
MODEL NUTRITION POLICIES



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

Each policy/strategy must include elements to provide alternatives for employees who may need a reasonable accommodation

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.

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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*

Each policy/strategy must include elements to provide alternatives for employees who may need a reasonable accommodation

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:
http://fastfoodbook.com/ffg_pdf/FFG_Web.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>
- Healthy Food Procurement Policy for New York State: <http://www.dashny.org/wp-content/uploads/2016/01/HealthyFoodProcurementPolicy.pdf>
- Eat Smart, Move More North Carolina, Healthy Foods Policy: <http://www.eatsmartmovemorenc.com/PhysicalActivityAndHealthyEatingPolicy/Texts/Sample%20Healthy%20Foods%20Policy.pdf>

For more resources or specific questions, please contact:

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