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# MODEL NUTRITION POLICIES

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## POLICY ON NUTRITION GUIDELINES FOR MEETINGS, TRAININGS AND CONFERENCES

Date of approval: \_\_\_\_\_

Effective date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Supersedes: Policy# \_\_\_\_\_

### Purpose

[NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ encourages programs, divisions and facilities within [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ to follow healthy nutrition standards for food and beverages provided at [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ meetings, trainings and/or conferences. [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ recognizes the importance of providing healthful food and beverages to employees and Montanans who are impacted by [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ services and programs.

### Policy

Whenever feasible, use of healthy food and beverages is encouraged through programs and functions within [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ jurisdiction. [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ facilities and programs should adhere to these nutrition guidelines for food and beverages provided at [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ meetings, trainings/conferences, and [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ sponsored events.

*Current recommendations for sodium, fat, trans-fats and sugar\*\* (reference the source at bottom).*

For a phased-in implementation, the higher priority items would be implemented first.

### Higher Priority

- Offer reduced-fat and nutrient dense foods such as fruit, vegetables, whole grains, lowfat or nonfat dairy and lean protein.
- For any meetings, trainings or conferences when food is served for a meal or snack include fruit or vegetables.
- When food labels are available from caterers or meeting facilities, request and offer foods with < 200 milligrams of sodium for a non-entrée (soup, salad, appetizers, break food, desserts, etc.) or < 480 milligrams for an entrée (main course).\* If serving crackers, soups or canned vegetables, request and offer reduced-sodium options.
- For entrees and side dishes served at trainings or conferences, choose baked, grilled and broiled options (without heavy cream or cheese sauces) instead of fried or breaded.
- Use reduced-fat versions of condiments (e.g., salad dressings, mayonnaise, cream cheese, sour cream, dips). Offer condiments on the side.
- For beverage options, serve 100% fruit juice, skim milk or water. If serving iced tea or coffee, also include juice or water as adoption.
- For mid-afternoon meetings, consider serving only beverages.

### Medium Priority

- Offer foods with 0 grams trans-fat per serving.
- Reduce the portion size of higher calorie foods (e.g., offer mini-, halved or quartered muffins, bagels or cookies). Instead of croissants and danishes, serve reduced-fat muffins or bagels (halved or quartered) with reduced-fat cream cheese (on the side). Offer whole-wheat bagels, if available.
- For those on carbohydrate-restricted diets, consider also offering a lean protein source such as low- fat yogurt, reduced-fat peanut butter or lean meat during breaks or meals.
- Include a vegetarian option for meals.

\*Institute of Medicine (IOM) sodium recommendation

\*Department of Health and Human Services/GSA Healthy and Sustainable Food Guidelines

\*\*New York City Standards for Food Vending Machines

## NUTRITION STANDARDS FOR SNACK BARS AND CAFETERIAS UNDER CONTRACT

Date of approval: \_\_\_\_\_

Effective date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Supersedes: Policy# \_\_\_\_\_

### Purpose

[NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ recognizes the importance of providing healthy food and beverages to employees. [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ will require snack bars and cafeterias under contract with [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ to meet the following nutrition standards.

### Policy

When contracts for snack bars and cafeteria under the jurisdiction of the [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ are adopted or renewed, the contract language should incorporate these nutrition standards to promote healthy food options for employees:

- All juices should be 100% fruit juice.  
No trans-fat (0 grams per serving).
- When food labels are available for a product, offer < 200 milligrams of sodium for a non-entrée (e.g., soup, salad, desserts, etc.) or < 480 milligrams for an entrée (main course).
- Offer whole grains and a fruit or vegetable with each entrée. Offer reduced-fat or fat-free dressings and condiments. Include water in the beverage options.

## NUTRITION STANDARDS FOR VENDING MACHINES LOCATED IN BUILDINGS

Date of approval: \_\_\_\_\_

Effective date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Supersedes: Policy# \_\_\_\_\_

### Purpose

[NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ recognizes the adverse impact to health of regular and diet soft drinks and snacks with high sugar, fat and sodium content.

[NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ supports providing healthy food and beverages to employees. [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ will require that a certain

Percentage of vending machine offerings meet the following nutrition guidelines when the vending machines are located in [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ buildings.

### Policy

At least 40% of the contents of vending machines under the purview of [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ will meet the following nutrition standards:

- Less than or equal to 200 calories per serving (except for nuts and seeds without added fats, oils, or caloric sweeteners)
- No trans-fat (0 grams per serving)
- Total fat: no more than 7 grams; saturated fat no more than 2 grams (nuts, seeds, butters, cheese, combination products of dried fruit and nuts are exempt)
- Less than 230 milligrams sodium preserving

This percentage may increase over time in an effort to replace offerings with more nutritious selections.

## CHOOSE THIS HEALTHY FOOD ITEM IN PLACE OF AN UNHEALTHY FOOD ITEM

### For Beverages

Instead of soda pop or fruit flavored drinks, choose:

- bottled water (plain spring water or
- flavored carbonated with no sugar), coffees or tea,
- 100% fruit or vegetable juices
- 1% or skim milk

Instead of whole or 2% milk, choose 1% or skim milk.

