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# MODEL NUTRITION POLICY

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MONTANA  
**NUTRITION & PHYSICAL  
ACTIVITY PROGRAM**



## Policy on Nutrition Guidelines for Meetings, Trainings and Conferences

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

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

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

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

### Purpose

[NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ encourages its programs, divisions, and facilities to follow healthy nutrition standards for food and beverages provided at all 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 its services and programs.

### Policy

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

*Current recommendations for sodium, fat, trans-fats and sugars are provided by [Dietary Guidelines for Americans, 2020-2025](#).*

### For Beverages

- Instead of bottled water, offer filtered tap water.
- Instead of sugary drinks, serve water, 100% fruit juice, fat-free or low-fat milks. If serving tea, coffee, or flavored waters, offer beverages with low (or no) amounts of sweeteners or creams.

### For Meals/Snacks

- Offer a variety of vegetables, fruits, whole grains, low-fat and fat-free dairy options.
- Provide a variety of protein foods that are nutrient dense, while also reducing sodium

and added sugars.

- Reduce saturated fat and replace it with unsaturated fats.
- Reduce the amount of added refined starches.
- Provide reduced and low-sodium foods.
- Include healthy foods that are diverse and appropriate for dietary and cultural food needs.
- Place healthier food options in prominent positions where they can easily be seen and chosen.
- Offer condiments on the side rather than pre-mixed.
- If desserts are provided, offer small portions or substitute with natural sugars such as fruit.
- Portion sizes can be adjusted to help individuals make choices that better fit within their calorie needs.
- Ensure healthy food options are available for workers on different shifts.
- Serve locally grown foods when available.

#### Additional Resource:

- Center for Disease Control and Prevention's Food Service Guidelines: <https://www.cdc.gov/nutrition/food-service-guidelines/index.html>.
- R's Guide to Healthy Meetings and Events. *University of California UC Riverside Wellness Program for Faculty and Staff*. [whw-resources healthy-meeting-events-guide updated august 2019.pdf \(ucr.edu\)](https://www.ucr.edu/whw-resources/healthy-meeting-events-guide-updated-august-2019.pdf)
- Purdue University's Healthy Meeting Toolkit: <https://www.purdue.edu/hr/CHL/healthyboiler/pdf/Healthy-Meeting-Toolkit.pdf>.
- Washington State Department of Health's Healthy Nutrition Guidelines for Meetings and Events: <https://doh.wa.gov/community-and-environment/worksites-wellness/healthy-nutrition-guidelines/meetings-events/guidelines>.

*\*\*\*Each policy/strategy should include elements to accommodate specific workplace and employee needs\*\*\**

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# MODEL NUTRITION POLICY

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MONTANA  
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ACTIVITY PROGRAM**



## Policy on 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 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:

*The following food and nutrition standards have been created for federal facilities with the Center for Disease Control and Prevention's Food Service Guidelines Toolkit.*

### Food and Nutrition Standards for Prepared Foods:

When providing prepared foods, the vendor must comply with the following food and nutrition standards:

#### Fruits and Vegetables

- Offer a variety of at least 3 fruit options (no added sugars) and 3 non-fried vegetables. Fruits and vegetables can be fresh, frozen, canned, dried, or served cooked.
- Seasonal fruits and vegetables are offered when available.

## Grains

- At least half of total grains offered are “whole grain-rich” products.

## Dairy

- Offer a variety of low-fat dairy products or dairy alternatives (e.g., milk, yogurt, cheese, and fortified soy beverages).

## Protein Foods

- A variety of non-fried protein foods are offered (e.g., seafood, lean meats, poultry, eggs, legumes, nuts, seeds, and soy products).
- Protein foods from plants are offered at least three times per week (e.g., legumes, nuts, seeds, and soy products).
- Seafood is offered at least two times a week.

## Desserts

- When provided, 25% of desserts offered contain  $\leq 200$  calories as served.

## Sodium

- All meals offered contain  $\leq 800$  mg sodium, entrees  $\leq 600$  mg sodium, and sides  $\leq 230$  mg sodium.

