

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			
1. Will water be available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. If other beverages are ordered, will they be calorie free or low calorie (40 calories or less per serving)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. If milk or milk substitutes are ordered, will they be unsweetened?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. If juice is ordered, is it 100% juice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Fruits and Vegetables			
Are fruits and/or vegetables ordered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Entrees, Sides, & Snacks			
Have you removed fried foods from your order (chips, pastries, fries, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If whole grains are available, are you ordering whole grains?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If serving an entrée, is it grilled, roasted, broiled, steamed, poached or stir-fried?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If serving a side item, do at least two meet the following cooking technique: baking, roasting, broiling, grilling, poaching, steaming or stir-frying?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If packaged snacks are ordered, do they meet the nutrition criteria specified in <i>Section 1.</i> of the Food Service Guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Did you include a vegetarian or vegan option?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

For further questions or concerns, please contact the San Antonio Metro Health Department, Chronic Disease and Prevention Division at (210) 207-5263.