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## *Healthy Nutrition Guidelines*

# Implementation Guide for Cafeterias



***Your health. Your food. Your choice.***

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**This work supports the Washington State Plan for Healthy Communities.**  
For persons with disabilities, this document is available on request in other formats.  
To submit a request, please call 1-800-525-0127 (TDD/TTY 711).



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The *Guidelines* are also adapted from:

- **Public Health – Seattle & King County** Healthy Vending Guidelines
- **U.S. General Services Administration** Health and Sustainability Guidelines for Federal Concessions and Vending Operations
- **RAND Corporation** Performance Standards for Restaurants

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# Overview

## Introduction

In October 2013, Governor Jay Inslee signed [Executive Order 13-06](#): Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities. This requires state executive agencies to adopt and implement food service guidelines that meet the Department of Health's *Healthy Nutrition Guidelines (Guidelines)*.

The Department of Health's *Healthy Nutrition Guidelines* follow the guidance of the [2010 United States Department of Agriculture's Dietary Guidelines for Americans](#) (DGA 2010). They set criteria to ensure that healthy options can be found in cafeterias, cafés, on-site retail venues, vending machines, meetings and events, and institutional food service. The Department of Health will update the *Guidelines* as necessary – at least every five years – to ensure that they remain current and science-based.

The Department of Health developed this implementation guide to support agencies and other organizations in the implementation of the *Guidelines*.

The *Guidelines* are based on the following guiding principles:

- Emphasize fruits, vegetables and whole grains.
- Minimize the use of processed foods that contain added sugar and sodium.
- Recommend use of healthy cooking techniques, such as baking, roasting, broiling, grilling, poaching, steaming, and stir frying. Recommend no use of deep fryers.
- Serve items in smaller portions if high calorie items are provided (e.g., mini muffins or 2-inch cookies), while still maintaining overall calorie and nutrient requirements.
- Work toward reducing overall sodium content.



More whole grains



More fruits and vegetables



Less fat, sodium and sugar



## Implementation plan checklist for agencies and sites

Use this checklist to adopt and implement the *Healthy Nutrition Guidelines*. All needed forms are available at [www.doh.wa.gov/choosewell-livewell](http://www.doh.wa.gov/choosewell-livewell). Agencies can work towards recognition for implementing the Guidelines (the Choose Well-Live Well Award) at the same time as working towards Washington Wellness' Team WorkWell's Zo 8 Award.

Name of applicant: \_\_\_\_\_ Position: \_\_\_\_\_

Contact information (email/phone): \_\_\_\_\_

Where do you work? \_\_\_\_\_

How would you describe your worksite?  State executive agency  Site of state executive agency  
 Other agency or organization (voluntary adoption)

Activity	Due date	Alignment with Zo 8 Award
<input type="checkbox"/> Adopt a healthy nutrition policy and send copy to the Department of Health. Include information for your agency or site's point-of-contact	July 1, 2014	<b>Standard 6.1</b> Gain policy support for wellness programs
<input type="checkbox"/> Communicate policy change to employees	September 1, 2014	<b>Standard 6.4</b> Inform employees of environmental supports
<input type="checkbox"/> Complete workplace assessments and send to Department of Health (check all that apply) <input type="checkbox"/> Environmental assessment (required for all) <input type="checkbox"/> Cafeteria assessment <input type="checkbox"/> Institutional food service assessment	September 1, 2014	<b>Standard 3.4</b> Collect data about your organization
<input type="checkbox"/> Implement all applicable guidelines. (check all that apply) <input type="checkbox"/> Vending <input type="checkbox"/> Meetings and Events <input type="checkbox"/> Cafeterias <input type="checkbox"/> Institutions	December 31, 2016	<b>Standard 6.3</b> Get environmental support for wellness
<input type="checkbox"/> Promote Health Care Authority's Employee Health Assessment (required for state executive agencies)	Annually	<b>Standard 5.2</b> Promote Health Assessment
<input type="checkbox"/> Complete at least four activities to promote healthy eating in the workplace (list them)	February 1, 2016	<b>Standard 5.1</b> Choose activities and interventions <b>Standard 5.4</b> Choose awareness type activities
<input type="checkbox"/> Submit a success story	February 1, 2016	N/A
<input type="checkbox"/> Submit application for recognition with this completed implementation checklist	February 1, 2016	N/A



## Implementation plan checklist for vendors

Use this checklist to adopt and implement the *Healthy Nutrition Guidelines*. Submit the completed checklist with your application for recognition and success story to the Department of Health at [choosewell-livewell@doh.wa.gov](mailto:choosewell-livewell@doh.wa.gov).

Name of applicant: \_\_\_\_\_ Position: \_\_\_\_\_

Contact information (email/phone): \_\_\_\_\_

Where do you work? \_\_\_\_\_

How would you describe your worksite?    State executive agency    Site of state executive agency  
 Other agency or organization (voluntary adoption)

Guidelines you are implementing	Activity	Submit as you finish
<input type="checkbox"/> Vending	<input type="checkbox"/> Record the number of machines _____ <input type="checkbox"/> Record the number of slots per machine _____	
<input type="checkbox"/> Cafeterias	<input type="checkbox"/> Complete Steps 1–4 of the Implementation Tool for Cafeterias (page C–5) and submit to the Department of Health	
<input type="checkbox"/> Institutions	<input type="checkbox"/> Complete Steps 1–3 of the Implementation Tool for Institutions (page I–4) and submit to the Department of Health	
Required for all Guideline areas	Activity	Due date
	<input type="checkbox"/> Implement the <i>Healthy Nutrition Guidelines</i>	December 31, 2016
	<input type="checkbox"/> Submit a success story	February 1 each year
	<input type="checkbox"/> Submit application for recognition	February 1 each year
	<input type="checkbox"/> Submit this completed implementation checklist	February 1 each year

Submit all forms to the Department of Health at [choosewell-livewell@doh.wa.gov](mailto:choosewell-livewell@doh.wa.gov)







# Healthy Nutrition Guidelines for Cafeterias

**Washington State supports healthy living by ensuring state agencies offer, purchase and serve healthy food and beverages. We are making the healthy choice the easy choice.**

To meet the *Healthy Nutrition Guidelines*, all food service venues must meet the following basic criteria (25 points). Large and medium food service venues must earn additional points to meet the *Guidelines*. See additional criteria for large and medium food service venues below. Please consult the glossary for definitions.

