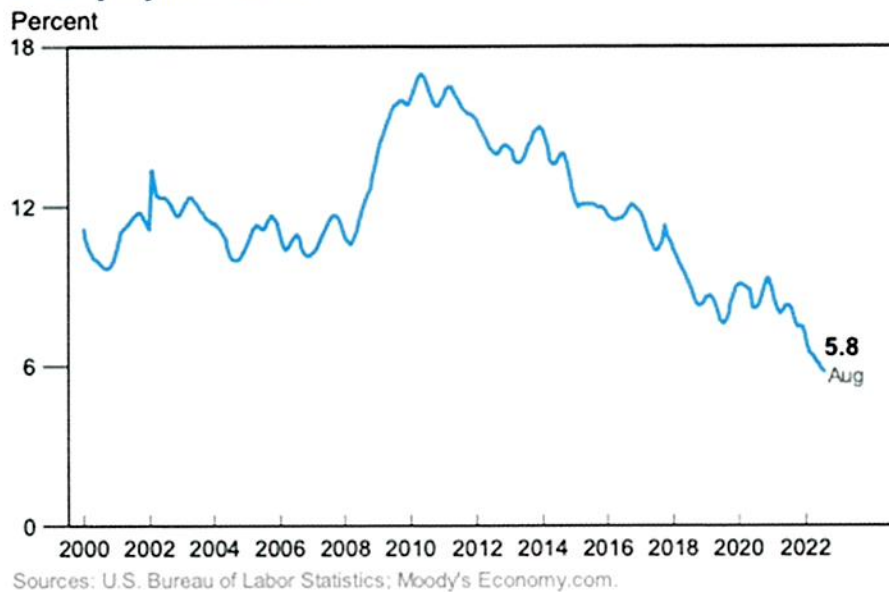
Puerto Rico has a population of approximately 3.2 million. The San Juan-Caguas area is the largest of the island's seven metropolitan areas, representing approximately 75 percent of the island's economy.



Puerto Rico suffered from 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.

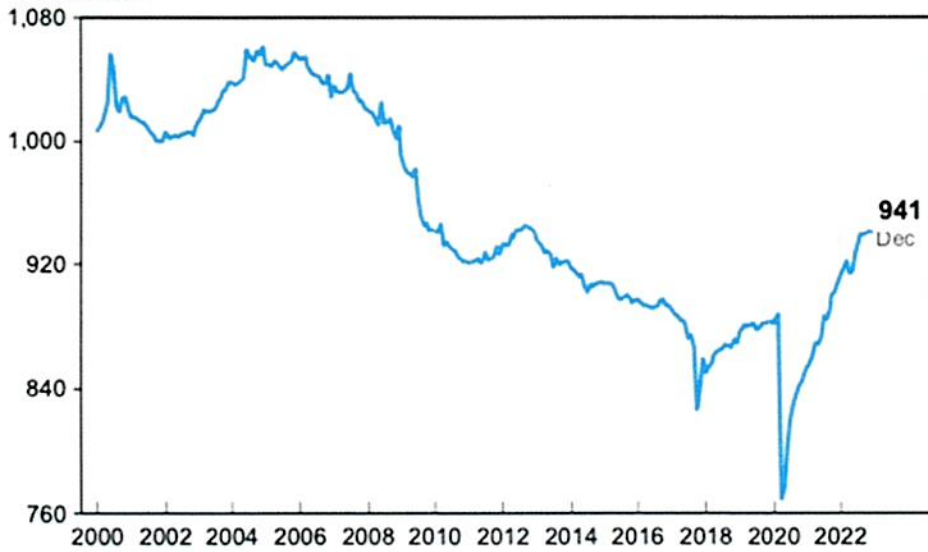
Unemployment Rate



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.

