

Thrive

Healthy Pantry

— T O O L K I T —

Overview:

Currently, Oklahoma is ranked second to last in the nation for access to healthy foods. This means our citizens have a harder time than most accessing healthy foods or fuel choices where they live or work. Currently adults spend 54 percent of their waking hours in the workplace. Therefore, to create positive change in the workplace, it is important to help provide better food choices. Why? Because what our employees eat directly impacts their engagement, their behaviors and their outlooks. Providing better food choices will help our employees make better work decisions, engage in higher-level thinking and maintain high energy that is sustainable throughout the day. This will allow state employees to function at their full potential not only at work but in their daily lives. Providing healthier food choices also helps cultivate social norms that foster other healthier choices and behavior. A 2010 study showed that improving the types of foods and beverages served in the workplace positively affected employees' eating behaviors. The research is clear that eating nutritious foods and eating enough to meet energy needs can reduce disease and promote well-being.

State agencies can join the movement for employee well-being by investing in and promoting Healthy Pantries. Agencies can provide employees with fruits, vegetables and other healthy options directly in our places of work, making it easier to choose nutritious foods.

Defined:

A Healthy Pantry is a snack or meal food vending option run entirely by state employees. The purpose is to provide access to healthier food choices as defined by the General Services Administration guidelines. The Healthy Pantry will be accessible to all employees and visitors and shall be advertised as such.

Needs:

A Healthy Pantry should be housed within a common area and reachable by anyone, i.e., a break or lunch room, where employees can purchase Healthy Pantry items. Items supplied by your agency would be shelf-stable and/or require refrigeration. Note that agencies will have full control of quantity, variety and types of food items housed within their Healthy Pantry based on employees' tastes and wants. However, guidelines as to what qualifies as Healthy Pantry food items are set and outlined below.

Healthy Pantry food items can fall under these categories:

1. Sweet: Shelf-stable, does not need refrigeration.
2. Salty: Shelf-stable, does not need refrigeration.
3. Fresh: Not shelf-stable, needs refrigeration.
4. Frozen: Not shelf-stable, needs refrigeration.
5. Beverage: Both shelf-stable and not shelf-stable, refrigeration may or may not be needed.

The food items in the Healthy Pantry will fall into one of these top four categories and can range between snack and/or meal items. Guidelines for both appear below. Healthy beverage items, with their own guidelines, are also listed. The full outline of GSA guidelines can be found [here](#).

I. VENDING/SNACKS

For vending/snack options, these guidelines are as follows:

- ▶ **Calories:** For snack items, at least 25 percent of items are limited to 200 calories or less.
 - ▷ This EXCLUDES nuts and seeds without added fats, oils or caloric sweeteners.
- ▶ **Saturated Fat:** For snack items, at least 25 percent of items are limited to 10 percent of total calories from saturated fat.
- ▶ **Trans Fat:** Only offer items that contain zero grams trans fat per serving as defined by FDA.

- ▶ **Sodium:** Only offer snack items that contain less than or equal to 230mg sodium per serving (excludes refrigerated meals).
- ▶ **Sugars:** At least 25 percent of items are limited to 35 percent of weight from sugars.
 - ▷ This EXCLUDES fruits or vegetables with no added caloric sweeteners.
 - ▷ The serving weight of the item can be found in grams at the top of the nutrition facts panel. The sugars can be found in grams under the Total Carbohydrate category. To calculate the percentage of weight that comes from sugar, divide the sugar total by the total weight in grams and multiply by 100. Anything under 35 percent meets the standard.
 - ▷ Example: Sugars = 4 grams, Total weight = 42 grams
 $4/42 = 0.095 \times 100 = 9.5$ percent

II. MEALS

For meal options, the guidelines are as follows:

- ▶ **Calories:** No more than 700 calories.
- ▶ **Saturated Fat:** No more than five grams saturated fat per serving.
- ▶ **Trans Fat:** No more than 0.5 grams trans fat per serving.
 - ▷ No products containing partially hydrogenated oils.
- ▶ **Cholesterol:** No more than 105 milligrams per serving.
- ▶ **Fruits and Vegetables:** At least two servings (1-1.5 cups) of vegetables and/or fruits.

III. BEVERAGES

For beverage options, the guidelines are as follows:

- ▶ **Calories:** At least 50 percent of available beverage choices (other than 100 percent juice and unsweetened milk) must contain less than or equal to 40 calories per serving.
- ▶ **Juice:** If juice is offered, only offer 100 percent juice with no added sugar and/or caloric sweeteners.
 - ▷ Vegetable juices must contain less than or equal to 230 milligrams per serving.
- ▶ **Water:** Drinking water, preferably chilled tap, must be offered at no charge at all meal service events.

Lists of acceptable snacks, meals and beverages are listed at the end of this document. Note that the lists are samples and do not include all items possible to offer at various state agencies and note that items vary by location/region.