<b>Small food service venue</b>	<b>25 points</b>
<b>Medium food service venue</b>	<b>35 points</b>
<b>Large food service venue</b>	<b>50 points</b>

## **Basic criteria for all food service venues**

**All food service venues are required to implement the following criteria | 25 points**

- Offer daily two whole grain rich options at any time during operation hours. For small and medium food service venues, offer at least one whole grain rich option at all times.
- Offer daily at least one raw, salad-type vegetable and at least one steamed, baked or grilled vegetable seasoned without fat or oil. Small and medium food service venues are not required to offer cooked vegetables.
- Offer a variety of at least three whole or sliced fruits daily. Small food service venues should offer at least two.
- When protein entrées are offered, offer lean meat, poultry, fish or low-fat vegetarian entrée choices.
- Offer one lower sodium entrée and/or meal and promote it.
- Limit deep-fried entrée options to no more than one choice per day.
- All meal items are free of artificial trans-fat or partially hydrogenated oils.
- Offer low-fat and non-fat milk and milk products.
- Have free water available and advertise its availability.

## **Additional criteria for large and medium food service venues**

Medium and large food service venues can choose from the following options to achieve their required point levels. **Medium food service venues must earn an additional 10 points and large food service venues must earn an additional 25 points.** Small food service venues are encouraged to work on the following criteria, but are not required to do so.



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## Beverages

### 3 points

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- ■ ■ Offer container/cup sizes for beverages that are no larger than 16 oz.
- ■ ■ Offer only low-fat and non-fat milk products.

### 2 points

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- ■ Do not offer free refills of sugar-sweetened beverages.

### 1 point

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- Make low-fat or non-fat milk the default milk option.
- For coffee service, serve milk (whole, 2%, low-fat or non-fat) as the default option rather than cream or half and half.
- If sugar-sweetened beverages are offered, an equal number of zero- and low-calorie beverages must also be offered.
- Offer only 100% fruit juice with no added sugars.
- Offer vegetable juices that contain 230mg or less of sodium per serving.

## Food Components

### 3 points

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- ■ ■ Have at least one Washington grown food product available at all times.
- ■ ■ Offer half-sized portions for at least 50% of entrée items and promote that option.
- ■ ■ Serve non-fried vegetables or fruit as the default side dish with meals.
- ■ ■ When grains are offered, make whole grain options the default for 50% of the meals.
- ■ ■ Offer a salad bar.

### 2 points

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- ■ Allow substitution of a non-fried vegetable side dish for no extra charge and promote the option.
- ■ Serve one meal that provides at least three of the following items: one serving of fruit, one serving of vegetables, one serving of beans (black, pinto, kidney), or one serving of whole grains.
- ■ Offer healthy options with bread in place of butter, such as olive oil or hummus.
- ■ If dessert is offered, offer smaller portions (2 oz.) of cookies, bars, etc.
- ■ Offer at least one fish or seafood option prepared using a healthy cooking method (broiled, grilled, baked, roasted).
- ■ For cheese, yogurt and other milk products, offer low-fat and non-fat products as the default options.
- ■ For breakfast baked goods, offer small portions of muffins (3 – 3 ½ oz.), quick breads and bagels.
- ■ Offer condiments, sauces and dressings on the side.

## Food Components (continued)

### 1 point

- Offer low-sugar cereals (6g or less of sugar per serving) with at least 3g of fiber.
- Only offer yogurt with no added caloric sweeteners or labeled as reduced/less sugar.
- Locate fruit in close proximity to dessert options.
- Offer at least one oil and vinegar based salad dressing that is also low in sodium.
- **1 point for each low-sodium product purchased for a maximum of 5 points**  
Purchase lower sodium products, such as soup base, deli meats, canned tomatoes, fresh or frozen vegetables, or bread products.

## Make it Easier for Customers to Choose Healthier Options

### 3 points

- ■ ■ Sell healthier options at equal or lower price than equivalent available items.

### 2 points

- ■ Place healthier items more prominently – closer to customers and at eye level.
- ■ Reserve at least 75% of promotional signage in the restaurant for healthier items.
- ■ Do not market or promote deep-fried options as the special or feature of the day.

### 1 point

- Train employees to prompt customers to choose non-fried vegetables when ordering.
- Train employees to prompt customers to choose zero- and low-calorie beverages when ordering.
- List healthier options first for each category of the menu.
- List zero- and low-calorie beverages before sugar-sweetened beverages on the menu.
- **1 point for each approach used for a maximum of 3 points**  
Promote healthier menu options through advertising, coupons, price promotions, window signs, in-store signage, kiosks and table tents.



Yogurt parfait



Washington-raised chicken



Low-sodium tomato soup

## Cafeteria success story

The Bienvenue Cafeteria at Labor & Industries (L&I) has worked closely with L&I's wellness program to respond to its customers' requests for healthier options. Together, they are planning menu options, developing communications, and supporting nutrition education.

### Planning menu modifications

The Cafeteria and Wellness Program are working on surveying customers to learn what healthier options they'd like to see offered in the cafeteria. Bienvenue's business orientation has always been, "if they are willing to buy it, I will make it." The survey will allow them to get solid data they can use to meet the demands of the customers – in ways that allow the cafeteria to continue to be profitable. Based on what they learn from the survey, they will be able to determine how they can make menu modifications within the parameters of the current supply chain. Some changes to foods and beverages are already underway – like the downsizing of dessert portions!

### Developing a communications campaign

The Cafeteria and Wellness Program are collaborating on a large scale communications campaign to highlight the healthier choices customers already have, but may not know about. These include food preparation methods and portion sizes. The campaign will encourage customers to 'just ask' as they would in any other kind of restaurant.

### Supporting the nutrition education

The agency also has a nutrition education program called The Full Plate Diet. The program emphasizes adding more fiber-rich foods to one's diet. Bienvenue's owner has agreed to offer a weekly Full Plate Diet menu choice at his restaurant. The Wellness Program will provide him a Full Plate book that he can use in his menu planning.

Bienvenue has already made great strides in meeting the needs of its customers. Small steps in the right direction can benefit everyone in the long run. And, there are more, exciting changes to come!



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Oatmeal bar



Balanced meal



Reasonable portions



## Implementation tool for cafeterias

**STEP 1: Determine what size food service venue you are.**

**Check the box that best describes your venue.**

- Small food service venue:** Offer only pre-made and pre-packaged options and the food is prepared off-site and brought in to the food service location. A grab-and-go venue is an example.
- Medium food service venue:** Typically offer a smaller number of menu options including premade or quick-to-make options, such as soups and sandwiches. Delis, cafés or food service operations with limited on-site preparation facilities are examples.
- Large food service venue:** Offer a large menu of options that are made in-house, such as hot entrées, grill items, salad bars, bakery items, deli stations, etc. A full-service cafeteria or conventional food service operation is an example.