Employment

Thousands

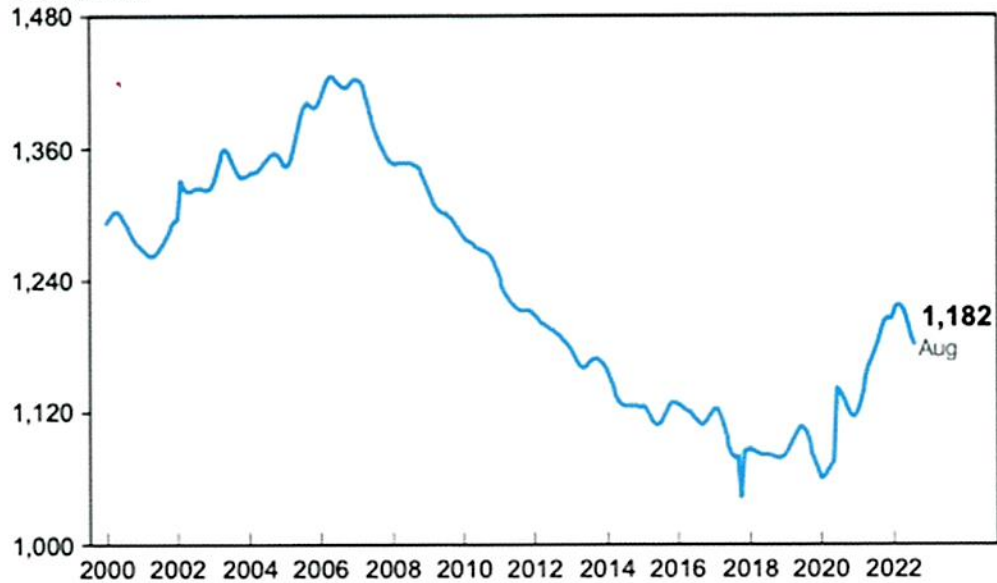


Sources: U.S. Bureau of Labor Statistics; Moody's Economy.com; New York Fed calculations.

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 as the wages in the states, and income inequality is considerably higher. As of September of 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.

Labor Force

Thousands



Sources: U.S. Bureau of Labor Statistics; Moody's Economy.com.

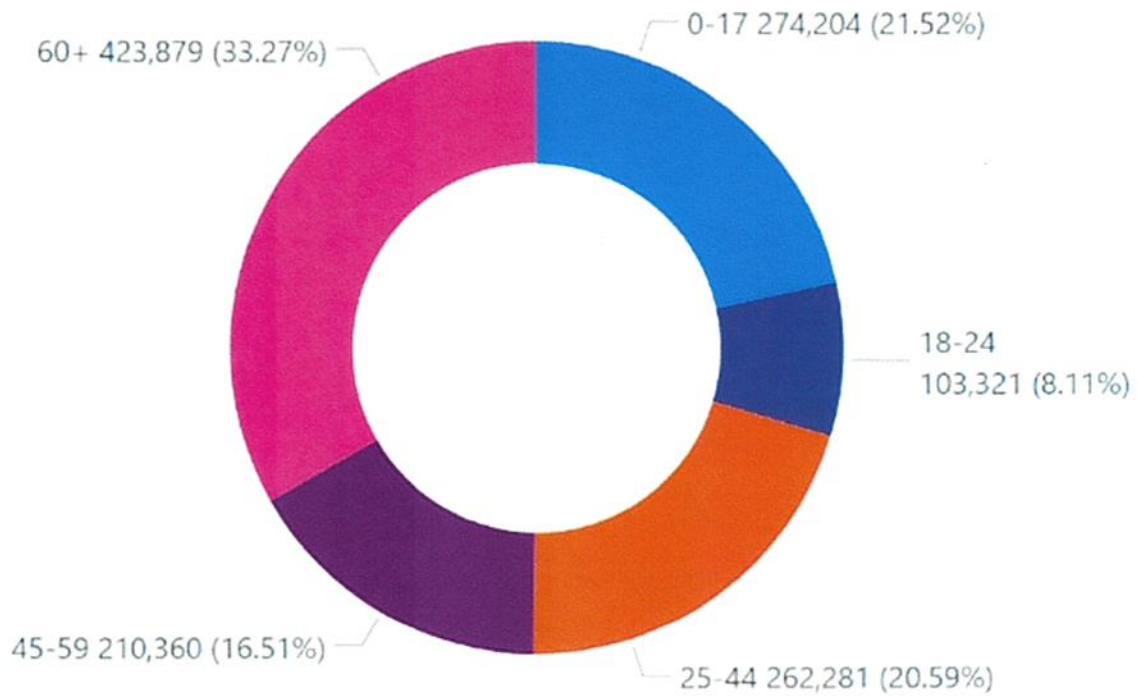
	PUERTO RICO	U.S. VIRGIN ISLANDS*	USA
Population 2020	3,286,000	87,000	331,449,000
Population growth 2020, 10-year change	-12%	-18%	7.4%
GDP 2020, billions	\$103	\$4	\$20,894
Job growth 2021, 5-year change	-2.0%	-8.8%	1.2%
Median household income 2020	\$20,230	\$40,408	\$67,000
Median home price 2020	\$100,000	\$291,000	\$250,000
Population share age 25+ with BA+ 2020	27.2%	22.3%	35.1%

