

# Meals and Snacks Purchased and Served Self-Assessment Tool

*The Standards for Meals and Snacks Purchased and Served (Meals and Snack Standards) outline criteria for food purchased and meals and snacks served by City agencies and their contracted providers (per Executive Order 8), with the goal of advancing progress toward NYC's health, equity, and environmental sustainability goals. Any organization may adopt the Meals and Snacks Standards to offer healthier meals and snacks to their clients, staff, and visitors.*

Use this self-assessment tool periodically or whenever you receive inventory or contract with a vendor to determine if food purchased meets the Meals and Snacks Standards and what to do if it does not.

To read the Meals and Snacks Standards, visit [on.nyc.gov/meals-snacks-standards](https://on.nyc.gov/meals-snacks-standards).

**Date:** \_\_\_\_\_

**City agency or organization name:**

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**Name and role of person completing this assessment:**

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**Phone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

# Tool 1: Inventory Monitoring Checklist

**Step 1:** Indicate whether food purchased meets the standards in the following checklists by reading each item’s Nutrition Facts label and ingredients list and checking “yes” or “no.” Check “N/A” (not applicable) for any items not in your inventory.

**Step 2:** All items purchased or served must meet the following standards. For any items marked “no,” list the reasons why they do not meet the standards and steps needed to come into compliance on Page 8.

All Items		
Standard	Yes	No
<b>Banned ingredients</b>		
<b>All food and beverages purchased do not contain low- or no-calorie sweeteners</b> , including acesulfame potassium, advantame, allulose, aspartame, brazzein, monatin, monk fruit (also known as luohan guo), neotame, polydextrose, rebasid, rebaudioside, steviol glycosides, stevia, saccharin, sucralose, and sugar alcohols (glycerol, mannitol, sorbitol, xylitol, erythritol, and Lycasin and Palatin).		
<b>All food and beverages purchased do not contain artificial colors</b> , including Artificial Color, FD&C Blue No. 1, FD&C Blue No. 2, caramel color, Citrus Red No. 2, FD&C Green No. 3, Orange B, FD&C Red No. 40, titanium dioxide, FD&C Yellow No. 5, and FD&C Yellow No. 6.		
<b>All food and beverages purchased do not contain these flour additives:</b> azodicarbonamide, potassium bromate, and potassium iodate.		
<b>All food and beverages purchased do not contain these preservatives:</b> butylated hydroxyanisole (BHA) and propylparaben.		
<b>All food and beverages purchased do not contain ingredients prohibited by the FDA</b> , including brominated vegetable oil, partially hydrogenated oil, FD&C Red No. 3, and sodium cyclamate.		
<b>Overall sodium limit</b>		
All items contain less than or equal to ( $\leq$ ) 480 milligrams (mg) of sodium per serving, unless a lower limit is specified in the food categories below. For programs serving primarily children age 4 and younger, all items contain $\leq$ 420 mg of sodium per serving.		

Pantry Items			
Standard	Yes	No	N/A
<b>Beverages</b>			
All beverages contain no added sweeteners (sweeteners include added sugars and low- and no-calorie sweeteners).			
All fruit juice is 100% juice with no added sweeteners.			
<b>Sliced sandwich bread</b>			
All sliced sandwich bread contains $\leq$ 180 mg of sodium per serving.			
All sliced sandwich bread lists whole wheat or whole grain first on its ingredients list.			
All sliced sandwich bread contains greater than or equal to ( $\geq$ ) 2 g of fiber per serving.			