**STEP 2: Assess how well your food service venue meets the guidelines.**

Basic criteria (required for all food service venues)	Yes	No
<b>Large:</b> Do you offer daily two whole grain rich options at any time during operations hours? <b>Medium and small:</b> Do you offer daily at least one whole grain rich option at all times?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
<b>Large:</b> Do you offer daily at least one raw, salad-type vegetable and at least one steamed, baked or grilled vegetable seasoned without fat or oil? <b>Medium and small:</b> Do you offer daily at least one raw, salad-type vegetable?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
<b>Large and medium:</b> Do you offer daily at least three whole or sliced fruits? <b>Small:</b> Do you offer daily at least two whole or sliced fruits?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
<b>All:</b> When protein entrées are offered, do you offer a lean meat choice such as poultry, fish or low-fat vegetarian option?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
<b>All:</b> Do you offer one lower sodium entrée and/or meal and do you promote it?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
<b>All:</b> Do you offer no more than one deep-fried entrée option per day?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
<b>All:</b> Are all meal items free of artificial trans-fat or partially hydrogenated oils?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
<b>All:</b> Do you offer low-fat and non-fat milk products?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
<b>All:</b> Do you have free water available and do you advertise its availability?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
<b>Total points – Basic criteria</b>		



Food components (optional for small food service venues)	Yes	No
Do you have at least one Washington grown food product available at all times?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
Do you offer half portions for at least 50% of entrée items and promote that the option is available?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
Do you serve non-fried vegetables or fruit as the default side dish with meals?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
When grains are offered with meals, do you serve whole grain rich options as the default with 50% of meals?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
Do you offer a salad bar?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
Do you allow substitution of a non-fried vegetable side dish for not extra charge and do you promote that the option exists?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
Do you serve one meal that provides at least three of the following items: one serving of fruit, one serving of beans (black, pinto, kidney) or one serving of whole grains?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
Do you offer healthy options, such as olive oil or hummus, with bread in place of butter?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
If dessert is offered, do you offer smaller portions (2 oz.) of cookies, bars, etc.?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
Do you offer at least one fish or seafood option prepared using a healthy cooking method such as broiled, grilled, baked or roasted?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
For cheese, yogurt and other milk products (i.e. yogurt, cottage cheese), do you offer low-fat and non-fat products as the default options?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
For breakfast baked goods, do you offer small portions of muffins (3 – 3.5 oz)?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
Do you offer all condiments, sauces and dressings on the side?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
Do you offer low-sugar cereals (6g or less of sugar per serving) with at least 3g of fiber?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
Do you only offer yogurt with no added caloric sweeteners or labeled as reduced/less sugar?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
Do you locate fruit in close proximity to dessert options?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
Do you offer at least one oil and vinegar based salad dressing that is also low in sodium?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
Do you purchase lower sodium products, such as soup base, deli meats, canned tomatoes, fresh or frozen vegetables, or bread products?  <i>1 point for each low sodium product purchased for a maximum of 5 points</i>	<input type="checkbox"/> 5 pt <input type="checkbox"/> 4 pt <input type="checkbox"/> 3 pt <input type="checkbox"/> 2 pt <input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
<b>Total points – Food Components</b>		



Beverages (optional for small food service venues)	Yes	No
Do you offer container/cup sizes for beverages that are no larger than 16 oz.?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
Do you offer only low-fat and non-fat milk products?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
Do you restrict refills of sugar-sweetened beverages?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
Is low-fat or non-fat milk your default milk option?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
For coffee service, do you serve milk (whole, 2%, low-fat or non-fat) as the default option rather than cream or half and half?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
If you offer sugar-sweetened beverages, do you offer an equal number of zero- and low-calorie beverages?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
If you offer juice, do you only offer 100% fruit juice with no added sugars?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
If you offer vegetable juices, do you offer at least one that contains less than 230mg of sodium per serving?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
<b>Total points – Beverages</b>		

Make it easier for customers to choose healthier options (optional for small)	Yes	No
Do you sell all healthier options at equal or lower price than equivalent available items (i.e., turkey burger vs. regular burger)?	<input type="checkbox"/> 3 pt	<input type="checkbox"/> 0 pt
Do you place healthier items more prominently – closer to customers and at eye level?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
Is at least 75% of your promotion signage in your venue for healthier items?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
Do you restrict marketing of deep-fried options as the special or feature of the day?	<input type="checkbox"/> 2 pt	<input type="checkbox"/> 0 pt
Do you train employees to prompt customers to choose non-fried vegetables when ordering?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
Do you train employees to choose zero- and low-calorie beverages when ordering?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
Do you list healthier options first for each category of the menu?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
Do you list zero- and low-calorie beverages before sugar-sweetened beverages on the menu?	<input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
Do you promote healthier menu options through advertising, coupons, price promotions, window signs, in-store signage, kiosks or table tents? <i>1 point for each approach used for a maximum of 3 points</i>	<input type="checkbox"/> 3 pt <input type="checkbox"/> 2 pt <input type="checkbox"/> 1 pt	<input type="checkbox"/> 0 pt
<b>Total points – Easier to Choose Healthier</b>		



- ❑ **STEP 3: Add up the points you calculated in the previous section.**
  - **Small food service venues** must meet all of the Basic Criteria = **25 points**
  - **Medium food service venues** must meet Basic Criteria 25 points + additional 10 points = **35 points**
  - **Large food service venues** must meet Basic Criteria 25 points + additional 25 points = **50 points**

**Record the total number of points received in each category:**

Basic criteria (required for all food service venues)	Subtotal _____
Additional criteria (optional for small food service venues)	
▪ Food components	Subtotal _____
▪ Beverages	Subtotal _____
▪ Make it easier for customers to choose healthier options	Subtotal _____
<b>Total Points</b>	_____

- ❑ **STEP 4: Plan for the changes your food service venue needs to make to meet the guidelines.**  
Start with the changes that are easiest to make and work towards the more difficult changes. These changes may take some time.

Does your food service venue meet the Guidelines for:			If "no," what do you need to do to meet the Guidelines?	What is your goal completion date?
Small food service venues (25 pt)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Medium food service venues (35 pt)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Large food service venues (50 pt)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

- ❑ **STEP 5: Implement the changes in your plan.** Make sure to include everyone who needs to be involved. If you have questions or need technical assistance, remember to contact us at [choosewell-livewell@doh.wa.gov](mailto:choosewell-livewell@doh.wa.gov)!
- ❑ **STEP 6: Congratulations! Your food service venue meets the Healthy Nutrition Guidelines!** Make sure you apply for recognition. You can sustain your work by making sure that all future menu items meet guidelines when you're menu planning!