Sources: U.S. Census Bureau; U.S. Bureau of Labor Statistics; IPUMS USA-University of Minnesota; Government of Puerto Rico Planning Board. Data retrieved through data.census.gov, Moody's Economy.com, or directly from source.

*Note: Included for comparison.

Figures for Puerto Rico for Median Household Income, Median Home Price, and Educational Attainment are from the 2019 Puerto Rico Community Survey.

Nutrition Assistance Program Participants by Age Groups



2025 HHS POVERTY GUIDELINES

2025 TEFAP Table of Maximum Gross Income Allowed Based on the 185% of 2025 HHS Federal Poverty Levels	
Family Composition Members	Annual Gross Income
1	\$28,952.50
2	\$39,127.50
3	\$49,302.50
4	\$59,477.50
5	\$69,652.50
6	\$79,827.50
7	\$90,002.50
8	\$100,177.50
For each additional person, add \$10,175	

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 offers 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 inland 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.

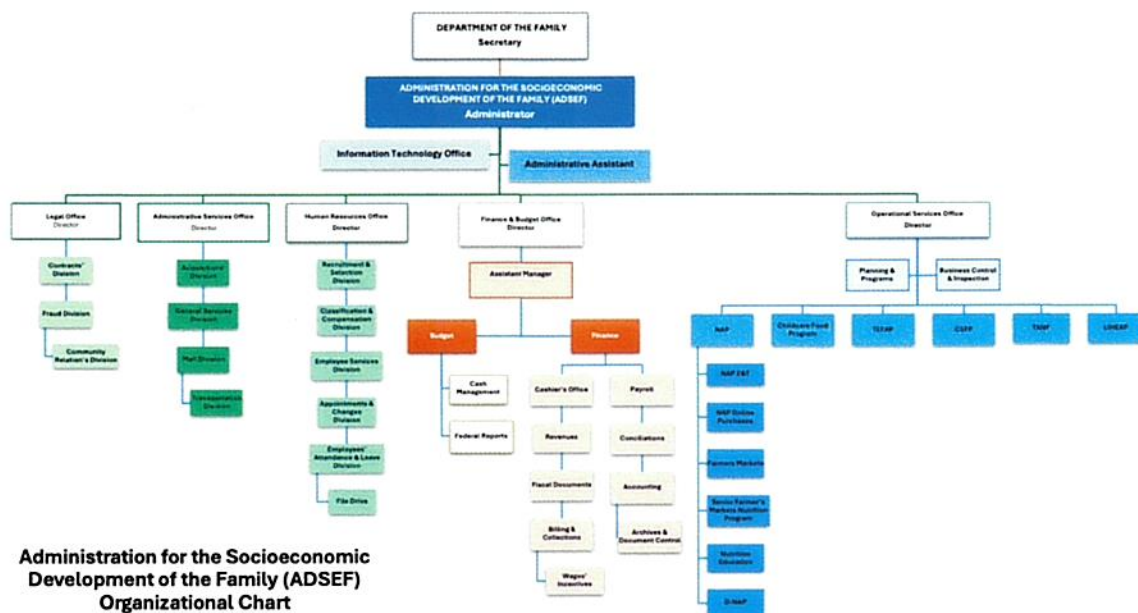
- List of Participants.
- Statistical Reports – the amount of participant household units according to family composition by the quantity of members and amounts of commodities to be distributed.
- Revision List of Participants of the Communities – this list is provided to the Food Distribution Coordinator, 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.

