

Meals and Snacks Purchased and Served Self-assessment Tool

The Standards for Meals and Snacks Purchased and Served (Meals and Snacks Standards) outline requirements for food purchased and meals and snacks served by City agencies and their contracted providers (per Executive Order 8), with the goal of improving the health of all New Yorkers. Any organization may adopt the Meals and Snacks Standards to offer healthier snacks and meals to their clients, staff and visitors.

This self-assessment tool can help City agencies and other organizations determine if the meals and snacks they purchase and serve meet the Meals and Snacks Standards and what to do if they do not. To read the Meals and Snacks Standards and the accompanying implementation guide, visit nyc.gov/health and search for **NYC Food Standards**. Use this self-assessment tool whenever you receive new inventory, revise menus or contract with vendors to make sure the food you serve stays compliant with the Meals and Snacks Standards.

Date: ____ / ____ / ____

City agency or organization name:

Name and role of person completing this assessment:

Phone number: _____

Email address: _____

Tool 1: Inventory Monitoring Checklist

Step 1: Indicate whether purchased food meets the standards in the following checklists by reading each item’s Nutrition Facts labels 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 on Page 11.

All Items		
Standard	Yes	No
All items contain 0 grams (g) of trans fat.		
All items contain less than or equal to (\leq) 480 milligrams (mg) of sodium per serving.		

Pantry Items			
Standard	Yes	No	N/A
Beverages			
All beverages contain \leq 24 calories per 8 ounces (oz), excluding 100% juice and milk.			
All beverages do not contain low-calorie or no-calorie sweeteners (for sites serving children age 18 and younger).			
All fruit juice is 100% juice.			
Grains			
All sliced bread contains \leq 180 mg of sodium per serving.			
All sliced bread contains greater than or equal to (\geq) 2 g of fiber per serving.			
All sliced bread is whole wheat or whole grain.			
All French, Italian, hero and breakfast bread, rolls, bagels, muffins, pastries, rice mixes, and other grains contain \leq 290 mg of sodium per serving.			
All French, Italian and hero bread, rolls, bagels, muffins, and pastries contain \leq 18 g of sugar per serving.			
All cereal contains \leq 215 mg of sodium per serving.			
All cereal contains \geq 2 g of fiber per serving.			
All cereal contains \leq 6 g of sugar per serving (or \leq 17 g of sugar per serving if it contains cranberries, dates or raisins).			
All cereal is whole grain.			
All pancakes, waffles and baking mixes contain \leq 480 mg of sodium per serving.			
All grain-based snacks contain \leq 200 mg of sodium per serving.			
All grain-based snacks contain \leq 10 g of sugar per serving.			
All grain-based snacks contain \geq 2 g of fiber per serving.			

Pantry Items				
Standard	Yes	No	N/A	
Canned Items				
All canned fruit is in 100% juice or water with no added sugars.				
All canned vegetables contain ≤ 220 mg of sodium per serving.				
All canned beans contain ≤ 290 mg of sodium per serving.				
All canned seafood contains ≤ 290 mg of sodium per serving.				
All canned poultry contains ≤ 290 mg of sodium per serving.				
All canned beef and pork contains ≤ 480 mg of sodium per serving.				
Sauces and Condiments				
All salad dressings contain ≤ 290 mg of sodium per serving.				
All sauces contain ≤ 480 mg of sodium per serving.				
All soy sauce is labeled “less” or “reduced” sodium.				

Frozen Items				
Standard	Yes	No	N/A	
All frozen vegetables contain ≤ 220 mg of sodium per serving.				
All frozen beans contain ≤ 290 mg of sodium per serving.				
All frozen seafood, chicken and turkey contain ≤ 290 mg of sodium per serving.				
All frozen portion-controlled items contain ≤ 480 mg of sodium per serving.				
All frozen veggie burgers contain ≤ 480 mg of sodium per serving.				

Refrigerated Items				
Standard	Yes	No	N/A	
All milk is 1% or nonfat with no added sweeteners.				
All fluid milk substitutes (for example, soy milk) contain ≤ 9 g of sugar per 8 oz.				
All flavored milk and milk substitutes contain ≤ 130 calories per serving (for sites serving children ages 4 to 18).				
All fruit juice is 100% juice.				
All yogurt is nonfat or low-fat and contains ≤ 25 g of sugar per 8 oz.				
All processed meat contains ≤ 480 mg of sodium per serving.				
All cheese contains ≤ 350 mg of sodium per serving.				

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 11.