Pricing and Purchasing:

Each Healthy Pantry will take an initial start-up fund of about \$50-\$100; the exact cost will vary by agency size and employee participation. For funding costs, Thrive suggests having an employee fund drive to see if employees are willing to donate money to help front the initial start-up costs. These costs can be paid back upon implementation. If a member of the staff is willing to donate the start-up funds, that will be acceptable as well.

For pricing, Thrive suggests determining the price per item and increasing by about 30-35 percent. To do that, follow these steps:

- 1. Find the price per item.** Locate the purchase price of the food item in question and divide by the number of servings. For example, Smucker's Uncrustables are \$10.88/package. There are 18 per package. Therefore, $10.88/18 = \$0.61$ price per item serving.
- 2. Multiply price per item by 1.30 or 1.35.** With the above example,
 - $\$0.61 \times 1.30 = \0.79
 - $\$0.61 \times 1.35 = \0.82
- 3. Determine price.** For the above example, a good price point would be roughly \$0.80 per item.

**NOTE* This is just a suggestion. Each agency may price their Healthy Pantry items as needed. However, Thrive suggests remaining competitive with other food pricing around the area.*

Collecting Money:

For the Healthy Pantry, Thrive suggests utilizing the honor system OR having a designated person close to the Healthy Pantry to keep bills and change in a cash jar or money box.

If an individual does not have the exact amount to purchase an item, Thrive suggests that the person donate the excess funds toward the purchase of new Healthy Pantry items. If the donation would be too substantial, it is acceptable to utilize an IOU slip with the individual's name, agency, email address and telephone number. At the end of this toolkit you will find an IOU template. We suggest requesting the uncollected funds at the end of each month.

Proceeds:

Retain at least 70 percent of total income to restock favorite Healthy Pantry items. The remaining income can also be used to finance other well-being endeavors within the agency.

Advertising:

Below you will find an email template, flier information and more to help spread the word about the Healthy Pantry in your particular agency.

Sample Email:

TO: All Staff
FROM: [Wellness Coordinator OR Senior Leader]
SUBJECT: Our Commitment to a Healthy Workplace

Hello!

We value the health and well-being of each of our employees and want to provide an environment in which you can thrive. We are committed to supporting employee well-being in our agency where healthy choices are the easiest choices. In the coming [week/month], we'll be making positive changes to food and beverage choices offered by creating a Healthy Pantry.

A Healthy Pantry is an agency-run snack and/or meal food vending option that will be operated entirely by agency employees. The purpose is to provide access to nutritious food choices as defined by the General Services Administration guidelines. The Healthy Pantry will be accessible to all employees and visitors.

With the help of our friends from Thrive, we have accumulated lists of several food and beverage items that meet the GSA recommendations and can be considered nutritious options. These items will be available in the [place area here] for purchase.

Creating the pantry will take time, cooperation and [an initial donation]. Our aim is not to take away personal liberties, but to create a work environment that will benefit us all.

To get started, our agency needs your help. We are looking to collect donations for an initial Healthy Pantry food run. The total amount we hope to raise is between \$50-\$100.

If you are able to donate to our cause at this time, hit **REPLY WITH YOUR DONATION AMOUNT**.

We value your support and feedback during this process. Please feel free to email [wellness coordinator] with any additional questions or concerns.

Thanks again,

Fliers:

1. The introduction of the Healthy Pantry to state agencies, both as an email template and a paper flier.
2. Permanent fliers advertising the pantry's location. Since the location will vary by agency, the printable flier will be designed to fill in the blank for location.
3. Printable IOU slips.
4. Printable cost slips or stickers that can be affixed to individual food items.

Food Items

Note: These items can be found in most local grocery stores. Be aware that items will vary by region and this is only a sample list. For full variety, please refer to the GSA guidelines provided above.

I. SWEET

- a. Dole Diced Peaches Fruit Cup in water OR light syrup
- b. Dole Mixed Fruit Fruit Cup in water OR light syrup
- c. Nature Valley Granola Bars
- d. Life Choice Protein Bars
- e. Fiber One Streusel Bars
- f. Fiber One Granola Bars
- g. BelVita Breakfast Bars
- h. Brothers Fruit Crisps (Baked Apple Chips)
- i. Kar's Honey Roasted Peanuts, 1.75oz individual packets
- j. Kar's Unsalted Mango Pineapple Trail Mix, 1.5oz individual packets
- k. Raisins, any brand, 1oz
- l. Clif Bar Luna Bars
- m. Quaker Chewy Granola Bars
- n. Kashi GOLEAN Cereal in a cup
- o. Special K Bars
- p. Austin Zoo Animal Crackers

