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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

February 23, 2018

COMPTROLLER'S MEMORANDUM NO. 2018-04

TO: Heads of Departments and Agencies

FROM: Roderick K. Becker, Comptroller 

SUBJECT: Guidelines for Expenditures for Meals and Coffee-Type Refreshments

Sections 531 and 532 of the State of Hawaii Accounting Manual cover the allowable expenditure of funds for Meals and Coffee-Type Refreshments. This memorandum provides additional guidance on submitting requests when departments want to provide Meals and Coffee-Type Refreshments at an event or venue. A request will not be approved solely by meeting one of the time frames listed below but will also be based on other factors provided as justification. Meals and Coffee-Type Refreshments may also be approved for events and venues that are less than three hours in length if adequately justified.

Length of Event/Venue

Less than 3 hours

No food or beverages

3 - 5 hours

Coffee-type refreshments or one meal if business is conducted through meal-time plus beverages

5 hours +

Coffee-type refreshments and one meal if business is conducted through meal-time plus beverages

The expenditure should be reasonable. For reference please refer to HAR Section 3-10-10(b)(2)(C) Subsistence allowance.

Departments are strongly encouraged to offer healthy options such as fruits and vegetables, whole grain baked goods and vegetarian meals. Please refer to the Department of Health's Intra-Departmental Directive No. 15-01, Nutrition Wellness Policy, for examples of healthy choices.

The request should be submitted in ample time prior to the anticipated incurrence and include sufficient information:

- Nature of the event/venue
- The governmental purpose of the event/venue
- Date(s) of the occasion including beginning and end time(s)
- Estimated number of participants to be served
- Extent to which the participants will include State officers and employees and/or individuals from the private sector and other government agencies
- Estimated cost per person for food and beverages
- A copy of the agenda stating that meals are to be served while the event/venue is in session or a certification to the effect that "meals will be served as an integral part of the event/venue"
- Contact person and phone number of individual who can answer additional questions.

If you have any questions, please call Ms. Marian Izumi at 586-0661 or Lenora Fisher at 586-0650 of our Pre-Audit Branch.

Attachment: Department of Health's Intra-Departmental Directive No. 15-01



STATE OF HAWAII
DEPARTMENT OF HEALTH
P. O. BOX 3378
HONOLULU, HI 96801-3378


In reply, please refer to:
File:

April 15, 2015

INTRA-DEPARTMENTAL DIRECTIVE NO. 15-01

EFFECTIVE DATE: April 15, 2015

TO: Division Chiefs, Staff Officers, District Health Officers, and Administrators
of Attached Agencies

FROM: Virginia Pressler, M.D. 
Director of Health

SUBJECT: Nutrition Wellness Policy

15-01.1 PURPOSE

The Hawaii State Department of Health (DOH) is committed to providing a safe, healthy, and productive environment for its employees and members of the public using its facilities or attending a DOH sponsored event. The DOH has long served as a role model in promoting health and wellness in the state.

Increasing access to healthy foods and beverages and reducing unwanted exposure to unhealthy ones is a necessary step in promoting a healthy work environment. Healthy foods and beverages can help reduce consumption of energy-dense, processed foods in part by providing options that are more nutritious and satisfying. This policy is intended to be a developmental effort towards supporting a healthier workforce and public. As such, this policy shall be updated as new information is received and best practices are developed.

The adoption of this policy shall ensure that healthy choices are available wherever food and beverages are purchased with state or federal funds for DOH meetings, conferences, and other DOH sponsored events throughout the state.

15-01.2 POLICY

The Nutrition Wellness Policy supports the Department of Human Resources Development (DHRD) Worksite Wellness Policy No. 801.001, effective October 1, 2014, that encourages departmental policies to support wellness including adoption of a policy to encourage healthy foods at meetings and events.

This policy applies to all DOH employees and all contractors, caterers, or other organizations that provide food and beverage services on behalf of DOH for events such as meetings, trainings, workshops and conferences. It does not apply to vending machines, cafeterias, snack shops, or related vending in state buildings.

Food and beverages purchased with state or federal funds for sponsored events such as meetings, conferences, catered events, etc., shall follow the 2010 Dietary Guidelines for Americans as outlined below. To complement offerings of healthful foods at meetings and events, include opportunities for physical activity wherever possible.