<b>Pantry Items</b>			
<b>Standard</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Bread and other grains (for example, rolls, bagels, tortillas, breakfast breads, pancakes, waffles, muffins, pastries, cakes, and cookies) served as part of meal service (breakfast, lunch, or dinner)</b>			
All bread and other grains contain $\leq 10$ g of added sugar per serving.			
All bread and other grains contain $\leq 290$ mg of sodium per serving.			
<b>Cereal</b>			
All cereal contains $\leq 200$ mg of sodium per serving.			
All cereal contains $\leq 6$ g of added sugar per serving.			
All cereal contains $\geq 2$ g of fiber per serving.			
All cereal lists a whole grain first on its ingredients list.			
<b>Potato- and grain-based items served as snacks (for example, chips, crackers, granola bars, and cookies)</b>			
All potato- and grain-based snacks contain $\leq 200$ mg of sodium per serving.			
All potato- and grain-based snacks contain $\leq 10$ g of added sugar per serving.			
All potato- and grain-based snacks contain $\geq 2$ g of fiber per serving.			
<b>Canned items</b>			
All canned fruit is in 100% fruit juice or water with no added sweeteners (sweeteners include added sugars and low- and no-calorie sweeteners). (Applesauce should also be unsweetened.)			
All canned vegetables contain $\leq 220$ mg of sodium per serving.			
All canned beans contain $\leq 290$ mg of sodium per serving.			
All canned seafood contains $\leq 290$ mg of sodium per serving.			
All canned chicken and turkey contains $\leq 290$ mg of sodium per serving.			
<b>Condiments and salad dressings</b>			
All salad dressings contain $\leq 290$ mg of sodium per serving.			
All soy sauce is labeled “less” or “reduced” sodium.			

<b>Frozen Items</b>			
<b>Standard</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
All frozen vegetables contain $\leq 220$ mg of sodium per serving.			
All frozen beans contain $\leq 290$ mg of sodium per serving.			
All frozen seafood contains $\leq 290$ mg of sodium per serving.			
All frozen chicken and turkey contains $\leq 290$ mg of sodium per serving.			

## Refrigerated Items

<b>Standard</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
All cheese contains $\leq$ 290 mg of sodium per serving.			
All yogurt is low-fat or nonfat, plain (unflavored), or contains $\leq$ 7 g of added sugar per 4 oz or equivalent. For programs primarily serving children ages 2 to 4 years, all yogurt is plain (unflavored) or contains $\leq$ 3 g of added sugar per 4 oz or equivalent.			
All milk is 1% or nonfat with no added sweeteners.			
All fluid milk substitutes are fortified soy milk with $\leq$ 5 g of added sugar per serving, and soy milk is fortified with calcium, vitamin A, and vitamin D.			
All flavored milk or flavored soy milk contains $\leq$ 10 g of added sugar per serving (for sites serving children ages 5 to 18).			
Processed meat (for example, hot dogs, sausage, bacon, and deli meat) is not served.			

## Tool 2: Menu Review

**Step 1:** Use the following checklists to review your site’s menus to see if they meet the standards.

**Step 2:** Check “yes” or “no” next to each food category, depending on if it meets the standards. Check “N/A” for any food categories your program does not purchase or serve.

**Step 3:** All meals and snacks purchased or served must meet the standards. For any items marked “no,” list the reasons why they do not meet the standards on Page 8.

**Step 4:** Check inventory is in stock to serve menus as planned. Note any missing ingredients or substitutions on Page 8, and discuss with the staff who order food to fix any issues.

For programs serving **one** meal per day (lunch or dinner), use the following checklist:

Food Category	Standard	Number of Servings Required or Recommended per Week		Yes	No	N/A
		Programs serving meals five days per week	Programs serving meals seven days per week			
All fruits and vegetables	<b>Require</b> 2 or more servings per day.	<b>Require</b> at least 10 servings.	<b>Require</b> at least 14 servings.			
Dark green, red, or orange, or other nonstarchy vegetables	<b>Require</b> at least 1 serving per day.	<b>Require</b> at least 5 servings.	<b>Require</b> at least 7 servings.			
Fruits (excluding 100% fruit juice)	<b>Require</b> at least 1 serving per day.	<b>Require</b> at least 5 servings (one per day).	<b>Require</b> at least 7 servings (one per day).			
Grains	<b>Require</b> at least half served are whole grain.					
Plant protein	<b>Require</b> at least 2 servings per week (at least one serving per meal type must be a primary protein; one serving per meal type may be a primary protein, mixed entree, or side dish).	<b>Require</b> at least 2 servings.	<b>Require</b> at least 2 servings.			
Beef and ruminant meats	<b>Require</b> no more than 1 serving per meal each week.	<b>Require</b> no more than 1 serving.	<b>Require</b> no more than 1 serving.			
Processed meat	<b>Require</b> processed meat not be served.					
Seafood	Recommend 1 to 2 servings per week, with at least one of those servings being fish that contains heart-healthy oils.					