II. SALTY

- a. Skinny POP Popcorn, individually wrapped
- b. Cheez-It Snack Mix, 100-calorie pack
- c. Cheez-It Crackers, 100-calorie pack
- d. Lance Whole Grain Peanut Butter Cracker Sandwiches
- e. Cheerios, 1 cup
- f. Salted peanuts, any brand, 2oz
- g. Salted cashews, any brand, 1.5oz
- h. Salted almonds, any brand, 1oz
- i. In-shell sunflower seeds, any brand, 3oz
- j. Sunflower kernels, any brand, 1oz
- k. Salted pistachios, 2.5oz
- l. Baked Frito Lay Chips (i.e., Cheetos, Doritos, etc.)
- m. Popchips
- n. Special K Cracker Chips
- o. Pepperidge Farm Baked Naturals Cracker Chips/Multi-grain
- p. Pirate's Booty
- q. Snyder's of Hanover Olde Tyme Pretzels
- r. Highland Beef Power Snacks Honey Peppered Beef/Turkey Stick, Single, 0.5oz
- s. Rice cakes – look for whole grain and/or brown rice
- t. Campbell's Chunky Classic Chicken Noodle Soup*
- u. Seeds of Change Quinoa and Brown Rice with Garlic**
- v. Campbell's Organic Tomato Basil*
- w. Pace Ready Meals*

III. FRESH

- a. Any fruit – grapes, apples, bananas, etc. Use pre-packaged items, if needed
- b. Any vegetable – cucumbers, carrots, tomatoes, etc. Use pre-chopped items, if needed
- c. Chobani Peach/Plain/Pineapple/Black Cherry/Strawberry and Banana Greek Yogurt
- d. Lifeway Low-Fat Kefir Smoothies, 8oz
- e. Stonyfield Farm Organic Super Smoothie, 6oz
- f. DanActive Smoothies, 3.1oz
- g. Dannon Light & Fit (all flavors), 6oz or less
- h. String cheese sticks, Reduced Fat, 1oz
- i. Land O Lakes 25% Reduced Fat Cheddar Cheese Cubes, 1oz
- j. Snack Pack Fat Free Chocolate/Vanilla Pudding

IV. FROZEN

- a. Dole Banana Dippers (Dark chocolate ONLY with and without almonds)
- b. Edy's/Dreyer's All Natural Fruit Bars (Strawberry, Tangerine and Raspberry)
- c. Dippin' Dots YoDots (Chocolate & Vanilla, Cookie Dough, Cookies n' Cream, Redberry Sherbert), 3oz
- d. Hershey's Reduced Fat Vanilla Mighty Mini Ice Cream Sandwich
- e. Frozen edamame
- f. Frozen bagged vegetables
- g. Blue Bunny Orange Dream Bar, 2.5oz
- h. MorningStar Farms Chipotle Black Bean Burger*
- i. Healthy Choice Simply Café Steamers*
- j. Pierre Grilled Chicken Sandwich*
- k. Foster Farms Teriyaki Chicken Fillets**
- l. Smucker's Uncrustables Reduced Sugar Peanut Butter & Grape Jelly Sandwich
- m. Sandwich Brothers Flatbread Chicken Melt
- n. Lilly B's Organic Bean, Rice & Cheese Burritos*
- o. TaDah Falafel Wrap*

V. BEVERAGES

- a. Bottled water
- b. Sparkling Ice
- c. Vitamin Water Zero
- d. Bai 5 Bubbles Variety Pack
- e. Propel Zero
- f. Diet sodas
- g. V8 Low Sodium Vegetable Juice
- h. 100 percent fruit/vegetable juices
- i. Lipton Diet Green Tea
- j. Sparkling ice tea
- k. Plain coffee (no added sugars/sweeteners)

* Indicates a MEAL item, not a snack item.

** Indicates food is considered PART of a meal item, not a full meal.

The use of brand/food label names within this document is for user information and follows the GSA specific guidelines https://www.gsa.gov/cdnstatic/guidelines_for_federal_concessions_and_vending_operations_corrected_version.pdf. This is not an extensive list; these products are only used as examples of those that qualify. The use of these materials does not imply endorsement of any product by OMES or the Thrive Employee Well-being program.

Initial Setup Expenses

Possible initial set-up expenses include:

- All food products you plan to have in your pantry.
- A money box to keep in your pantry.
- Display, such as clear containers for packaged food in refrigerator and cabinets.
- Gloves for handling food.
- Snack size baggies for dividing food like grapes or berries.

BEGINNING FUNDS	\$
Product	\$
Money Box	\$
Display Costs (<i>your discretion</i>)	\$
Gloves	\$
Snack Size Baggies	\$
TOTAL EXPENSES	\$
BEGINNING CHANGE FOR BOX (Use money left over from expenses.)	\$

Bi-weekly Pantry Inventory

- Keep track of all the products you have every two weeks to plan for when you need to restock the pantry items.
- Remember, some months have five weeks.

PRODUCT	COUNT	Month <input type="text"/>			Month <input type="text"/>			Month <input type="text"/>		
		Date	Date	Date	Date	Date	Date	Date	Date	Date

Inventory Expenditures

- Keep track of your expenses when you restock food items.
- Keep track of what products you had to throw out due to spoilage/expiration date.

PRODUCT	Price	Purchase Date	Price	Purchase Date	Price	Purchase Date