Eligibility and Data Collection Requirements for New Jersey Dept of Agriculture Programs

This document outlines the eligibility requirements, the data required of the recipient and LDA (Local Distributing Agency), and the differences between the **TEFAP (The Emergency Food Assistance Program)** and **SFPP (State Food Purchase Program)**. These programs provide food to food pantries, homeless shelters, and soup kitchens (i.e., the LDAs or Local Distributing Organizations).

A household is defined as: A group of related or non-related individuals, not including boarders, living as one economic unit and for whom food is normally purchased and prepared in one common place. It also means an individual living alone.

Automatic Eligibility – Recipient self-declares their need when necessary.
TEFAP - TEFAP is a self-declared program and does **not** require proof that the recipient participates in other state programs. There is Automatic Eligibility: recipient self-declares their need, when necessary, by completing the Emergency Food Registration Form at the recipient's first visit to the LDA and then again, once per year. The Form contains the following automatic state qualifiers:

- Temporary Assistance to Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Supplemental Security Income (SSI)
- Women, Infants and Children (WIC) Program

- MEDICAID
- Low Income (per Comparison of Monthly Income Guidelines)
- Disaster Relief (flood, fire, divorce, unemployment, pandemic, etc.)

SFPP - SFPP follows the guidance of the NJDA TEFAP program. Recipient **should** provide their name, number of household members and their signature. To the extent practicable, they should also provide their address. You **must** offer and **may not** withhold SFPP food based upon information not provided by the recipient.

LDA Privately-Sourced Food – The LDA has the flexibility to establish its own distribution qualification criteria.

Some LDAs may not require any proof from recipients for their private, donated, or purchased foods. However, TEFAP and SFPP requires the data listed above to be collected and reported to the Emergency Feeding Organization, such as a food bank.

All qualifying New Jersey residents are eligible to receive TEFAP and SFPP food. In some cases, a recipient may not have proof of address, but still should receive food. LDAs **may not** restrict services based on the recipient's city of residence. **Do not push for information that recipients may not be able to provide.**

SUGGESTED PANTRY DISTRIBUTION GUIDE RATE
This chart shows the **MINIMUM** number of units to distribute to clients
LDAs are encouraged to consider family size and need when including TEFAP foods in packages to recipients.

FOOD / PACK SIZE	NO. UNITS PER FAMILY SIZE				
	1 - 3	4 - 6	7 - 9	10 - 12	13 PLUS
Canned Fruits (#300 or #303 Can)	1	2	3	4	5
Canned Vegetables (#300 or #303 Can)	1	2	3	4	5
Fruit Juice, Bottle (64 oz.)	1	2	3	4	5
Beef/Pork /Chicken, Canned (12-24 oz)	1	2	3	4	5
Macaroni (1 lb. Package)	1	2	3	4	5
Raisins/Prunes/Figs (1 lb. Package)	1	2	3	4	5
Cereal (15 - 18 oz. Box)	1	2	3	4	5
Peanut Butter (16-18 oz jar)	1	1	2	2	3
Rice/Dry Beans/Spaghetti (2 lb. Package)	1	1	2	2	3
Grits (5 lb. Package)	1	1	2	2	3
Frozen Meat Products (3 - 5 lb. Boneless Roasts)	1	1	2	2	2-3
Instant Non-Fat Dry Milk (12.8 oz. Pkgs.)	1	1	2	2	3

Note: Availability of foods is determined by the United States Department of Agriculture. Varieties and pack sizes of foods available will vary as USDA buying patterns adjust to food market conditions.