

Food Service Guidelines Work Plan

The Food Service Guideline Work Plan can be used by state and local health departments and by tribal organizations to plan their activities around adoption and implementation of food service guidelines. Engage your food service guidelines team to identify goals, objectives, strategies, action steps, timelines, and responsible persons or agencies.

Use the following definitions to complete your work plan:

Activity description: action steps necessary to adopt or implement food service guidelines.

Examples include:

- Conduct a baseline assessment.
- Identify a champion to educate vendors and others affected by food service guidelines on the need to offer healthier choices.
- Develop a policy requiring adherence to offering healthier foods and beverages in food service.
- Work with agencies to incorporate food service guidelines into purchasing requests for proposals.
- Hire new food service vendor.
- Provide training and technical assistance to food service providers.
- Monitor the availability of healthier food items.

Lead personnel assigned: the person or agency that will make decisions and complete or oversee completion of the tasks involved in the action step. Examples include the project coordinator (or coordinating agency), a planning group or task force, or a department representative (such as purchasing department).

Key contributing partner assigned: the external person or organization that will provide resources or assistance to carry out the specific action step. Examples include organizations with an interest in food service guidelines, persons affected by food service guidelines, worksite wellness champions, vendors, and food service staff.

Key contributing consultant/contractor assigned (if any): the person or group that will advise you or that you hire to conduct a specific action step. Examples include a food policy council or task force (for consultation), or a person (contractor) with expertise and the skill set needed to carry out a specific task.

Timeframe start and end: the period of time when you plan to begin the action step and when you think it will end. You can enter the time in any way that is meaningful for your initiative. For example, you can enter the month and year (such as, Nov 2021 to June 2022) or you can enter by quarter of the year (such as, Q1, Q2, Q3 or Q4).



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Example Goal, Objective, and Strategy for State Health Department

Goal: Improve the health of state government employees by creating a food environment where making the healthy choice is the easy choice.

Objective: All vending machines, snack bars, and cafeterias on state properties will comply with the *Food Service Guidelines for Federal Facilities* within two years.

Strategy: Adoption and implementation of food service guidelines/nutrition standards where foods and beverages are available.

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■ Goal:

■ Objective:

■ Strategy:

Setting

Government work site

Private work site

Hospital

College or university

Prison, probation camp, or juvenile hall

Park and recreation facility (such as baseball field, golf course, beach)

Assisted living/nursing home

Other (Please specify) :

Population of Focus (list all that apply)

Activity Description	Lead Personnel Assigned	Key Contributing Partner Assigned	Key Contributing Contractor/ Consultant Assigned	Timeframe Start and End
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