Step 4: Check inventory is in stock to serve menus as planned. Note any missing ingredients or substitutions on Page 11, 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	Require 2 or more servings per day.	Require at least 10 servings.	Require at least 14 servings.			
Nonstarchy vegetables	Require at least 1 serving per day.	Require at least 5 servings.	Require at least 7 servings.			
Red and orange vegetables	Recommend 6 servings per week.	Recommend at least 6 servings.	Recommend at least 6 servings.			
Dark-green vegetables	Recommend 2 servings per week.	Recommend at least 2 servings.	Recommend at least 2 servings.			
Fruits (excluding 100% fruit juice)	Require at least 1 serving per day.	Require at least 5 servings (one per day).	Require at least 7 servings (one per day).			
Grains	Require at least half served be whole grain.	Require at least half served be whole grain.	Require at least half served be whole grain.			
Beef	Require no more than 1 serving per week.	Require no more than 1 serving.	Require no more than 1 serving.			
Processed meat	Require no more than 2 servings per month.	Require no more than 1 serving every other week.	Require no more than 1 serving every other week.			
Whole or minimally processed plant-based protein	Require at least 1 serving per week.	Require at least 1 serving.	Require at least 1 serving.			

Seafood	Recommend 1 to 2 servings per week with at least one of those servings being fish that contain heart-healthy oils.	Recommend at least 1 serving.	Recommend at least 1 serving.			
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.			

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	Require 2 or more servings at lunch and at dinner.	Require at least 20 servings.	Require at least 28 servings.			
Nonstarchy vegetables	Require at least 1 serving per day.	Require at least 5 servings.	Require at least 7 servings.			
Red and orange vegetables	Recommend 6 servings per week.	Recommend at least 6 servings.	Recommend at least 6 servings.			
Dark-green vegetables	Recommend 2 servings per week.	Recommend at least 2 servings.	Recommend at least 2 servings.			
Fruits (excluding 100% fruit juice)	Require at least 1 serving per day.	Require at least 5 servings (one per day).	Require at least 7 servings (one per day).			
Grains	Require at least half served be whole grain.	Require at least half served be whole grain.	Require at least half served be whole grain.			
Beef	Require no more than 1 serving per week per meal type.	Require no more than 2 servings (one per meal type).	Require no more than 2 servings (one per meal type).			
Processed meat	Require no more than 2 servings per month per meal type.	Require no more than 2 servings every other week (one per meal type).	Require no more than 2 servings every other week (one per meal type).			

Whole or minimally processed plant-based protein	Require at least 1 serving per week per meal type.	Require at least 2 servings (one per meal type).	Require at least 2 servings (one per meal type).			
Seafood	Recommend 1 to 2 servings per week with at least one of those servings being fish that contain heart-healthy oils.	Recommend at least 1 serving.	Recommend at least 1 serving.			
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	Require no more than 1 serving of ≤ 6 oz per day.	Require no more than 5 servings.	Require 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	Require 5 or more servings at lunch and at dinner.	Require at least 25 servings.	Require at least 35 servings.			
Nonstarchy vegetables	Require at least 2 servings per day.	Require at least 10 servings.	Require at least 14 servings.			
Red and orange vegetables	Recommend 6 servings per week.	Recommend at least 6 servings.	Recommend at least 6 servings.			
Dark-green vegetables	Recommend 2 servings per week.	Recommend at least 2 servings.	Recommend at least 2 servings.			
Fruits (excluding 100% juice)	Require at least one serving per day.	Require at least 5 servings (one per day).	Require at least 7 servings (one per day).			
Grains	Require at least half served be whole grain.	Require at least half served be whole grain.	Require at least half served be whole grain.			

Beef	Require no more than 2 servings per week.	Require no more than 2 servings.	Require no more than 2 servings.			
Processed meat	Require no more than 1 serving per week per meal type.	Require no more than 3 servings per week (one per meal type).	Require no more than 3 servings per week (one per meal type).			
Whole or minimally processed plant-based protein	Require at least 1 serving per week per meal type (except breakfast).	Require at least 2 servings (one per meal type).	Require at least 2 servings (one per meal type).			
Seafood	Recommend 1 to 2 servings per week with at least one of those servings being fish that contain heart-healthy oils.	Recommend at least 1 serving.	Recommend at least 1 serving.			
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	Require no more than 1 serving of ≤ 6 oz per day.	Require no more than 5 servings.	Require no more than 7 servings.			

Tool 3: Food Service Observation

Step 1: Review at least one of each meal type (breakfast, lunch or dinner) served per week to make sure meals are served as planned on the menu.

Step 2: Make sure your program has a process for collecting client feedback and incorporating it into your menu planning.

Step 3: Review menus and practices for special occasions (for example, trips, parties for major holidays and special events).

Step 4: Check “yes” or “no” next to each statement in the following checklist. Check “N/A” if an item is not served or a standard does not apply to your program’s population.

Step 5: All items served must meet the following standards. For any items marked “no,” list the items and the reasons they do not meet the standards on Page 11.

Standard	Yes	No	N/A
Water is available at all meals.			
Foods are not deep-fried.			
Juice is only served to children age 3 and older.			
Juice is limited to servings of ≤ 6 oz (or servings of ≤ 4 oz for sites serving children ages 2 to 4).			
Juice is served no more than once per day.			
Whole and unsweetened milk is only served to children ages 12 months to 2 years.			
Nonfat and 1% unsweetened milk is only served to children age 2 and older.			
Flavored milk and milk substitutes that contain ≤ 130 calories per serving are only served to children ages 4 to 18.			
Client feedback regarding cultural preferences, taste and food quality is solicited annually.			
Special occasions include healthy options (such as fresh fruit, leafy green salad or vegetable slices).			
Water is served at all special occasions.			