When purchasing foods, beverages, or food services with state or federal funds, DOH employees shall:

1. Provide access to drinking water throughout the day.
2. Give priority to foods and beverages that are:
 - Low in added sugars,
 - Fat-free or low-fat (exception: nuts and seeds with no added oils and no or minimal added sodium),
 - Free from trans-fats (0g trans-fat), and
 - Low or reduced in sodium.
3. Offer vegetables and/or fruits (preferably fresh) whenever food is provided.
4. Include whole-grain foods whenever processed grains are offered.
5. Offer a protein source with carbohydrate foods at breaks and meals.
6. Include a vegetarian option at meals.
7. Include small-portion options at meals and low-calorie options for snacks.

8. At full-day conferences or events, offer only healthy foods (or healthy beverages only) at mid-morning or mid-afternoon meeting breaks.
9. Make every effort to include culturally appropriate foods.
10. Give priority to Hawaii-grown and organic foods and beverages.

Employees are encouraged to use the Nutrition Wellness Policy for suggestions on food and beverage items that are voluntarily shared at potlucks and on countertops in common areas of DOH buildings.

15-01.3 RATIONALE

Heart disease, cancer, and stroke, the top three causes of death in Hawaii¹ are affected by what we eat and how active we are². Foods such as vegetables, fruits, whole-grains, nuts, legumes, and fat-free and low-fat dairy products are better choices for preventing many diseases and reducing overweight and obesity.

Approximately 56% of Hawaii residents are overweight or obese³. In Hawaii, obesity costs an estimated \$470 million each year in health care costs alone⁴. This figure does not include losses due to absenteeism and lost productivity. Obesity is a leading modifiable risk factor that contributes to the growing number of people with Type 2 diabetes and cardiovascular disease. Obesity is an important risk factor for several types of cancer as well.

Approximately 3,000 people are employed by DOH, and state government in Hawaii employs over 10% of the state's residents. Employees eat many meals and snacks while away from home. By adopting this policy, the DOH is making a strategic move to lead the way to a healthier work environment in the state. Giving priority to healthy foods and beverages is part of a larger, more comprehensive approach to employee wellness. Comprehensive worksite health promotion programs can reduce sick

¹ Hawaii Health Data Warehouse; Hawaii State Department of Health, Office of Health Status Monitoring; United States Census, Leading Causes of Death in Hawaii, Report Created: 3/5/15 Accessed online 4/1/2015 at <http://www.hhdw.org/>.

² Position of the Academy of Nutrition and Dietetics: The Role of Nutrition in Health Promotion and Chronic Disease Prevention. Slawson DL, Fitzgerald N, Morgan KT. J Acad Nutr Diet. 2013 Jul; 113(7):972-9. doi: 10.1016/j.jand.2013.05.005.

³ Hawaii State Nutrition, Physical Activity, and Obesity Profile. Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion. Accessed online 4/1/2015: <http://www.cdc.gov/obesity/stateprograms/fundedstates/pdf/hawaii-state-profile.pdf>.

⁴ Derived from: State- and Payer-Specific Estimates of annual Medical Expenditures attributable to Obesity. Trogdon, JG, Finkelstein, EA, Feagan, CW, et al. Obesity, 2012; 20(1): 214-220.

leave, health plan costs, and workers' compensation and disability insurance costs by about 25%, according to an evaluation of 62 studies⁵. This policy to increase healthy food and beverage options demonstrates the broader commitment of the DOH to address the prevention of chronic disease in the workplace and at DOH sponsored events in public venues. It is our intent to serve as a model not only for other state agencies, but also for businesses, institutions, and ultimately, all state residents. The policy is an overall effort to change the environmental cues so each person has health promoting options throughout their day. Subsequently, it is hoped that the DOH policy will contribute to conference and meeting sites and vendors adopting menus that align with the Nutrition Wellness Policy and offer these as standard fare for other state agencies. Nutrition standards and food policies are intended to make the healthy choice the easy choice.

15-01.4 DEFINITIONS

Healthy foods are generally fresh or minimally processed foods, naturally dense in nutrients, that when eaten in moderation and in combination with other foods, sustain growth, repair and support vital processes, promote longevity, reduce disease, and strengthen and maintain the body and its functions. Healthy foods do not contain ingredients that contribute to disease or impede recovery when consumed at normal levels.

Healthy beverages provide water, an essential nutrient, without ingredients that could contribute to disease or impede recovery when consumed at normal levels. Some healthy beverages also provide other nutrients such as vitamins, minerals, protein, and/or fiber.