### For Breakfast

- ☐ Instead of sweetened canned fruits and juices, choose fresh fruits, dried fruits, unsweetened juices.
- ☐ Instead of regular yogurt, choose low-fat yogurt.
- ☐ Instead of regular full-sized bagels, choose:
  - small bagels – 3-1/2” or smaller or
  - bagel cut in half, whole wheat bagels if available
- ☐ Instead of regular or large muffins, choose Small or mini muffins – 2-1/2” or smaller.  
CHOOSE THIS

## **HEALTHY FOOD ITEM IN PLACE OF AN UNHEALTHY FOOD ITEM**

### For Breakfast

- Instead of croissants, doughnuts, sweet rolls, pastries, choose low-fat granola bars.
- Instead of regular butter, cream cheese, peanut butter (processed and sweetened) choose toppings of light margarine, low-fat cream cheese, natural peanut butter.
- Instead of sweetened cereals, choose unsweetened, whole grain cereals.
- Instead of waffles or French toast made from white flour, choose whole grain waffles and French toast.

### For Lunches or Dinners

- Instead of salads with added dressing, choose salads with dressings on the side.
- Instead of regular salad dressings, choose low fat or fat-free salad dressings.
- Instead, soups made with cream or half-and-half, regular high-sodium broth; choose soups made with vegetable puree or skim milk, or low-sodium broth when available.
- Instead of pasta salads made with mayonnaise or cream dressing, choose pasta salads with low-fat dressing or reduced fat mayonnaise.
- Instead of sandwiches on croissants or white bread, choose sandwiches on whole grain breads.
- Instead of high-fat and fried meats, bacon, poultry with skin, high-sodium cold cuts, oil- packed fish, choose low-sodium lean meats, poultry, fish, tofu (3gfat/oz.).
- Instead of baked potatoes with butter, sour cream, and bacon bits, choose baked potatoes with low-fat or vegetable toppings.
- Instead of wraps made with regular flour tortillas, choose wraps made with whole wheat or corn tortillas.
- Instead of cooked vegetables in cream sauce or butter, or high-sodium canned vegetables, choose fresh, frozen or steamed vegetables, and if available, low-sodium canned vegetables.
- Instead of butter, choose margarine without trans-fatty acids.
- Instead of higher fat and higher calorie desserts: ice cream, cheese cake, pies, cream puffs, large slices of cake, choose lower fat and lower calorie desserts: fresh fruit, low-fat ice cream, low-fat frozen yogurt, sherbet, sorbet, angel food cake with fruit topping; reduced portion size of dessert.
- Instead of fried chicken, chicken with skin, choose grilled or broiled chicken brochettes without skin.

### For Breaks/Snacks

- Instead of salads with added dressing, choose salads with dressings on the side.
- Instead of tempura or deep fat fried vegetables, choose fresh vegetables.
- Instead of chips or cookies, choose fresh fruit.
- Instead of dips made from regular mayonnaise, sour cream, cream cheese, cheese sauce, and regular yogurt, choose dips made of lower sodium salsa, low-fat cottage cheese, hummus, low-fat salad dressings and low-fat yogurt.
- Instead of cookies or cake, choose a low-fat granola bar.
- Instead of regular crackers, choose whole grain low-sodium crackers (5g fat or less/serving)
- Instead of popcorn or buttered popcorn, choose lower sodium, low fat, "lite" popcorn (5g fat or less/serving).
- Instead of regular chips or pretzels, choose low-sodium, low-fat baked chips or pretzels.
- Instead of ice cream, cookies, cake, or other dessert items, choose low-fat yogurt parfait (topped with fruit, side of low-fat granola, if desired).

*\*Adapted from University of Minnesota School of Public Health; Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events*

### **WORK SPECIFIC:**

Based on the needs of your facility/organization, here are some resources that can be added to the policy language offered above:

- Definitions for words that can be found on nutrition labels or frequently referenced nutrition acronyms: <https://www.fda.gov/Food/IngredientsPackagingLabeling/default.htm>
- Consider creating a document that assesses employee feedback on specific food items your organization is contemplating switching to enhance the effectiveness of your nutrition policy. The Stop & Go Fast Food Nutrition Guide: [www.dteenergy.com/Eyl/Pdfs/FastFoodNutritionGuide.pdf](http://www.dteenergy.com/Eyl/Pdfs/FastFoodNutritionGuide.pdf)
- Consider including information pertaining to food allergies (i.e. dairy, gluten, nuts, flaxseed, seafood, shellfish, etc.) and dietary restrictions (vegan, vegetarian, dairy-free, gluten-free, etc.). You may consider having all food served in a build-your-own-plate fashion to decrease the likelihood of cross-contamination.

## RESOURCES:

- Washington State Executive Order 13-06, Improving the Health & Productivity of State Employees: <http://www.governor.wa.gov/news-media/governor-inslee-directs-health-care-authority-department-health-streamline-states>
- University of Minnesota Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events: <http://www.mmshealthycommunities.org/wp-content/uploads/Healthy-Meeting-Guide.pdf>
- Food Policy for New York State: <https://www.nyam.org/dash-ny/resources/food-policy/>
- Eat Smart, Move More North Carolina, Healthy Foods Policy: <https://www.eatsmartmovemorenc.com/resource/physical-activity-and-healthy-eating-policy/>

For more resources or specific questions, please contact:

Jason Butcher, Program Manager  
Nutrition & Physical Activity (NAPA) Program  
406-444-3138  
[jason.butcher@mt.gov](mailto:jason.butcher@mt.gov)