

As an employer, the Vermont Department of Health is dedicated to helping our employees achieve optimal health and well-being. Supporting nutritious choices at work is an important part of our commitment, and part of our role as leaders in health promotion.

To meet our responsibilities, we have established the following standards to be used whenever food is offered at state funded meetings, conferences, and events that are paid for with state/federal dollars (in accordance with the Department of Finance and Management Policy 4.0 Department Provided Food and Refreshments). The standards are not required, but are recommended for employee funded celebrations, meetings, or gatherings where food is not paid for with state/federal funds.

**A signed copy of this document and an itemized menu must be included with the Prior Approval form in advance of ordering any food. The itemized menu must adhere to the standards below.**

## **Beverages**

- Water, 100% juice, 1% or fat-free milk, or beverages with  $\leq 40$  calories per serving

## **Foods**

- Preference should be given to seasonal and local foods.
- Include a fruit (not fruit juice) or vegetable choice.
- Include whole grains whenever grains are served.
- If entrées are served, they should include a lean meat, poultry, fish, or low-fat vegetarian choice that is baked, broiled or stir-fried.
- All meals should include a vegetarian option. Make half or reduced-size portions of sandwiches or entrées available.
- Serve lower sodium options where applicable (e.g., low sodium lunch meat or soups).
- Serve lower fat and sodium versions of condiments (e.g. dressings, mayo, cream cheese, or sour cream).
- If snacks are provided, choose baked, low fat, low sodium items.
- If dessert is desired, provide whole fruit, fruit salad or applesauce with no sugar added.
- Consider options that address food allergies.

**I agree to follow the healthy food standards.**

**Signature:** \_\_\_\_\_

For technical assistance and support for menu planning please contact:  
Susan Kamp, MS, Physical Activity and Nutrition Program  
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# Breakfast ideas

- Fruit pieces or whole fruit (offer seasonal, local fruit whenever possible), do not serve juice
- Low- or non-fat yogurt
- Small muffins or large muffins cut in half (look for whole-grain muffins)
- Whole-grain bread and/or whole-grain English muffins
- Whole-grain cereals (serve with skim or 1% milk)
- Mini whole-grain bagels or larger bagels cut in half
- Hard boiled eggs
- Low-fat granola/granola bars
- Low-fat or whipped cream cheese spread
- Unsweetened cereals (Cheerios, Shredded Wheat, Oatmeal)
- 1%/fat-free milk
- Coffee/tea
- Spreads to offer: Single servings of peanut butter, jam, jelly, low-fat cream cheese, trans fat free spread

# Lunch ideas

- Vegetable based soups
- Half-sandwiches or wraps
  - Whole grain bread, lean meats, low-fat cheese, variety of veggie toppings
  - Include vegetable sandwiches or wraps (whole grain) such as:
    - Southwestern bean and vegetable
    - Tomato and Basil
    - PB&J
    - Roasted vegetables
    - Hummus
- Mixed Green Salad
- Hummus
- Whole or cut fruit
- Whole grain pasta or rice salad (made with light vinaigrettes or low-fat dressings)
- Protein salads (prepared with low-fat mayo)
  - Egg salad
  - Tuna salad
  - Chicken salad
- Veggie Chips or Low-Salt/Baked Chips (Lay's Baked Chips, SunChips)
- Potato salad (use combination of low-fat mayo and yogurt, and dress lightly)