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## **Policy:**

\_\_\_\_\_ will ensure that healthy foods and beverages are available to all employees, clients, and visitors.

## **Purpose:**

To provide an environment that supports healthy eating habits for employees, clients, and visitors of \_\_\_\_\_.

## **Procedures:**

The following sections address ways to provide healthy food choices in various settings.

### **A. Sponsored Events**

1. Healthy food and beverages will be provided at all activities or events sponsored or supported by \_\_\_\_\_ whenever the event includes food and beverages.
2. Determine the need for food at the event. It may not be necessary to offer food if the meeting:
  - Is less than 3 hours long;
  - does not take place during normal meal times; and/or
  - food is not an incentive for meeting attendance
3. If refreshments are to be served between meals, consider serving only light beverages and fresh fruits or vegetables.
4. If a meal is to be served, follow the guidelines in Attachment 1.

### **B. Vending Machines**

1. Beverage vending machine choices will include water, sugar-free beverages, and 12 ounce choices of sugar sweetened beverages.
2. Food vending machines will contain a minimum of 30% healthy choices. Foods that are lower in sugar (less than 6 grams per serving), lower in fat (less than 3 grams of fat per serving), and/or lower in sodium (less than 140 milligrams per serving) or high in fiber (more than 3 grams per serving) may be considered a healthy choice.
3. The content of the vending machines will be evaluated regularly to assure that at least 30% of these foods meet at least one of these standards.

**Attachments:**

Guidelines for Purchasing Food and Beverages for Events Sponsored by \_\_\_\_\_.  
Attachment

**GUIDELINES FOR PURCHASING FOOD AND BEVERAGES FOR EVENTS SPONSORED  
BY TARRANT COUNTY PUBLIC HEALTH**

- I. Fruits and/or Vegetables: Fresh, frozen, canned, or dried fruits (such as oranges, apples, raisins, or 100% fruit juices), and fresh, frozen, or canned vegetables
- II. Low-fat milk and dairy products: Skim or 1% milk; low-fat and fat-free yogurt, cheese, and ice cream; calcium-fortified soy beverages
- III. Whole-grain wheat, rice, and oat foods: Low-fat whole-wheat bread, pasta, and low-fat crackers; ready-to-eat whole-grain cereals; low-fat baked tortilla chips; pita bread
- IV. Water instead of carbonated beverages

**COMPARISON OF FOODS/BEVERAGE OPTIONS**

<b>CHOOSE...</b>	<b>INSTEAD OF...</b>
Coffee, tea, 100% fruit juice, or water	Soda pop or fruit flavored drinks
Low-fat or skim milk	Whole or 2% milk
Low-fat cheeses	Regular cheeses
Fresh or dried fruits; unsweetened juices	Sweetened canned fruits and juices
Small bagels or muffins	Regular or large bagels or muffins
Light margarine, low-fat cream cheese	Regular butter or cream cheese
Whole grain bread/cereal products	White bread/cereal products
Lean or vegetarian meat products	High fat meats, bacon, sausage, lunch meat
Baked, broiled, or boiled lean meats/fish	Fried or oil packed high fat meats/fish
Salads with dressing on the side	Salads with added dressing
Soups made with vegetable base/skim milk	Soups made with cream base
Baked potatoes / low-fat toppings	Potatoes w/butter/sour cream/bacon
Steamed vegetables	Vegetables cooked in cream sauce/butter
Fruit for dessert	Cookies or cakes
Baked/low-fat chips/popcorn/pretzels	Regular chips or buttered popcorn
Fresh vegetable spring rolls	Egg rolls or fried spring rolls
Miniature English muffin pizzas	Regular pizza

Adapted from the Minnesota School of Public Health: Guidelines for Purchasing Foods and Beverages for Meetings and Catered Events