

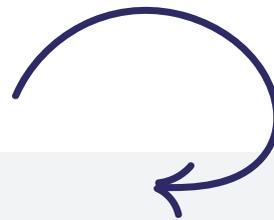
# CHECKLIST FOR ORDERING MEALS

Use this checklist as a tool for following the Healthy Food and Beverage Procurement Administrative Directive 11.1 and the City of San Antonio Food Service Guidelines.

You are following the COSA Food Service Guidelines if all the answers in the unshaded boxes below are “Yes” or “N/A.”



## DOES YOUR ORDER MEET THE GUIDELINES?



### ● Beverages

- Will water be available? .....  Yes  No  N/A
- If other beverages are ordered, will they be calorie free or low calorie (40 calories or less per serving) .....  Yes  No  N/A
- If milk or milk substitutes are ordered, will they be unsweetened? .....  Yes  No  N/A
- If juice is ordered, is it 100% juice? .....  Yes  No  N/A

### ● Fruits and Vegetables

- Are fruits and/or vegetables ordered? .....  Yes  No  N/A

### ● Entrees, Sides, & Snacks

- Have you removed fried foods from your order (chips, pastries, fries, etc.)? .....  Yes  No  N/A
- If grains are available, are you ordering whole grains? .....  Yes  No  N/A
- If serving an entrée, is it bake grilled, roasted, broiled, steamed, poached or stir-fried? .....  Yes  No  N/A
- If serving side item(s), do at least two meet the following cooking technique: baking, roasting, broiling, grilling, poaching, steaming or stir-frying? .....  Yes  No  N/A
- If packaged snacks are ordered, do they meet the nutrition criteria specified in Section I. of the Food Service Guidelines? .....  Yes  No  N/A
- Did you include a vegetarian or vegan option? .....  Yes  No  N/A