Tool 4: Nutrition Analysis Review

Step 1: Ask for a copy of the nutrition analysis for meals and snacks (if applicable).

Step 2: Check “yes” or “no” for each statement in the following checklist that best matches the age range of the program participants you serve. For any questions marked “no,” list the food categories and why they do not meet the standards on Page 11.

For programs serving people age 14 and older, use the following checklist:

Programs serving one to two meals daily	Programs serving three meals daily	Yes	No	N/A
Breakfast	Full Day			
Serve 450 to 660 calories.	Serve 1,800 to 2,200 calories.			
Serve ≤ 690 mg of sodium.	Serve ≤ 2,300 mg of sodium daily.			
Saturated fat is < 10% of total calories.	Saturated fat is < 10% of total calories.			
Serve ≥ 7 g of fiber.	Serve ≥ 28 g of fiber.			
Added sugar is < 10% of total calories.*	Added sugar is < 10% of total calories.			
Lunch or Dinner				
Serve 540 to 770 calories.				
Serve ≤ 805 mg of sodium.				
Saturated fat is < 10% of total calories.				
Serve ≥ 8 g of fiber.				
Added sugar is < 10% of total calories.*				

*If your program serves two meals per day, combine the totals for the meals served.

For programs serving children ages 9 to 13, use the following checklist:

Programs serving one to two meals daily	Programs serving three meals daily	Yes	No	N/A
Breakfast	Full Day			
Serve 400 to 540 calories.	Serve 1,600 to 1,800 calories.			
Serve ≤ 540 mg of sodium.	Serve ≤ 1,800 mg of sodium.			
Saturated fat is < 10% of total calories.	Saturated fat is < 10% of total calories.			
Serve ≥ 6 g of fiber.	Serve ≥ 24 g of fiber.			
Added sugar is < 10% of total calories.*	Added sugar is < 10% of total calories.			
Lunch or Dinner				
Serve 480 to 630 calories.				
Serve ≤ 630 mg of sodium.				
Saturated fat is < 10% of total calories.				
Serve ≥ 8 g of fiber.				
Added sugar is < 10% of total calories.*				

*If your program serves two meals per day, combine the totals for the meals served.

For programs serving children ages 4 to 8, use the following checklist:

Programs serving one to two meals daily	Programs serving three meals daily	Yes	No	N/A
Breakfast	Full Day			
Serve 300 to 420 calories.	Serve 1,200 to 1,400 calories.			
Serve ≤ 450 mg of sodium.	Serve ≤ 1,500 mg of sodium.			
Saturated fat is < 10% of total calories.	Saturated fat is < 10% of total calories.			
Serve ≥ 5 g of fiber.	Serve ≥ 19 g of fiber.			
Added sugar is < 10% of total calories.*	Added sugar is < 10% of total calories.			
Lunch or Dinner				
Serve 360 to 490 calories.				
Serve ≤ 525 mg of sodium.				
Saturated fat is < 10% of total calories.				
Serve ≥ 6 g of fiber.				
Added sugar is < 10% of total calories.*				

*If your program serves two meals per day, combine the totals for the meals served.

For programs serving children ages 2 to 3, use the following checklist:

Programs serving one to two meals daily	Programs serving three meals daily	Yes	No	N/A
Breakfast	Full Day			
Serve 225 to 330 calories.	Serve 900 to 1,100 calories daily.			
Serve ≤ 360 mg of sodium.	Serve ≤ 1,200 mg of sodium daily.			
Saturated fat is < 10% of calories.	Saturated fat is < 10% of calories.			
Serve ≥ 4 g of fiber.	Serve ≥ 14 g of fiber daily.			
Added sugar is < 10% of total calories.*	Added sugar is < 10% of total calories.			
Lunch or Dinner				
Serve 270 to 385 calories.				
Serve ≤ 420 mg of sodium.				
Saturated fat is < 10% of calories.				
Serve ≥ 4 g of fiber.				
Added sugar is < 10% of total calories.*				

*If your program serves two meals per day, combine the totals for the meals served.

Tool 5: Action Plan for Meeting the Standards

Step 1: If any items your program purchased or served do not meet the standards, outline corrective steps and a time frame for completion.

Step 2: For any questions marked “no” from Tools 1 to 4, list the items and the standards that are not met, corrective steps and a time frame for completion in the following table.

Item Out of Compliance	Standard That Is Not Met	Corrective Steps	Time Frame for Completion
Tool 1. Inventory Monitoring Checklist			
Tool 2. Menu Review			
Tool 3. Food Service Observation			
Tool 4. Nutrition Analysis Review			