## How to promote healthy choices in cafeterias

1. **Use strategies other cafeterias have found successful** to encourage customers to make the healthy choice.
  - ❑ Make the healthier items the first thing customers see when they enter the cafeteria. Place healthier items first in cooler or on food line.
    - ✓ **It works!** White milk sales increased up to 46% when placed first in school lunchroom coolers.
  - ❑ Make healthier choices more visible by placing at eye-level and in good lighting.
    - ✓ **It works!** Moving and highlighting fruit in a school cafeteria increased sales by up to 102%.
  - ❑ Make the healthier choice the default option. You can still have the less healthy side available for customers who ask for it.
    - ✓ **It works!** People are more likely to choose default options.
  - ❑ Consider an “express line” with healthy grab-and-go items such as boxed lunches with sandwiches made on whole grain bread, a side of fruit and vegetable, and water.
    - ✓ **It works!** 35% more students in one cafeteria chose healthier items when the cafeteria offered a “healthy choice only” convenience line.
  - ❑ Try accepting pre-orders of healthier items in the morning, and then have them ready for pick up.
    - ✓ **It works!** People tend to order healthier choices more often when they pre-order.
  - ❑ Make smaller portions the “regular” and the larger portions “double.”
    - ✓ **It works!** Customers respond more to portion size labeling than actual container size. We eat less when items have a larger sounding name.
  - ❑ Use attractive, descriptive names for healthier meal options.
    - ✓ **It works!** Naming vegetables in an attractive way increased the selection of vegetables in school cafeterias.
      - One cafeteria incorporates “exotic new veggies” in their menu like creamed cauliflower and mixed roots.
      - One cafeteria serves “breakfast salads” made with eggs, chicken or tofu, and vegetables.
  - ❑ Use tall, skinny glasses for beverages. Tall and skinny glasses make it look like there's more drink. This also works for food containers.
    - ✓ **It works!** People pour more into a short, wide glass than a tall, narrow glass.
  - ❑ Use smaller plates and bowls.
    - ✓ **It works!** People over-serve themselves when using larger plates and bowls, and they underserve themselves when using smaller plates and bowls.
  - ❑ Make sure meals come with a vegetable. You can add any kind of non-fried, low-fat vegetable to meals.
    - ✓ **It works!** People think meals with vegetables are more appealing.



- ❑ Offer more than one choice of healthier foods and decrease the number of less healthy options.
  - ✓ **It works!** We eat more when we have more options to choose from.
    - Students in one cafeteria chose more vegetables when they had two choices instead of one choice.
    - One cafeteria has an oatmeal bar with fun, healthy toppings that customers can choose from like blueberries, cranberries, apples, dried currants, dried apricots, walnuts, toasted almonds, flax seed and honey.
    - One cafeteria allows customers to "create their own bowl" by choosing a whole grain, a protein, and then a seasonal vegetable.
- ❑ Encourage people to make the healthy choice by asking, "Would you like a piece of fresh fruit today?" or "Would you like water with that?"
  - ✓ **It works!** Students at one school were four times more likely to take fruits when the servers asked them if they wanted fruit or juice.
    - One cafeteria found that giving options helps control costs and reduce calorie consumption. They'd ask customers "would you like cheese or sour cream?" on taco bar days.
- ❑ Make the daily special a healthier choice.
  - ✓ **It works!** Customers are more likely to choose a meal featured on the front of a menu as the special.
    - One cafeteria had "Wellness Wednesdays." The Wednesday special featured a new, healthy food like sweet potato casserole.
    - One cafeteria had "Fresh Start Mondays." The menu included new vegetable-loaded recipes and exotic flavors.

## 2. Market healthier choices by using the Choose Well–Live Well materials

- ❑ Use the Choose Well–Live Well campaign materials to promote the healthy choice. Label vegetarian, gluten-free and healthy options with food and beverage labels.
- ❑ Put up Choose Well–Live Well posters around the cafeteria and worksite.
- ❑ Tell your customers about the healthy options available in your cafeteria through emails or newsletter articles.



# Resources

## Applying for recognition

State executive agencies, worksites and vendors that would like to be recognized for their efforts implementing [Executive Order 13-06: Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities](#), can apply for recognition. Other agencies and organizations who voluntarily adopt and implement the *Guidelines*, may also apply for recognition. All forms required to apply for recognition are available at [www.doh.wa.gov/choosewell-livewell](http://www.doh.wa.gov/choosewell-livewell). Questions? Contact us at [choosewell-livewell@doh.wa.gov](mailto:choosewell-livewell@doh.wa.gov).

	Criteria	Recognition
<p><b>Agency recognition</b> The entire agency based on the level of compliance for all applicable <i>Healthy Nutrition Guidelines</i> in all sites. This applies to:</p> <ul style="list-style-type: none"> <li>State executive agencies that are affected by EO 13-06.</li> <li>Other state agencies that voluntarily adopt the <i>Guidelines</i>.</li> </ul>	<ul style="list-style-type: none"> <li>The agency implements the <i>Guidelines</i> in all applicable areas.</li> <li>The wellness coordinator or other agency representative completes and submits implementation plan checklist.</li> <li>The wellness coordinator or other agency representative applies for recognition by February 1 for work completed in the previous year.</li> </ul>	<ul style="list-style-type: none"> <li>An award signed by Secretary John Wiesman and HCA Director Dorothy Teeter.</li> <li>Announcement of recognition in a press release and posted on the Choose Well–Live Well website.</li> <li>Permission to use recognition logo on website.</li> </ul>
<p><b>Site recognition</b> A smaller site within an agency (off-campus locations, individual state buildings) based on the level of compliance for all applicable <i>Guidelines</i>. This applies to:</p> <ul style="list-style-type: none"> <li>Worksites of state executive agencies that are affected by EO 13-06.</li> <li>Other organizations that voluntarily adopt the <i>Guidelines</i>.</li> </ul>	<ul style="list-style-type: none"> <li>The site implements the <i>Guidelines</i> in applicable areas.</li> <li>The site completes and submits implementation plan checklist.</li> <li>The site applies for recognition by February 1 for work completed in the previous year.</li> </ul>	<ul style="list-style-type: none"> <li>Permission to use recognition logo.</li> <li>Announcement of recognition posted on the Choose Well–Live Well website.</li> </ul>
<p><b>Vendor recognition</b> Individual vendors, operators, food services managers, etc. based on their individual level of compliance.</p>	<ul style="list-style-type: none"> <li>The vendor implements the <i>Guidelines</i> as applicable.</li> <li>The vendor completes and submits the implementation plan checklist.</li> <li>The vendor applies for recognition by February 1 for work completed in the previous year.</li> </ul>	<ul style="list-style-type: none"> <li>Permission to use recognition logo (on menu, vending machines, etc.).</li> <li>Announcement of recognition posted on the Choose Well–Live Well website.</li> </ul>