## Trans Fats

- All foods do not include partially hydrogenated oils.

## Calorie and Nutrition Labeling

- Calorie and nutrition information of standard menu items should be provided as required by the Food and Drug Administration: [Menu Labeling Requirements | FDA](#)

## Other Considerations

- Limit deep-fried entrée options to no more than one per day.

Innovative level standards can be found at: [Food Service Guidelines for Federal Facilities \(cdc.gov\)](#).

## Food and Nutrition Standards for Packaged Snacks:

When providing packaged foods, the vendor must comply with the following food and nutrition standards:

- All packaged snacks contain  $\leq 200$  mg sodium per package.
- All packaged snacks have 0 grams of trans fat.
- At least 75% of packaged snacks meet the following food and nutrient standards:
  - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
  - Be a whole grain-rich grain product; or
  - Be a combination food that contains at least  $\frac{1}{4}$  cup of fruit and/or vegetable.

AND

- Be ≤200 calories.
- Saturated fat is <10% of calories. Exemptions: reduced-fat cheese and part skim mozzarella; nuts, seeds and nut/seed butters; and dried fruit with nuts /seeds with no added nutritive sweeteners or fats.
- Total sugars are ≤35% of food weight. Exemptions: dried /dehydrated whole fruits or vegetables with no added nutritive sweeteners; dried whole fruits or pieces with nutritive sweeteners required for processing and/or palatability; products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats
- All snack foods sold in vending machines are consistent with FDA’s Vending Machine Final Rule: Food Labeling; Calorie Labeling of Articles of Food in Vending Machines: [Vending Machine Labeling Requirements | FDA](#).

### Food and Nutrition Standards for Beverages

When providing beverages, the vendor must comply with the following food and nutrition standards:

- Provide free access to chilled, potable water.
- When milk and fortified soy beverages are available, offer low-fat beverages with no added sugars.
- When juice is available, offer 100% juice with no added sugars.
- At least 50% of available beverage choices contain ≤ 40 calories per 8 fluid ounces [excluding 100% juice and unsweetened fat-free or low-fat (1%) milk].

### References

1. Food Service Guidelines for Federal Facilities. *U.S. Department of Health and Human Services and U.S. General Services Administration*.  
[https://www.cdc.gov/obesity/downloads/guidelines\\_for\\_federal\\_concessions\\_and\\_vending\\_operations.pdf](https://www.cdc.gov/obesity/downloads/guidelines_for_federal_concessions_and_vending_operations.pdf)

### Definitions

**Prepared Foods:** Herein defined as foods that are processed and served “ready-to-eat” (e.g., soups, salads, sandwiches, fresh whole fruits and vegetables).

**Packaged Snacks:** Processed foods that are packaged in small portions or individual servings, have a relatively long shelf-life, and are widely distributed (e.g., chips, crackers, granola bars, raisins, and nuts).

**Beverages:** Drinks such as water, milk, 100% juice, soft and energy drinks, teas, coffee.

*\*\*\*Each policy/strategy should include elements to accommodate specific workplace and employee needs\*\*\**

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## Policy on Nutrition Standards for Vending Machines Located in the Building

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 and will require that a certain percentage of vending machine offerings meet the following nutrition guidelines when the vending machines are located on site.

### Policy

When providing packaged foods, 100% of the contents of vending machines under the purview of [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ will meet the following nutrition standards:

- Contain less than or equal to 230 mg sodium per package.
- Have 0 grams of trans fat.
- All snack foods sold in vending machines are consistent with FDA's Vending Machine Final Rule: Food Labeling; Calorie Labeling of Articles of Food in Vending Machines: [Vending Machine Labeling Requirements | FDA](#).