15-01.5 PROCEDURES

DOH administrators and managers or their designees shall be responsible for:

1. Communicating this policy and its provisions to all DOH employees involved in planning and purchasing foods and beverages as part of events with state or federal funds;
2. Instructing new employees in this policy for employees who will be involved in planning and purchasing foods and beverages as part of events with state or federal funds;

⁵ Meta-Evaluation of Worksite Health Promotion Economic Return Studies: 2012 Update, American Journal of Health Promotion, Chapman LS, March/April 2012, Vol. 26, No. 4, pp. TAHP-1-TAHP-12.

3. Clarifying provisions of this policy with the Administrative Services Office as needed;
4. Supervising procurement done by their employees as appropriate;
5. Enforcing the policy and any amendments hereto; and
6. Informing employees of the appropriate and correct procedure to follow when the policies have not been adhered to.

DOH employees involved in procurement of foods and beverages with state or federal funds shall:

1. Become familiar with and follow the guidance in this policy and supporting documents;
2. Direct questions to their supervisor when in need of clarification; and
3. Follow all applicable procurement policies of the state.

Additional Guidance on Implementing Nutrition Wellness Policy

1. **Provide access to drinking water throughout the day.** Water can be provided in pitchers or by a nearby water fountain. Whenever possible, water should be served cold. Try adding cucumber slices, lemon or lime slices, or mint leaves or other fresh herbs to water. Allow for regular meeting breaks so that attendees don't feel that they have to restrict their fluid intake.
2. **Give priority to foods and beverages that are:**
 - **low in added sugars,**
 - **fat-free or low-fat** (exception: nuts and seeds with no added oils and no or minimal added sodium),
 - **free from trans-fat (0g trans-fat), and**
 - **low or reduced in sodium.**

For a list, please see *Priority Foods and Beverages* on page 3.

3. **Offer vegetables and/or fruits (preferably fresh) whenever food is provided.** Display vegetables and fruits attractively and prominently. Ideas: Raw, cut-up vegetables with hummus or a low-fat dip made from herbed, plain yogurt; a tray of fresh fruit, sliced to make it easier to eat. When served buffet style, place vegetables and fruit near the beginning of the line to encourage their selection. When substituting fruit for dessert, consider providing more festive offerings like grilled pineapple, baked apples and pears, or mixed berries.
4. **Include whole-grain options whenever processed grains are offered.** Grain foods are those made from wheat, rice, corn, or other cereal grains. Processed grains include white rice, bread, rolls, pasta, and crackers, most breakfast cereals, pastries, cakes, and cookies. Popular whole-grains include: breads and crackers made from 100% whole-grains, brown rice, oatmeal for breakfast, and freshly popped popcorn with minimal additions. Products with 100% whole-grain is best; at a minimum, ensure that whole grain is the first ingredient and that the product has $\geq 2.5\text{g}$ fiber and/or $\geq 16\text{g}$ whole grain per serving.
5. **Offer a protein source with carbohydrate foods at breaks and meals.** Breakfast options include hard boiled eggs, plain yogurt, low-fat cream cheese, and nut butters. Break time examples include veggie tray with hummus, berries or other fresh fruits with plain Greek yogurt, lite popcorn with nuts (unsalted or lightly salted), whole-grain crackers with turkey slices or bean dip, and nuts and seeds with dried fruits.

6. **Include a vegetarian option at meals.** Vegetarian items are healthy for everyone, not just vegetarians. For vegan entrees, provide protein in the form of beans and/or nuts such as: tofu stir fry, black beans and brown rice, bean burritos, lentil or split pea soup (made without meat broth, of course), or whole-grain pasta with lentils and walnuts. Other options (not vegan) contain cheese or egg, as in veggie pizza, vegetable quiche, and whole-grain pasta dishes with low-fat cheese.
7. **Include small-portion options at meals and low-calorie options for snacks.** Cut sandwiches and wraps into halves or quarters, offer mini bagels or muffins, mini cookies (banish the monster cookies at break times!), and/or offer personal-size portions of popcorn or nuts. At a buffet, whenever possible, ask the caterer to use 9.5 to 11 inch plates instead of 12 to 13 inch plates. Research shows that people consume less and feel just as satisfied when using smaller plates. Dessert can be a major source of sugar and fat, so always offer fruit as one of the options, and offer small portions of desserts such as a 2-inch square piece of cake, mini cookies, or cookies in a 100-Calorie pack.
8. **At full-day conferences or events, offer only healthy foods (or healthy beverages only) at mid-morning or mid-afternoon meeting breaks.** Snacks should contribute to healthy meetings, not detract from health and mental focus. Consider hosting beverage service only, or offer some of the examples in #5 above.
9. **Make every effort to include culturally appropriate foods.** Hawaii represents a mixture of diverse cultures. Many times healthier food options can be found by looking to traditional foods. Traditional Hawaiian foods include: taro, poi, lu'au leaves, sweet potatoes, yams, breadfruit, greens, seaweed, fruit, and fish.
10. **Give priority to Hawaii-grown and organic foods.** Locally-grown and organic foods can be found in most markets and can be requested from caterers.