## Glossary

- An **entrée** is considered the main part of a meal. Examples include a sandwich, pizza or burger.
- **Healthier options** are fruits, non-fried vegetables, lean proteins, whole grain rich grains (excluding sweet baked goods), zero- or low-calorie beverages, water, or low-fat or fat-free milk.
- **Large food service venues** offer a large menu of options that are made in-house, such as hot entrées, grill items, salad bars, bakery items, deli stations, etc. A full-service cafeteria or conventional food service operation is an example.
- **Lean meats** are seafood or game meat products that contain less than 10g total fat, 4.5g or less saturated fat, and less than 95mg cholesterol per RACC (reference amount customarily consumed) per 100g.
- **Lower sodium** is 360mg of sodium or less per snack item, 480mg of sodium or less per individual food item as served, or 900mg of sodium or less per meal.
- A **meal** is a more complete offering intended for breakfast, lunch, or dinner that includes two or more items from recommended food groups served in combination. For example, a meal may include a lean meat, vegetable, fruit and whole grain bread.
- **Medium food service venues** typically offer a smaller number of menu options including premade or quick-to-make options, such as soups and sandwiches. Delis, cafés or food service operations with limited on-site preparation facilities are examples
- **No added sugars** – FDA-recognized examples include: agave syrup, anhydrous dextrose, brown sugar, brown sugar syrup, confectioner's powdered sugar, corn syrup, corn syrup solids, dextrin, dextrose, evaporated cane choice, fructose, high-fructose corn syrup (HFCS), honey, invert sugar, lactose, malt syrup, maltose, maple syrup, molasses, nectars (peach nectar, pear nectar), pancake syrup, raw sugar, sucrose, sugar, white granulated sugar.  
  
Added sugars not recognized by the FDA include: cane juice, crystal dextrose, evaporated corn sweetener, fruit-juice concentrate, fruit nectar, glucose, liquid fructose, sugar cane juice.
- **Small food service venues** offer only pre-made and pre-packaged options and the food is prepared off-site and brought in to the food service location. A grab-and-go venue is an example.
- **Sugar-sweetened beverages** include sodas, fruit drinks, sport drinks, iced teas and coffee drinks that contain added caloric sweeteners. These do not include low-fat or fat-free milk.
- **Whole grain rich** foods have at least 50% of the grain ingredients as whole grain. This can be determined by the product listing a whole grain as the first ingredient, from the manufacturer, or if the product has a whole grain stamp. Brown rice, whole grain rolls, corn tortillas, whole grain pasta, oatmeal or whole grain cereal are examples. Items which bear a whole grain stamp are whole grain rich.
- **Zero- or low-calorie beverages** include water and other beverages with no more than 25 calories per cup or container as offered for sale.

## Purchasing Washington-grown products

The Washington State Department of Agriculture's (WSDA) farm-to-school program assists schools and other agencies/institutions looking to purchase and serve Washington-grown products. Their website, [www.wafarmtoschool.org](http://www.wafarmtoschool.org), is a great resource for purchasing locally. The website includes:

- Sourcing Local Food for Institutional Meal Programs. This webpage has information about the Farm-to-Prison pilot program and distribution models for local food.
- A School's Guide to Purchasing Washington-Grown Food. This guide includes seasonality charts for Washington-Grown Produce (pages 59 – 62).
- Washington Grown Food Kit. This webpage includes general information about locally-grown foods, recipes, sample menus and nutrition facts. The Food Kit is an evolving and growing resource.

For additional assistance, please contact Tricia Kovacs at 206-256-6150 or [tkovacs@agr.wa.gov](mailto:tkovacs@agr.wa.gov). Tricia can answer any questions specific to your food purchasing situation.



Washington state apricots



Washington state low-fat dairy products



Washington state organic farmer



## **Behavioral economics? Another way to promote healthier foods and beverages**

Efforts to promote healthier food and beverage choices have tried to change people's behavior in a variety of ways.

Traditionally, most efforts to promote healthier choices relied on **educating the consumer**. This could be education on the benefits of eating healthy or the potential consequences of making an unhealthy choice. Recent research shows this may not be the most effective way to influence people's choices.

Another common strategy to improve food and beverage choices is to **restrict or eliminate** less healthy options. This approach can backfire. People have a natural reaction to rebel when they feel coerced into making a choice. Eliminating less healthy food options or offering excessive incentives prompts individuals to rebel and over-compensate when the restrictions are not in place. These strategies are unlikely to lead to consistent, long-term behavior change. People tend to value the outcome of a decision more when they feel like they have had the freedom to make their own choice.

With both education and restriction falling short of achieving the outcome we're looking for (healthier individuals), behavioral economics has looked into why we sometimes make irrational decisions. Researchers have created strategies based on behavioral economics that influence our choices by understanding our decision-making process.

We have two decision-making systems: Automatic and reflective. The automatic system is unconscious and often irrational. The reflective system is rational and deliberate. We tend to default to the automatic system when we are under stress, have many decisions to make, or have low resources to make a decision. This is why we are more likely to "pre-order" a healthy meal a day ahead of time rather than order it when we're hungry. Quite often, we are under the influence of the automatic system when making food choices.

Behavioral economics strategies are evidence-based and are used to "nudge" people to make healthier food choices. They make the healthy choice the easy choice, which is especially helpful when we are under the influence of the automatic system. Some example strategies include:

- Provide an attractive fresh fruit presentation, such as baskets at the checkout with prompts asking "Would you like a piece of fresh fruit today?"
  - The research says to increase the visibility and improve the placement of healthier items. People are more likely to buy what they see first.
- Make the healthier items the first thing customers see when they enter the cafeteria.
  - One study found that white milk sales increased up to 46% when placed first in school lunchroom coolers.

Not only are behavioral economics strategies low-cost, applying these strategies won't negatively affect the food business's profit margin. In many studies, implementing these strategies actually increased sales.



## Why is sodium an issue?

The average American eats too much sodium. Eating too much sodium raises blood pressure. High blood pressure can lead to heart disease and stroke, which are the nation's first and third leading causes of death. Ninety percent of the sodium we eat is in the form of salt. More than 75% of this sodium comes from pre-packaged foods and restaurant meals.

The *Dietary Guidelines for Americans 2010* recommend that people consume no more than 2300mg of sodium a day – about 1 teaspoon of salt. People with high blood pressure, diabetes, or kidney disease, people 51 or older or African Americans of any age, should consume no more than 1500mg of sodium a day – about 2/3 teaspoon of salt.