Dairy	Recommend serving as the primary protein no more than once per week per meal type.	Recommend no more than 1 serving as the primary protein.	Recommend no more than 1 serving as the primary protein.			
Juice	<b>Require</b> no more than 1 serving of ≤ 6 oz per day.	<b>Require</b> no more than 5 servings.	<b>Require</b> no more than 7 servings.			

For programs serving **two** meals per day (lunch and dinner), use the following checklist:

Food Category	Standard	Number of Servings Required or Recommended per Week		Yes	No	N/A
		Programs serving meals five days per week	Programs serving meals seven days per week			
All fruits and vegetables	<b>Require</b> 2 or more servings at lunch and at dinner.	<b>Require</b> at least 20 servings.	<b>Require</b> at least 28 servings.			
Dark green, red, or orange, or other nonstarchy vegetables	<b>Require</b> at least 1 serving per day.	<b>Require</b> at least 5 servings.	<b>Require</b> at least 7 servings.			
Fruits (excluding 100% fruit juice)	<b>Require</b> at least 1 serving per day.	<b>Require</b> at least 5 servings (one per day).	<b>Require</b> at least 7 servings (one per day).			
Grains	<b>Require</b> at least half served are whole grain.					
Plant protein	<b>Require</b> at least 2 servings per week per meal type (at least one serving per meal type must be a primary protein; one serving per meal type may be a primary protein, mixed entree, or side dish).	<b>Require</b> at least 4 servings (two per meal type).	<b>Require</b> at least 4 servings (two per meal type).			
Beef and ruminant meats	<b>Require</b> no more than 1 serving per week per meal type.	<b>Require</b> no more than 2 servings (one per meal type).	<b>Require</b> no more than 2 servings (one per meal type).			
Processed meat	<b>Require</b> processed meat not be served.					
Seafood	Recommend 1 to 2 servings per week, with at least one of those servings being fish that contains heart-healthy oils.					

Dairy	Recommend serving as the primary protein no more than once per week per meal type.	Recommend no more than 2 servings (one per meal type) as the primary protein.	Recommend no more than 2 servings (one per meal type) as the primary protein.			
Juice	<b>Require</b> no more than 1 serving of ≤ 6 oz per day.	<b>Require</b> no more than 5 servings.	<b>Require</b> no more than 7 servings.			

For programs serving **three** meals per day, use the following checklist:

Food Category	Standard	Number of Servings Required or Recommended per Week		Yes	No	N/A
		Programs serving meals five days per week	Programs serving meals seven days per week			
All fruits and vegetables	<b>Require</b> 5 or more servings per day.	<b>Require</b> at least 25 servings.	<b>Require</b> at least 35 servings.			
Dark green, red, or orange, or other nonstarchy vegetables	<b>Require</b> at least 2 servings per day.	<b>Require</b> at least 10 servings.	<b>Require</b> at least 14 servings.			
Fruits (excluding 100% juice)	<b>Require</b> at least one serving per day.	<b>Require</b> at least 5 servings (one per day).	<b>Require</b> at least 7 servings (one per day).			
Grains	<b>Require</b> at least half served are whole grain.					
Plant protein	<b>Require</b> at least 2 servings per week per meal type except breakfast (at least one serving per meal type must be a primary protein; one serving per meal type may be a primary protein, mixed entree, or side dish).	<b>Require</b> at least 4 servings (two per meal type).	<b>Require</b> at least 4 servings (two per meal type).			
Beef and Ruminant meats	<b>Require</b> no more than 2 servings per week.					
Processed meat	<b>Require</b> processed meat not be served.					
Seafood	Recommend 1 to 2 servings per week, with at least one of those servings being fish that contains heart-healthy oils.					
Dairy	Recommend serving as the primary protein no more than once per week per meal type.	Recommend no more than 3 servings per week (one per meal type).	Recommend no more than 3 servings per week (one per meal type).			
Juice	<b>Require</b> no more than 1 serving of ≤ 6 oz per day.	<b>Require</b> no more than 5 servings.	<b>Require</b> no more than 7 servings.			