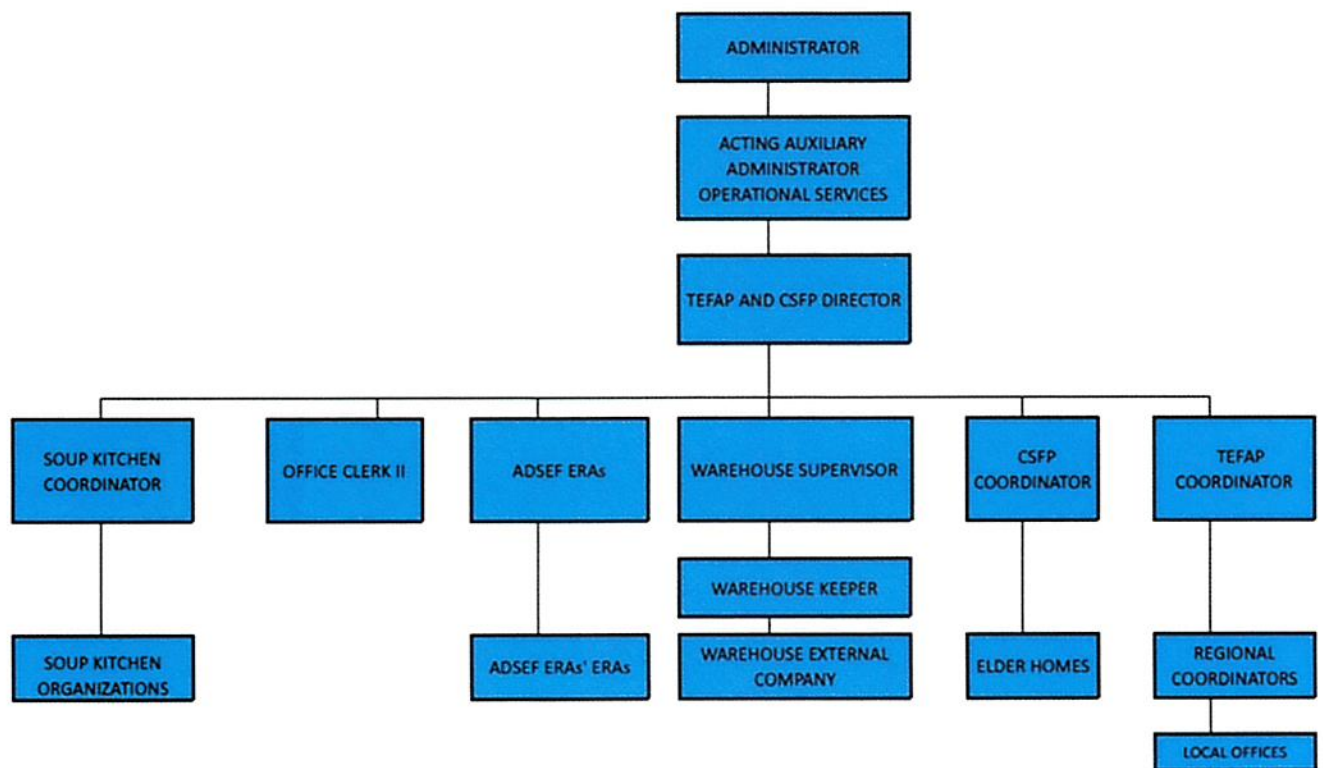
ADSEF Organizational Chart



F. TEFAP Program Structure

The Emergency Food Assistance Program (TEFAP) has 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.