All of the *Healthy Nutrition Guidelines* include a lower sodium component. This section includes some additional information and tips to reduce sodium.



### Surprisingly salty

#### Dairy products

- Choose cheeses with less than 200mg of sodium per serving.

#### Cold breakfast cereals and instant hot cereal

- Choose cereals with 200mg or less of sodium per serving.

#### Bread

- Choose breads with 200mg sodium or less per slice and consider eating or serving half sandwiches. Don't eat or serve bread with other high-sodium foods.

#### Condiments

- Choose condiments in portion-controlled containers, with no more than 75mg sodium per serving.



### General tips for reducing sodium

- Avoid processed products whenever possible. If this is not an option, read labels to find the lowest sodium versions.
- Select whole foods, such as fruits, vegetables, lower-sodium dairy products, whole grains, dry and fresh beans and peas, unsalted nuts, eggs, and minimally processed meats whenever possible.
- Avoid pickled and brined foods, and read labels to limit portions when offering olives.
- Let your manufacturers and suppliers know that you are interested in lower sodium products.



**Make low-sodium dressings**

### Tips for delicious and healthy low-sodium cooking

- When making salad dressings, soups, sauces or marinades, use no more than 3/4 teaspoon of salt or 2 tablespoons of soy sauce in every 10-portion batch.
  - Try using intensely flavored herbs, spices, low-sodium liquids, and salt-free seasonings, such as vinegar, lemon juice, wine and fruit juices.
  - Drain the liquid from and rinse canned foods.
  - Use oil or unsalted butter instead of salted butter when possible.
- Be aware that baking soda, baking powder, monosodium glutamate (MSG), disodium phosphate, sodium alginate, sodium nitrate and nitrite all contain sodium.
  - Roasted, grilled, broiled, baked, poached or steamed meats and fish are much lower in sodium than salted, cured, deli or smoked meats and fish.
  - Make sauces, dressings, soups and condiments from scratch if possible, and serve dressings, sauces, and condiments on the side.
  - Be creative by adding low-sodium whole foods to processed products. For example, add diced fresh tomatoes or canned tomatoes with no salt added to canned tomato sauce or dilute low-sodium soy sauce with vinegar at a 1:1 ratio.

### Tips for choosing low-sodium options

- Choose packaged products with no more than 10% of daily value of sodium per serving listed on their food label.
- Choose fresh vegetables rather than canned. If purchasing frozen vegetables, read the label to make sure they do not contain salt.
- Ask your caterer to prepare soups, salad dressings, dips, and meat marinades from scratch to control sodium content.
- Choose lower sodium dairy products in 1-ounce serving sizes, and freshly roasted and cooked meats and fish rather than salted, cured, deli or smoked meats and fish.

### Resources

- For tips on reading labels, visit the U.S. Food and Drug Administration – [www.fda.gov](http://www.fda.gov) – and search for “nutrition labeling.”
- For more information on sodium, visit the American Heart Association – [www.heart.org](http://www.heart.org) – and search for “salt habit.”
- For more strategies to reduce salt in your menu, visit Nation's Restaurant News – [www.nrn.com](http://www.nrn.com) – and search for “low-sodium recipes.”



## Recommended foods and beverages

Beverages	Recommended	Not Recommended
Coffee	Served with non-fat (skim) or low-fat (1%) milk	Served with half and half
Juice drinks	100% fruit or vegetable juice	Fruit or vegetable drinks (including full-sodium tomato juice) and "ades"
Milk	Non-fat or low-fat (1%) milk, enriched low-fat soy	Reduced-fat (2%) or whole milk
Soft drinks	Diet soft drinks or reduced calorie sports drinks	Full calorie soda, sports drinks
Tea	Unsweetened iced tea with lemon slices or hot tea	Sweetened iced tea
Water	Provide as an option at every meal	Flavored waters with more than 5g of sugar per serving
Foods	Recommended	Not Recommended
Bagel	2½" – 3½" size or cut in half; whole wheat, whole grain, rye or pumpernickel	Greater than 3½"; "salt" bagels
Baked goods	Small slices of quick bread (pumpkin, oatmeal, banana); lower fat, lower sugar granola bars or small muffins; whole grain pancakes less than 4" made from scratch; no trans-fats or partially hydrogenated oils	Doughnuts, sweet rolls, pastries, large muffins
Bread	Whole wheat, good source of fiber, whole grain, rye or pumpernickel; 200mg or less of sodium per slice	White, "wheat"
Cereal	Whole grain, good source of fiber, lightly sweetened or unsweetened cereal (low-fat granola, oatmeal), non-instant oatmeal; less than 200mg sodium per serving	Highly sweetened, low fiber, instant oatmeal
Cheese	Low- or reduced-fat cheeses (part skim mozzarella, skim ricotta, reduced calorie Cheddar); low-sodium cheeses (American, Colby, Cheddar, Swiss, other products labeled "low-sodium")	Large slices or cubes, processed cheese unless labeled "low-sodium," higher sodium cheeses such as bleu, Roquefort, Edam, feta, Gorgonzola, Romano, Parmesan, Provolone
Chips	Baked chips, pretzels, whole grain chips	Full-fat chips
Condiments	Ketchup, mustard or low-fat mayonnaise, low-sodium soy sauce in 1 tsp portions, lemon juice, vinegar, homemade salsa, guacamole, no or low-sodium seasoned salts	Regular soy sauce, tartar sauce, teriyaki sauce, steak sauce, full-sodium seasoned salts, barbecue sauce
Crackers	Low- or reduced-fat, whole grain, brown rice, whole wheat; sodium below 150mg per serving	Full-fat, not labeled "whole grain;" sodium above 150mg per serving
Desserts	Lower fat, lower calorie desserts (fresh fruit, low-fat ice cream, low-fat frozen yogurt, sherbet, sorbet, yogurt parfait with fruit and low-fat granola); small slices (2") low-fat cake (angel food cake with fruit and light whipped cream)	High-fat, high-calorie desserts (ice cream, cheese cake, pie, cream puffs, large slices of cake)
Dips	Salsa, low-fat cottage cheese, hummus, reduced- or low-fat salad dressing, dips from low-fat mayonnaise, low-fat sour cream, reduced-fat cream cheese	Dips made from mayonnaise, full-fat sour cream, cream cheese, cream sauce
English muffin	Whole wheat English muffin	White English muffin
Fruit	Fresh, dried, canned in juice, frozen	Sweetened, canned in syrup