In addition, 75% of all vending machines under the purview of [NAME OF FACILITY/ORGANIZATION] \_\_\_\_\_ will meet the following food and nutrition standards:

- Have as the first ingredient a fruit, vegetable, dairy produce, or protein food; or
- Be a "whole grain-rich" grain product; or

- Be a combination food that contains at least one-quarter cup of fruits and/or vegetables.
- The calorie limit will be less than or equal to 200 calories.
- Saturated fat limit will be less than 10% of calories.
  - Exemptions: reduced-fat cheese and part-skim mozzarella; nuts, seeds, and nut/seed butters; and dried fruit with nuts/seeds with no added nutritive sweeteners or fats.
- Sugar limit will be less than or equal to 35% of weight from total sugars in foods.
  - Exemptions: dried/dehydrated whole fruits or vegetables with no added nutritive sweeteners; dried whole fruits or pieces with nutritive sweeteners required for processing and/or palatability; products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats.

*\*Adapted from the Center for Disease Control and Prevention; Put Food Service Guidelines into Organizational Policies and Food Vendor Contracts\**

## 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, cheesecake, 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\**

## References

1. Put Food Service Guidelines into Organizational Policies and Food Vendor Contracts. *Centers for Disease Control and Prevention.* <https://www.cdc.gov/nutrition/food-service-guidelines/strategize-and-act/policies-and-contracts.html>.
2. Food Service Guidelines for Federal Facilities. *U.S. Department of Health and Human Services and U.S. General Services Administration.* [https://www.cdc.gov/obesity/downloads/guidelines\\_for\\_federal\\_concessions\\_and\\_vending\\_operations.pdf](https://www.cdc.gov/obesity/downloads/guidelines_for_federal_concessions_and_vending_operations.pdf).

*\*\*\*Each policy/strategy should include elements to accommodate specific workplace and employee needs\*\*\**



## Additional Considerations and Resources

Consider adding these additional strategies into any food service guideline policy. These strategies have been developed by the *Centers for Disease Control and Prevention* to approach the adoption of healthy food service guidelines with an equity lens which can help address disparities among different populations. [Put Food Service Guidelines into Organizational Policies and Food Vendor Contracts | Nutrition | CDC.](#)

- Ensure access to healthier options for workers on different shifts.
- Include healthier foods that are culturally diverse.
- Survey consumers to find out what healthier products they want to buy.
- Provide alternatives to vending machines, such as free, clean water (filtered if necessary) and refrigerators where people can store healthier prepared meals and snacks from home.
- 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.).
- Consider having all food served in a build-your-own-plate fashion to decrease the likelihood of cross- contamination.

## Additional Resources

1. The Centers for Disease Control and Prevention <https://www.cdc.gov/nutrition/food-service-guidelines/implementation-toolkit.html>
2. The Centers for Disease Control and Prevention standards in the Food Service Guidelines for Federal Facilities: [https://www.cdc.gov/obesity/downloads/guidelines\\_for\\_federal\\_concessions\\_and\\_vending\\_operations.pdf](https://www.cdc.gov/obesity/downloads/guidelines_for_federal_concessions_and_vending_operations.pdf).
3. The American Heart Association's Healthy Food and Beverage Toolkit: [https://www.heart.org/en/about-us/-/media/Healthy-Living-Files/Foodscape/Healthy\\_Workplace\\_Food\\_and\\_Beverage\\_Toolkit.pdf](https://www.heart.org/en/about-us/-/media/Healthy-Living-Files/Foodscape/Healthy_Workplace_Food_and_Beverage_Toolkit.pdf).
4. Dietary guidelines for Americans: [https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary\\_Guidelines\\_for\\_Americans\\_2020-2025.pdf](https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary_Guidelines_for_Americans_2020-2025.pdf).
5. Labeling requirements for food under the Federal Food, Drug, and Cosmetic Act and its amendments: <https://www.fda.gov/food/food-labeling-nutrition>.
6. The Nutritional Environment Measures Survey: <https://nems-upenn.org/> a set of tools developed to evaluate the worksite vending machines environment. It includes health food and beverage criteria, a healthy choices calculator, labeling, promotional materials, success stories, and generates a worksite vending report card based on the content of the machines.

For more resources or specific questions, please contact:

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