TEFAP AND CSFP ORGANIZATIONAL CHART



TEFAP and CSFP Organizational Chart Detail:

Administrator

Ramón Burgos Bermúdez

Acting Auxiliary Administrator

Dinoska Pizarro

Operational Services

TEFAP and CSFP Director	María Alequín Barreto
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Soup Kitchen Coordinator	Edwin Tirado
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Office Clerk II	Brenda Cotto
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ADSEF ERAs	Marc Ministry, Inc. Puerto Rico Food Bank
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Warehouse Supervisor	David Sánchez
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CSFP Coordinator	Glenda Cardec
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TEFAP Coordinator	Rolando Ventura
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Warehouse Keeper	José Rivera
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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

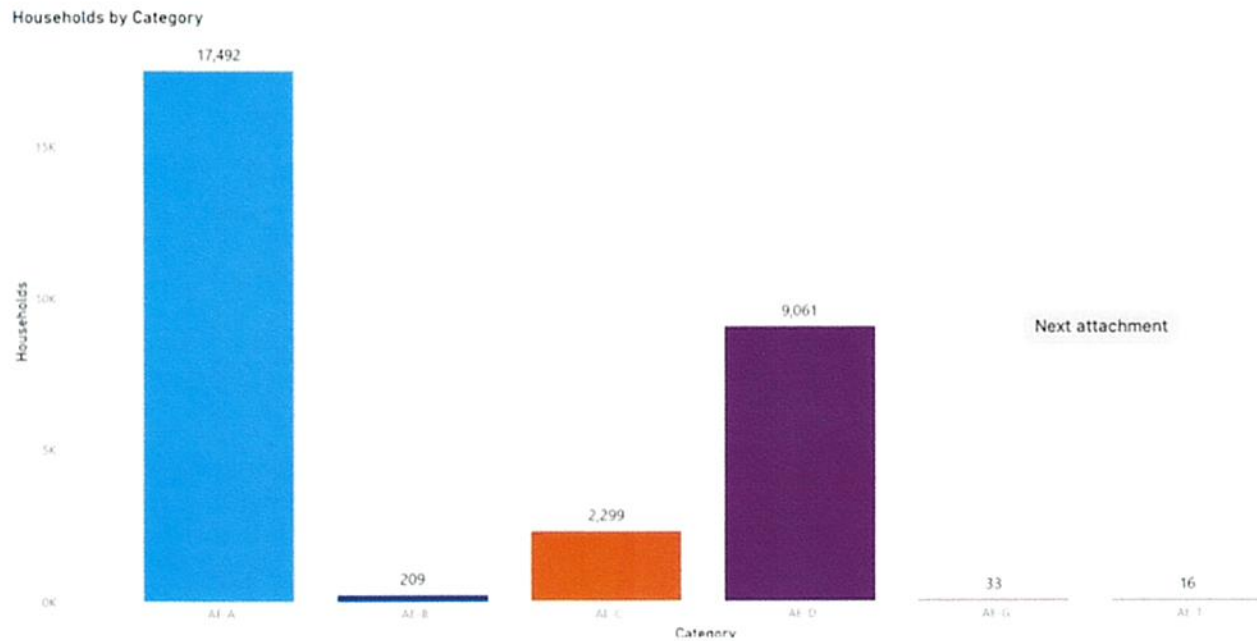
1. Families whose annual income does not exceed 185% of current HHS Federal Poverty Levels limit established in the Table of Maximum Gross Income Allowed.

2025 TEFAP Table of Maximum Gross Income Allowed Based on the 185% of 2025 HHS Federal Poverty Levels	
Family Composition Members	Annual Gross Income
1	\$28,952.50
2	\$39,127.50
3	\$49,302.50
4	\$59,477.50
5	\$69,652.50
6	\$79,827.50
7	\$90,002.50
8	\$100,177.50
For each additional person, add \$10,175	

- 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



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.

TEFAP FOOD DISTRIBUTIONS IN 2021			
Region	Public Housing	Communities	Families
San Juan	58	25	18,273
Bayamón	36	42	7,109
Arecibo	29	77	10,277
Aguadilla	20	10	8,842
Mayaguez	33	31	6,409
Ponce	49	65	11,703
Guayama	19	11	8,79
Caguas	21	21	4,707
Humacao	33	28	6,032
Carolina	26	35	12,665
Total	324	345	94,807