Some notes on integrating physical activity: Get up for a "standing ovation" between speakers. Consider the walkability of the location when deciding on a meeting venue. A casual dress code for meetings will allow people to participate in physical activities more easily. Organize physical activity breaks that can be modified or adapted for people of all abilities, such as stretching exercises that can be performed in a seated position. Include a stretch break after at least every hour of sitting.

Priority Foods and Beverages

- Water, seltzer water, club soda, or sparkling mineral water (unsweetened)
- Unsweetened coffee, tea, and herb tea (hot or cold)
 - For coffee/tea service: Offer at least one of the following: Non-fat (Skim) milk, Low-fat (1%) milk, or fortified soy milk in place of cream
- Non-fat (Skim) or low-fat (1%) milk, unsweetened
- Non-fat or low-fat , unsweetened yogurt such as plain Greek yogurt
- Vegetables (fried vegetables may not be counted as a vegetable offering)
 - Fresh (celery, cucumbers, carrots, lettuce, kale, cabbage, etc.)
 - Frozen, with no added fat, and no or minimal added sodium*
 - Canned with no added fat, and with no or minimal added sodium*
 - 100% vegetable juices, low-sodium
- Fruits (without added sugar, syrups, cream, or sauces)
 - Fresh or frozen
 - Canned in 100% juice or water
 - Dried, unsweetened and unsulfured
 - 100% Fruit juice in portions ≤ 4 ounces
- 100% Whole-grain crackers with no or minimal added sodium
- 100% Whole-grain bread
- Corn tortillas or whole-grain flour tortillas
- Beans (wraps, soups, chili, burritos, quesadillas, or spreads like hummus, etc.)
- Lean meats, poultry without the skin, and fish, unsalted, baked or broiled
- Nuts, seeds, nut butters, or soybeans without added oil and with no or minimal added sodium*
- Olive oil with vinegar or lemon juice for salad dressing (preferred), other low-fat and low-sodium salad dressings
- Condiments such as mustard, hot sauce and salsa, lemon wedges, and chopped tomato, onion, and parsley
- Culturally appropriate foods
- Hawaii-grown and organic foods

For more ideas, please see the attached: *Meal Planning Guidance for Hawaii Department of Health Meetings and Events.*

***For the purpose of this document, “minimal added sodium” is considered ≤230mg sodium for a snack item or ≤480mg sodium for an entrée/meal item**

Meal Planning Guidance for Hawaii Department of Health Meetings and Events

Beverages

<i>Always offer water as a beverage.</i>	
CHOOSE MORE OF THESE	CHOOSE LESS OF THESE
Water, mineral water, seltzer water (unsweetened)	Sugary soda Sports drinks and energy drinks "Juice drinks" (e.g., Sunny Delight, Capri Sun, Hawaiian Sun, and Aloha Maid) "Juice cocktails" (e.g., Cranberry) High-calorie coffee or tea drinks (with added sugar, milk, or cream)
Black coffee, tea, or herb tea (hot or iced, unsweetened)	
100% fruit juices (≤4 oz. serving) Low-sodium 100% vegetable juice	
<u>Unsweetened milks</u> Non-fat (Skim) or Low-fat (1%) milk Enriched, low-fat milk alternatives (e.g., soy, rice, almond)	Whole milk Sweetened milks
<u>Accompaniments to coffee and tea:</u> Offer one or more unsweetened milk options: Non-Fat (Skim) or Low-fat (1%) milk; enriched, low-fat milk alternatives	<u>Accompaniments to coffee and tea:</u> Half and Half (unless in single-serve, 10ml cups) Cream