<b>Foods</b>	<b>Recommended</b>	<b>Not Recommended</b>
Meatballs	Made with lean meat or turkey, served in broth or vegetable based sauce	Made with high-fat meat, served in gravy or high-fat, high-sodium sauces
Meat	Healthy cooking methods (grilled, broiled, baked, poached, steamed, roasted), lean meats (poultry without skin, fish, lean beef)	Unhealthy cooking methods (fried, cured, smoked, brined), high-fat meats (poultry with skin, bacon, sausage, high-fat cold cuts)
Pasta salad	Whole wheat pasta made with reduced- or low-fat mayonnaise or mayonnaise cut with sour cream, low-sodium oil and vinegar based dressing, freshly made dressing	Made with mayonnaise or a cream based dressing, with high-sodium and commercially prepared dressings unless "low-sodium"
Pizza	Made with thin, whole wheat crust, topped with tomato sauce, thin layer of part skim mozzarella cheese, and vegetables, 450mg of sodium or less per serving	Made with thick crust, with high-fat cheese, pepperoni, Italian sausage or other high-fat meats, more than 450mg of sodium per serving
Popcorn	Reduced- or low-fat or "lite"	Buttered, salted
Potatoes	Baked and served with low-fat sour cream and vegetable toppings	Baked and served with butter, sour cream, bacon bits
Rolls	Whole grain rolls; 200mg of sodium or less per roll	Croissants, white rolls
Salad dressing	Served on the side, low-fat or fat-free, freshly made with low-sodium ingredients, oil and vinegar	Full-fat and high-sodium served on the salad
Salad toppings (non-dressing)	Fresh fruits and vegetables, dried fruits, unsalted nuts and seeds, hardboiled eggs, low-sodium or rinsed beans, canned fruit in juice, canned vegetables with lower sodium, cooked vegetables	Bacon bits, pre-prepared croutons, cheese containing more than 200mg of sodium per 1 oz serving (see "cheese" for recommendations)
Sandwich bread	Good source of fiber, whole wheat, whole grain, rye or pumpernickel; 200mg or less of sodium per slice	Croissants, white bread, wheat bread that does not say "whole wheat"
Sauces	Homemade, cut high-sodium sauces with fresh and low-sodium products; sodium lower than 200mg per serving	Cream-based; sodium greater than 200mg per serving
Seafood	Healthy cooking methods (broiled, grilled, steamed, baked, poached), served with reduced- or low-fat and low-sodium cocktail sauce in 1 tsp servings, fish packed in water, canned fish with 290mg of sodium or less per serving	Unhealthy cooking methods (deep fried, brined), served in high-fat, high-sodium sauces, fish packed in oil
Soups	Made with lower sodium broth, lower sodium boullion cubes, vegetable puree or skim milk, vegetables and meat	Made with cream or half and half, only meat; sodium exceeds 300mg per serving
Spreads	No trans-fats, light margarine, reduced- or low-fat cream cheese, spreadable fruit, jam, nut butters	Butter, cream cheese, spreadable cheese
Sweets	Fresh fruit with low-fat yogurt dip, small cookies, half or small muffins, small hard candies or dark chocolate	Large cookies, muffins
Vegetables (cooked)	Healthy cooking methods (steamed, grilled, baked), marinated in oil, vinegar and spices	Unhealthy cooking methods (fried, heavily salted), served in cream sauce or butter
Vegetables (uncooked)	Fresh cut and served with low-fat, lower sodium dressing, salsa, or hummus, canned with no salt added	Served with high-fat and high-sodium dip, canned with salt
Yogurt	Light yogurt (low-fat or low-calorie), plain unsweetened with fruit and sweetener on the side	Full-fat, high-calorie



## Sample meals that meet the Guidelines

Prepare recipes with less sodium, and choose pre-made products with no or low-sodium content.

### Breakfast

- **Low-fat breakfast burrito bar:** Whole wheat flour or corn tortillas (low-fat), scrambled eggs, sautéed onions and peppers, fresh tomatoes, homemade salsa. Serve with fresh fruit tray.
- **Oatmeal bar:** Oatmeal with cinnamon, skim milk, raisins, almonds. Serve with assorted seasonal fruits.
- **Frittata:** Mushroom and spinach frittata. Serve with whole grain English muffin with jam and unsalted butter or trans-fat free margarine on the side, fresh cantaloupe wedge with purple grapes.

### Light Refreshments

- Fresh fruit skewers or tray with low-fat yogurt dip.
- Raw vegetables with hummus dip and low-fat ranch.
- Individually packaged servings of baby carrots.
- Light popcorn and unsalted nuts.
- Low-fat granola bars and fresh fruit.
- Whole grain English muffins with peanut butter, low-fat cream cheese or hummus. Serve with whole fresh fruit or vegetables.
- Unsalted almonds with dried cranberries or raisins.
- Fresh pear slices with mozzarella and Swiss cheese slices.
- Trail mix made of dried fruit, roasted unsalted nuts and seeds.
- Parfait made with low-fat granola, low-fat yogurt and fruit slices.
- Quick bread (banana, pumpkin) in small slices. Serve with fruit spread, margarine (no trans-fats), hardboiled egg or whole fresh fruit.
- Fruit for dessert.

### Lunch and Dinner

#### Boxed lunch examples

- **Chicken taco salad:** Grilled skinless chicken breast, lettuce, tomato, bell pepper, onion, homemade salsa, smashed avocado, low-fat sour cream. Serve with baked tortilla chips, fresh fruit, small cookie.
- **Boxed salad:** Leaf lettuce, sliced tomato, hardboiled egg, fresh raspberries, kidney and garbanzo beans, chopped spinach, diced red onion, shredded carrots, sliced mushrooms, roasted beets and sliced cucumber with low-fat dressing on the side. Serve with fresh fruit, whole grain roll, and unsalted almonds and sunflower seeds.
- **Grilled or roasted chicken sandwich:** Whole wheat or rye bread, lean roasted or grilled chicken breast, lettuce, tomato, avocado slices, mustard and low-fat mayonnaise on the side. Serve with baby carrots and fresh fruit.



Vegetarian wrap



- **Roasted vegetable and mozzarella wrap (vegetarian):** Marinated, roasted and chilled eggplant, red and yellow peppers, red onion, zucchini with part skim mozzarella cheese in a whole wheat wrap. Serve with unsalted nuts, cookie, whole fruit.
- **Hummus and pita (vegetarian):** Garbanzo bean spread, mozzarella cheese, tomato, onions, smashed avocado, lettuce on whole wheat pita bread. Serve with small salad, light salad dressing, whole fruit, small cookie.
- **Roasted vegetable wrap (vegetarian and vegan):** Marinated and roasted eggplant, red and yellow pepper, red onion, zucchini in a whole wheat wrap. Serve with unsalted nuts, dark chocolate square, whole fruit.

