



Administrative Policy No. 18.86

Subject: Healthy Eating and Nutrition

Information Contact: Human Resources Division

Authorizing Source: [Executive Order 13-06](#)

Effective Date: August 1, 2015

Revised: March 19, 2025

Approved By: **Original approved by Wendy Long**
Senior Director, Human Resources Division

Purpose

The Department of Social and Health Services (DSHS) acknowledges that healthy eating has an impact on wellness, and that providing healthy foods will contribute to better health for all.

Healthy nutritional options are vital for good individual employee health and productivity. This policy helps ensure the availability of healthy food options while in the workplace. Building managers, program leadership, and event or meeting organizers are all responsible for considering this policy when organizing a DSHS meeting or event where food and beverages are served.

Scope

This policy applies to all DSHS facilities and events sponsored by DSHS. Institutions that provide food services or vending to patients or residents. Please reference [administrative policy 8.13](#) for guidance.

Additional Guidance

[Administrative policies](#)

- 8.13 food service policy for patients and residents
- 19.70.011 meals with meetings

[RCW 74.18.220](#) business enterprise program – vending facilities in public buildings

[Department of Health healthy nutrition guidelines.](#)

Policy Requirements

1. When a DSHS facility holds a contract or operates a vending machine or food service, they must ensure that the [Department of Health \(DOH\) healthy nutrition guidelines](#) are met through their service contract. See [RCW 74.18.220](#) business enterprise program – vending facilities in public buildings.
2. Food and beverages served at meetings and events sponsored by DSHS must meet the criteria set forth in the [DOH healthy nutrition guidelines](#). See also [administrative policy 19.70.011](#) .
3. When a DSHS facility holds a contract with a cafeteria, restaurant, or on-site retail food service venue on the grounds of their facility, the guidelines outlined by DOH in [healthy nutrition guidelines for cafeterias](#) must be addressed in their contracts.

Note: DSHS institutions preparing and serving food to special populations are exempt from this section and should reference [administrative policy 8.13](#).

4. The role of food in health and the enjoyment of healthy food will be promoted by DSHS through posters, newsletters, and healthy eating handouts.
5. When providing food and beverages at employee organized events, employees are encouraged to include healthy food options.