Snacks

<i>Foods with protein (meat, dairy, nuts, and beans) have longer staying power and keep people more alert. Avoid serving only high-carbohydrate foods at breaks by including a protein food.</i>	
CHOOSE MORE OF THESE	CHOOSE LESS OF THESE
Cut-up fresh fruits and/or vegetables with nuts, seeds, hummus, nut butter, or low-fat ½" cheese cubes	Chips Cookies Candy
Whole-grain* crackers with hummus, low-fat cheese and/or lean turkey slices	Regular crackers Crackers with trans-fat
Low-fat, "lite" popcorn (≤6g fat/serving and 0g Trans-fat with no or minimal sodium) with mixed nuts or edamame	Regular popcorn or Movie-style popcorn Popcorn with trans-fat
Baked, popped, or other low-fat chips (≤6g fat) with low-fat bean dip	Regular chips Chips with trans-fat
Low-fat, low-sugar yogurt (provide a plain yogurt option if offering flavored yogurt)	Regular yogurt
Nuts, seeds, and dried fruits (unsweetened, unsulfured, w/ minimal or no added sodium)	Trail mix with candy

* Whole-grain must be first ingredient. Product should have ≥2.5 g fiber and/or ≥16 g whole-grain per serving.

Breakfast

Serve at least one protein food, for example: hard-boiled eggs, fish, low-fat cheese or cream cheese, low-fat, unsweetened yogurt, nuts and seeds, or nut butters.

CHOOSE MORE OF THESE	CHOOSE LESS OF THESE
Broiled fish, hard-boiled or poached eggs	Bacon, sausage, other fatty meats
Plain yogurt made with low-fat milk Other low-fat, low-sugar yogurt	Yogurt made with whole milk or cream
Fresh fruit (unsweetened) Frozen fruit (unsweetened) Canned fruit in 100% juice or water Dried fruits (unsweetened, unsulfured) 100% fruit juices (≤4 oz. serving) Low-sodium 100% vegetable juice	Fruits canned in light or heavy syrup Sweetened juices Regular (high-sodium) vegetable juices
Whole-grain* bagels: small (≤3 ½"), or larger bagels cut in half	Regular or large bagels Bagels made with only white flour
Low-fat, whole-grain* mini muffins or scones 2½" or smaller	High-fat or large muffins, biscuits, scones made from only white flour
A pot of oatmeal or instant oatmeal Unsweetened, whole-grain* cereals (e.g., Oat O's, puffed brown rice, wheat shreds)	Processed, sweetened cereals
Whole-grain* toast or English muffins Whole-grain* waffles and French toast Low-fat, low-sugar, whole-grain granola bars	Croissants, donuts, sweet rolls, pastries, regular muffins (with >6g total fat or >0g trans-fat)
<u>Toppings:</u> Nut butters: e.g., peanut, almond Low-fat or reduced-fat cream cheese Low-sugar or "fruit only" jam or jelly Avocado slices	<u>Toppings:</u> Regular cream cheese Regular jams and jellies Sweetened nut butters, e.g., chocolate flavored nut butter

* Whole-grain must be first ingredient. Product should have ≥2.5 g fiber and/or ≥16 g whole-grain per serving.

Lunch or Dinner

Provide minimally processed options at meals that are lower in fat, sugar, and sodium. Plan to offer larger amounts of green salad, vegetables, and fruits, moderate amounts of whole grains, modest amounts of meat, poultry, or fish, and small portions of desserts. (Or serve only fruit for dessert!)

CHOOSE MORE OF THESE	CHOOSE LESS OF THESE
Salads with dressings on the side	Salads with added dressing
Olive oil and vinegar or lemon juice (best) Fat-free or low-fat salad dressings	Regular salad dressings
Whole-grain* pasta salads with veggies and fat-free/low-fat dressing or olive oil/vinegar	Pasta salads made with white pasta, mayonnaise or cream dressing