TEFAP FOOD DISTRIBUTIONS IN 2022			
Region	Public Housing	Communities	Families
San Juan	58	25	23,824
Bayamón	36	42	14,646
Arecibo	29	77	19,804
Aguadilla	20	10	9,956
Mayaguez	33	31	14,492
Ponce	49	66	20,500
Guayama	19	14	7,754
Caguas	21	21	9,437
Humacao	33	31	13,618
Carolina	26	35	6,402
	324	352	140,433

TEFAP Food Distributed by Region			
Region	Year 2023	Families	Food Boxes
Carolina	January	6.141	10.184
Ponce	January-February	10.597	16.526
Caguas	February	5.029	7.589
Arecibo	February - March	9.883	16.103
Humacao	March - April	6.217	10.382
Mayaguez	April	6.987	10.944
Guayama	April	4.164	6.780
Bayamon	April - May	4.792	9.197
San Juan	April - May	12.365	18.983
Aguadilla	May	4.210	6.339
Carolina	June	5.842	9.881
Ponce	June - July	10.706	17.675
Humacao	August	5.190	9.233
Arecibo	July	9.265	21.951
Humacao	August	5.190	9.233
Bayamon	August - September	3.175	8.213
Guayama	August - September	3.705	6.681
San Juan	September - October	11.991	18.313
Mayaguez	October	6.752	10.594
Aguadilla	October	2.997	6.370
Total:		132.201	224.801

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

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.

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).
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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 trimester (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 2025

2025 TEFAP Table of Maximum Monthly Income Allowed	
Based on the 185% of 2025 HHS Federal Poverty Levels	
Family Composition Members	Dollars Per Month
1	\$2,412.71
2	\$3,260.63
3	\$4,108.54
4	\$4,956.46
5	\$5,804.38
6	\$6,652.29
7	\$7,500.21
8	\$8,348.13
For each additional person, add \$847.92	

Puerto Rico NAP Participants from FY 2011-2024*

Federal FY	Number of Household Units (Thousands)	Household Members (Millions)	Average Monthly benefits Per Household
2024	732	1,256	\$320
2023	786	1,386	\$298.77
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	\$225.38
2014	668	1,348	\$221.05
2013	666	1,360	\$240.26
2012	664	1,375	\$237.99
2011	644	1,353	\$246.73

*FY 2024 data as of August 2024

Month	Household Units	Household Members	Benefits
October 2023	753,416	1,312,692	\$207,882,162
November 2023	755,609	1,315,412	\$238,900,497
December 2023	753,075	1,308,793	\$243,281,770
January 2024	748,227	1,297,849	\$239,582,737
February 2024	741,932	1,283,411	\$243,354,834
March 2024	734,591	1,266,742	\$239,913,636
April 2024	727,871	1,251,643	\$240,022,260
May 2024	725,134	1,245,501	\$239,289,695

TEFAP State Plan Appendix Index	
Appendix A	Puerto Rico Map of the Department of the Family Regional Distribution
Appendix B	Procedure for Complaints
Appendix C	(Procedimiento de Distribución de Alimentos) Food Distribution Procedure
Appendix D	Form ADSEF-PDA 2a, Information of the Participant
Appendix E	Form ADSEF-PDA 6
Appendix F	List of Required Documents for Recipient Agencies of the FDERA
Appendix G	Food Commodities Request
Appendix H	Civil Rights Questionnaire
Appendix I	Certification of Monthly Average Homeless, elderly, battered women, disabled, and children of the Population Served
Appendix J	Applications Register
Appendix K	Form RA Evaluation Report
Appendix L	Determination of Eligibility
Appendix M	(Procedimiento de Alimentos de ERA) Procedure of Storage and Management of USDA Food of ERAs
Appendix N	(Procedimiento de Distribución de Alimentos a Agencias Elegibles) Food Distribution Procedure to Eligible Agencies
Appendix O	(Procedimiento para la Evaluación e Inspección a Instituciones del Programa de Distribución de Alimentos a Agencias Elegibles (Soup Kitchen)) Procedure for the Evaluation and Inspection of Institutions of the Food Distribution Program to Eligible Agencies (Soup Kitchen)
Appendix Q	(Procedimiento de Reclamaciones y Reporte de Productos Perdidos) Claims Procedure and Reporting of Lost Products

