

South Dakota Department of Health
Office of Chronic Disease Prevention & Health Promotion

Healthy Vending & Snack Bar Policy Project Grant Application

RELEASE DATE: May 26, 2015

DUE BY: June 19, 2015



GRANT APPLICATION INFORMATION

Overview:

This grant opportunity offered through the South Dakota Department of Health (SD DOH) will assist worksites in improving the food environment by making healthy choices more accessible, more appealing, and more affordable. The project has three primary objectives:

- 1.) To incorporate healthy snack food and drink items in business vending machines, snack bars and/or cafeterias
- 2.) To label snack food and drink items using the **GREEN**, **YELLOW**, and **RED** traffic light system known as *Munch Code* and make the calorie content for all items visible at the point of purchase
- 3.) To implement a policy that commits the company to provide an environment that encourages healthy eating habits by using *Munch Code* and stating calorie content

Eligibility Criteria

All SD worksites are eligible to apply if they have at least one vending machine, snack bar, a la carte station, canteen, or cafeteria where snack food or drinks are sold.

Elementary and secondary schools can apply if separate vending machines are available to staff only. Any school vending machines that are accessible to students will not be eligible to participate as they must follow the USDA Smart Snacks in School Regulations. The SD Healthy Vending & Snack Bar Standards are different from the Smart Snack Rules. All colleges, universities, and technical schools are eligible to apply.

Worksites do not need to have a formal worksite wellness committee to apply, but it is encouraged to have at least two individuals interested in working on the project objectives.

Grant Award: 15 Worksites - \$1,000 each

Policy Development

The SD DOH has developed a Healthy Vending & Snack Bar Model Policy and a Policy Implementation Guide to provide businesses with standards for labeling snack food and drink items as **GREEN**, **YELLOW**, and **RED**. Both documents are available for download at <http://goodandhealthysd.org/workplaces/policies/>.

The U.S. Department of Health and Human Services (HHS) worked collaboratively with the General Service Administration (GSA) to create *The Health and Sustainability Guidelines for Federal Concessions and Vending Operations*. The Policy Implementation Guide was developed primarily from the HHS GSA guidelines, South Dakota Healthy Concessions Policy, and the Nutritional Environment Measures Survey for Vending.

Note: *Munch Code* is designed to categorize snack products. It does not include meal items, entrees, or meal replacement products. Therefore, a cafeteria can utilize *Munch Code* for any snack items that are sold separately.

Grantee Will:

1. Complete an initial in-person training with SD DOH at the worksite in July or August 2015.
2. Complete the following documents: (Worksites will be provided with templates and training on how to complete.)
 - Project Plan
 - Vending Machine and Snack Bar Analysis
3. Agree to take *before* and *after* pictures to show healthy product changes and promotional signage. *After* pictures will be due by June 30, 2016.
4. Implement a new workplace Healthy Vending & Snack Bar Policy by June 30, 2016.
5. Submit a final progress report to SD DOH by June 30, 2016.
6. Agree to allow SD DOH to share any submitted documents such as project plan, vending machine and snack bar analysis, *before* and *after* pictures, implemented workplace policy, and information found in the final progress report as applicable for project promotion and evaluation.
7. Attend one annual WorkWell Summit (Rapid City or Sioux Falls).

Department of Health Will:

1. Provide an initial in-person training to:
 - Provide SD DOH lead contact with an opportunity to meet your team.
 - Become familiar with the business and assess current food environment.
 - Train on content and utilization of the Healthy Vending & Snack Bar Toolkit and *Munch Code* website.
(Initial training will take approximately 2-3 hours depending on business size.)
2. Provide Healthy Vending & Snack Bar Toolkit which includes:
 - Healthy Vending & Snack Bar Model Policy.
 - Policy Implementation Guide which includes detailed information on the SD Healthy Vending and Snack Bar Standards to determine **GREEN**, **YELLOW**, and **RED** status.
 - Project Checklist which includes a step-by-step guide and appendices A-J necessary for successful implementation.
3. Provide technical assistance throughout the grant period by phone, email, or in-person based on assistance needs.
4. Provide large, professionally formatted signage to promote *Munch Code* and increase sales of healthy snack food and drink products. (Signage can be viewed at <http://munchcode.org/order/vending/>)
5. Provide \$1,000 to support project implementation upon completion of contractual agreement.

Timeframe:

- Grant applications due to Megan Hlavacek by **JUNE 19, 2015 by 5:00 p.m.**
- Awardees announced July 1, 2015
- 1 Year Grant Period: July 1, 2015 - June 30, 2016
- Initial training must be completed in July or August 2015
- Final progress report due June 30, 2016

Funds CANNOT be used for:

- Paid staff time or indirect costs

Funds CAN be used for items such as:

- New vending machines
- Racks, stands, or other display equipment to showcase healthy items at snack bars and cafeterias
- Food ONLY if part of a specific educational activity. For example, conducting a taste test of healthy product alternatives is a reasonable request. Funds should not be used to purchase a meal for anyone.
- Other items involved in taste testing to educate employees on healthy options
- Purchasing additional large, professionally formatted *Munch Code* signage
- Development and printing of additional marketing materials such as table tents, bulletin board materials, etc...
- Prizes/incentives for purchasing green and yellow items
- Miscellaneous printing costs

Applications can be submitted via mail or e-mail to:

Megan Hlavacek, MS, RDN, LN
Healthy Foods Coordinator
South Dakota Department of Health
Office of Chronic Disease Prevention & Health Promotion
PO BOX 24
Faulkton, SD 57438
(605) 598-6277
Megan.Hlavacek@state.sd.us

Please submit your completed application by:
June 19, 2015
5:00 p.m.

Grant Application
Healthy Vending & Snack Bar Policy Project

Worksite Name: _____

Worksite Location*: _____

Worksite Size* (*total employees*): _____ Full-time _____ Part-time _____ Seasonal

Worksite Reach: Estimated number of customers, patients, members, or anyone from the public (except employees) with access to company vending machines, snack bars, and/or cafeteria: _____

Worksite Mailing Address: _____

**If you have a business with multiple locations throughout the state, only include the number of employees that work at that location. (i.e. Smith Enterprise has 15 locations across the state. The Mitchell location plans to apply for the grant. Only include the number of employees at the Mitchell location.)*

Primary Contact Information:

Name: _____ Title: _____

Phone Number: _____

E-mail Address: _____

Current Worksite Wellness Committee in place? Yes No

If no – is there a team of at least 2 individuals willing to complete the objectives outlined for project completion? Yes No

What amenities are available to purchase snack food and/or drink products?

Check all that apply:

Vending Machine(s)

of food machines _____

of drink machines _____

of mixed food and drink machines _____

Snack Bar – this could include canteens, a la carte stations, or snack items for sale in other areas of the business such as a gift shop. Description: _____

On-site Cafeteria

Do you currently receive any type of funding involving nutrition standards or nutrition policy?

- Yes
- No
- Don't know

If yes, please explain the type and purpose of the funding: _____

In the past what have been the barriers or challenges in developing, implementing, and promoting nutrition focused projects or programs in the worksite?

- Resources
- Lack of wellness committee leadership/participation
- Time for wellness committee to meet
- Staff resistance
- Difficulty sustaining interest when implementing these types of projects
- Lack of administration support
- Food part of workplace culture
- Lack of knowledge on "healthy foods"
- We have not worked on any nutrition focused projects or programs
- We have not encountered any barriers
- Others – please list _____

**Attach pictures of the worksite
vending machine(s), snack bar, or cafeteria.**

(Professional photos are not required. Pictures simply from your phone will work!)