#### Buffet lunch and dinner examples

- **Deconstructed burrito bar:** Grilled skinless chicken or lean pulled pork with vegetarian black beans, sautéed onions and peppers, steamed corn, low-fat cheddar cheese, brown rice, homemade salsa, smashed avocado, tomatoes, leaf lettuce. Serve with side salad with low-fat dressing, sorbet with berries.
- **Meat and potatoes buffet:** Baked or grilled fish, skinless chicken, beef, or pork (3–5 oz. portion) of with choice of oven-baked herbed potatoes or herbed wild rice, steamed mixed vegetables. Serve with green salad with low-fat dressing on the side, baked apples with vanilla low-fat frozen yogurt.
- **Pasta bar:** Whole wheat pasta with marinara sauce, sautéed vegetables, grilled skinless chicken. Serve with spinach salad with dried cranberries and chickpeas, low-fat dressing on the side, angel food cake with berries.
- **Potato bar:** Baked potatoes with low-fat sour cream, broccoli, low-fat cheddar cheese, green onions. Serve with choice of turkey chili or vegetarian chili, green salad with low-fat dressing on the side, low-fat fruit crisp.
- **Soup and salad buffet:** Leaf lettuce, tomatoes, mushrooms, roasted beets, unsalted nuts and seeds, sliced red onions, baby spinach, garbanzo beans, hardboiled egg slices, fresh fruit. Serve with soups made with broth or skim milk (not cream) and low-fat yogurt parfait.
- **Stir-fry:** Choice of skinless chicken breast or tofu with stir-fried vegetables, steamed brown rice, cabbage salad with low-fat dressing. Serve with fresh fruit, fortune cookie.

#### Plated lunch and dinner examples

- **Baked salmon fillet:** Fillet of salmon with lemon dill sauce. Serve with baby green salad with choice of low-fat dressings on table, smashed red potatoes, steamed vegetables and low-fat chocolate pudding with berries.
- **Red beans and rice:** Spiced red beans and brown rice with smashed avocado, sautéed seasonal vegetables. Serve with seasonal fruit and citrus sorbet.
- **Pineapple chicken:** Skinless chicken breast (3–5 oz. portion) in pineapple, garlic, celery seed, and tarragon marinade, whole grain pasta with sautéed vegetables, garden salad with oil-and-vinegar dressing. Serve with sorbet and fresh seasonal fruit.
- **Portobello mushroom entrée (vegetarian and vegan):** Marinated and grilled Portobello mushroom filled with polenta, grilled vegetables and fresh herbs. Serve with roasted mushroom tomato ragout, fresh fruit.
- **Grilled tempeh and pasta entrée (vegetarian and vegan):** Grilled fermented soy bean cake with sautéed zucchini and vegetables in a light tomato sauce served over pasta. Serve with fresh fruit.

## Special dietary needs

### Vegetarian diet: Free of meat and meat products

#### Avoid serving meat products

- Beef, chicken, pork, other meats
- Seafood
- Broth made from animal stock

#### Meat replacements for the vegetarian diet

- Dry beans such as kidney, black, garbanzo, lentils
- Soy products such as tempeh and tofu
- Nuts and seeds
- Low-sodium broth made from vegetable stock
- Low-sodium dairy products
- Eggs

### Vegan diet: Free of animal products

#### Avoid serving animal products

- Beef, chicken, pork, other meats
- Seafood
- Dairy products
- Eggs
- Honey
- Animal gelatin
- Broth made from animal stock

#### Meat replacements for the vegan diet

- Beans such as kidney, black, garbanzo, lentils
- Soy products such as tempeh and tofu
- Unsalted nuts and seeds
- Low-sodium broth made from vegetable stock

### Dairy-free diet: Free of dairy foods or foods derived from dairy products

#### Avoid sources of dairy

- Milk in any form
- Cheese in any form
- Cottage cheese, cream cheese, sour cream
- Yogurt, frozen yogurt, sherbet
- Ice cream and ice milk
- Half and half, whipping cream, coffee cream
- Pudding, custard
- Butter, including artificial butter flavor
- Ghee
- Margarine (unless labeled "dairy free" or Kosher)
- Casein and caseinates
- Whey
- Rennet
- Lactose and lactulose
- Lactalbumin and lactoglobulin
- Curd



Baked kale chips as a snack



Dry beans as an ingredient



Non-dairy fruit smoothie

### Replacements for dairy products

- Low-sodium soy cheese
- Soy products, such as tempeh and tofu
- Soy, rice, lactose-free milk
- Low-sodium broth made from meat vegetable stock or tomatoes
- Vegan margarine

### Gluten-free diet: Free of foods derived from gluten-containing cereals

#### Avoid sources of gluten

- Barley
- Beer
- Bran
- Brewer's yeast
- Coloring
- Couscous
- Fillers
- Flavorings
- Flour (wheat)
- Graham flour
- Hydrolyzed plant protein
- Hydrolyzed vegetable protein
- Kamut
- Malt
- Matzo
- Mono- and diglycerides
- Monosodium glutamate (MSG)
- Pasta
- Rye
- Seitan
- Semolina
- Soy Sauce
- Spelt
- Spices
- Sprouted wheat or barley
- Teriyaki sauce
- Textured vegetable protein
- Triticale
- Udon
- Wheat

#### Gluten free menu examples

- Stir fry entrée with rice
- Pasta entrée with rice noodles or gluten free noodles
- Burrito, taco, or quesadilla with corn tortilla
- Breakfast items: eggs, omelets, gluten-free pancakes, gluten-free waffles



Vegetarian taco



Tofu stir fry



Scrambled eggs with herbs

#### Take cultural food needs into account

- Serve foods that are culturally appropriate.
- Serve pork products separately from other food products.
- Serve meat products on a separate dish from non-meat products.
- Provide a vegetarian entrée option at meals.





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### **Additional resources for implementing the *Healthy Nutrition Guidelines***

The Center for Disease Control and Prevention's (CDC) [Improving the Food Environment Through Nutrition Standards: A Guide for Government Procurement](#)

CSPI's [Reasons to Offer Healthier Options at Public Facilities](#) Fact Sheet

CSPI's [Tips for Successfully Implementing Healthy Food Guidelines](#) Fact Sheet

Healthy and Human Services General Services Administration's [Health and Sustainability Guidelines for Federal Concessions and Vending Operations](#)

United States Department of Agriculture's [Dietary Guidelines for Americans, 2010](#)

Additional resources can be found on CSPI's [Healthier Food Choices for Public Places](#) page