Soups made with low-sodium broth, vegetable puree, or skim milk as the base	Soups made with whole milk, cream, or half-and-half
Whole-grain* bread, rolls, pita, tortillas (Consider omitting rolls at meals)	Croissants Bread products made with white flour
<u>Fillings for sandwiches, pita, or wraps:</u> Turkey, chicken, water packed tuna, low-fat cheese Veggies such as lettuce, sprouts, tomato slices, grilled peppers, onions, avocado	<u>Fillings for sandwiches, pita, or wraps:</u> Salami, bologna, or other high fat lunch meats, Deep fried fish or meat
<u>Condiments</u> Mustard, low-fat mayonnaise Reduced/Less-sodium soy sauce Natural rice vinegar, garlic rice vinegar	<u>Condiments</u> Regular mayonnaise Regular soy sauce, MSG, regular miso, fish sauce, and other high sodium sauces
Sandwiches or wraps cut in half or quarters	Whole sandwiches or wraps
Whole-grain* pasta Tomato or marina sauce	Pasta made with white flour Cream, butter or cheese based sauces
Mini-pizzas made with whole-grain* crust, tomato sauce, and toppings such as low-fat or part-skim cheese, vegetables, fruit, ham, or Canadian bacon	Pizza with pepperoni, Italian sausage, bacon, or other high-fat meats Creamy sauce White flour crust, thick crust pizza
<u>Meats and Fish</u> Lean meats, skinless poultry, fish, tofu Baked, broiled, or grilled Limit portions to 3 ounces If using SPAM, select the low-sodium, low-fat variety, use ≤1 oz. per serving for flavoring, not as the main part of a dish	<u>Meats and Fish</u> High-fat meats or cold cuts, oil-packed fish, bacon, regular SPAM Fried meats Meats/fish in cream sauce, sour cream, or butter Large portions of meat, poultry or fish
Brown rice or wild rice	White rice
Baked potatoes served with low-fat or vegetable toppings (e.g., chives, low-fat cheese, etc.), and/or plain yogurt	Baked potatoes with butter, sour cream, and bacon bits
Steamed vegetables	Vegetables in cream sauce or butter
Lower-fat/lower-calorie desserts: fresh fruit, frozen grapes, sorbet, frozen yogurt, low-fat pudding, angel food cake	Higher-fat and higher-calorie desserts: ice cream, cheese cake, pie, cream puffs, large slices of cake, imitation cream
Mini cookies (about 1½" diameter) 100-Calorie portion bags Cookies lower in fat and sugar (e.g. vanilla wafers, fig bars)	Large cookies (bigger than 2" diameter)
Small slices of cake (e.g., 2" square) Small slices of pie (e.g., 1/12 th pie) Small fruit tarts (e.g., 2" diameter) Fruit for dessert!	Large slices of pie or cake Desserts made with imitation cream

* Whole-grain must be first ingredient. Product should have ≥2.5 g fiber and/or ≥16 g whole-grain per serving.

Receptions

At receptions and celebrations, make sure to include abundant vegetables and fruit, with moderate whole-grains and protein foods, and remember to keep the portions small.

CHOOSE MORE OF THESE	CHOOSE LESS OF THESE
Fresh vegetables, cut up and served with salsa, hummus, guacamole, or tofu dip	Deep-fat fried vegetables
Roasted or grilled vegetables	Vegetables in cream sauce
Fermented vegetables such as kimchi Pickled veggies like artichoke hearts, olives	Tempura
Mushrooms stuffed with savory vegetables	Mushrooms stuffed with high-fat meats
Edamame	White bread rolls and butter
Skewers: veggies w/ grilled or broiled chicken tomato, basil, part-skim mozzarella	Fried meat skewers Fried chicken
Vegetable summer rolls—fresh, not fried	Fried spring rolls or egg rolls
Fresh fruit platter	Fruit w/ whipped toppings, syrup, sugar, etc.
Poke, sashimi, or sushi rolls, preferably brown rice sushi	Fried fish
Broiled or poached seafood: fish, shrimp, scallops, oysters, clams	Fried seafood Seafood served in high-fat sauces
Small cubes of cheese ($\leq \frac{1}{2}$ " cubes)	Large slices or cubes of cheese
Miniature meatballs made with lean meat and a low-fat sauce (e.g., tomato or other vegetable sauce)	Large meatballs made of high-fat meat, or meatballs served in gravy or high-fat sauces Vienna sausages
Whole-grain* crackers served with hummus, low-fat cheese and/or lean turkey slices	Regular crackers Crackers with trans-fat
Low-fat, "lite", or air-popped popcorn	Regular popcorn or Movie-style popcorn Popcorn with trans-fat
Crisp dried apple chips or other fruit chips, unsweetened and unsulfured Baked, popped, or low-fat chips or pretzels	Regular chips
Dips made of salsa, hummus, guacamole, low-fat cottage cheese, low-fat cream cheese	Dips made from regular mayonnaise, butter, sour cream, cream cheese or cheese sauce
Cut-up fresh fruits Fruit compote Broiled, roasted, or baked fruits	High-fat or high-sugar desserts Desserts made with imitation cream Candy
Small slices of cake (e.g., 2" square) Small slices of pie (e.g., 1/12 th pie) Small fruit tarts (e.g., 2" diameter) Mini cookies (about 1½" diameter) Fruit for dessert!	Large slices of pie or cake Large cookies (bigger than 2" diameter)

* Whole-grain must be first ingredient. Product should have ≥ 2.5 g fiber and/or ≥ 16 g whole-grain per serving.