

# **Application Packet**

Revised October 2014

### **Choose Health LA Restaurants**

Los Angeles County Department of Public Health Division of Chronic Disease & Injury Prevention 3530 Wilshire Blvd. 8<sup>th</sup> Floor Los Angeles, CA 90010

Tel: (213) 351-7807 Fax: (213) 351-2713 Email: choosehealthla@ph.lacounty.gov Website: choosehealthla.com



County of Los Angeles Public Health working for you.

#### Dear Choose Health LA Restaurants Applicant:

This packet contains everything you need to get started in becoming a partner in the *Choose Health LA Restaurants* program. Inside this packet you will find:

- Program Participation Checklist
- Worksheet
- Additional Strategies

- Frequently Asked Questions
- Menu Examples

#### Steps to Joining Choose Health LA Restaurants:

**1. Fill out the program worksheet**: Read over the program participation checklist on the next page and attached worksheet to see how to best fit your menu to the program requirements. Keep in mind that some restaurants, based on their current menu offerings, may only need to make a few changes to the menu and the dishes they offer, while others will need to make more changes in order to participate. A list of frequently asked questions is included in this packet, and we encourage you to contact us if you need assistance or have any questions:

Call: (213) 351-7807

E-mail: choosehealthla@ph.lacounty.gov

**2. Turn in your worksheet:** Once you have completed the worksheet describing how your menu meets the program participation requirements, submit the worksheet to us by mail, email, or fax. Be sure to include a copy of your menu.

Mail: Choose Health LA Restaurants Los Angeles County Department of Public Health Division of Chronic Disease & Injury Prevention 3530 Wilshire Blvd. 8<sup>th</sup> Floor Los Angeles, CA 90010 E-mail: choosehealthla@ph.lacounty.gov Fax: (213) 351-2713

**3. Application review:** Completed applications will be reviewed by *Choose Health LA Restaurants* program staff within approximately one week of submission. You will be contacted by a staff member who will work directly with you to answer any questions and provide technical assistance on how to best fit the program into your unique food service environment.

**4. Receive approval:** After approval, you will receive a notice of acceptance letter and participation guidelines. These guidelines will provide information regarding ongoing participation in the program.

**5. Promote:** All participating restaurants will be listed on the *Choose Health LA Restaurants* website. Contact program staff to learn about the free promotional items that are available to order and display in your restaurant.

### Choose Health LA Restaurants: Program Participation Checklist

To enroll in the program you will need to meet the requirements listed below and complete the worksheet on the next page of the application packet. Return the worksheet, including any additional pages needed to complete your answers. Also include a copy of your menu showing the participation requirements in this checklist are met.

Return all application materials to us by email at choosehealthla@ph.lacounty.gov, fax at (213) 351-2713, or mail to Choose Health LA Restaurants, 3530 Wilshire Blvd. 8<sup>th</sup> Floor, Los Angeles, CA 90010.

REQUIREMENT: Portion Size	DESCRIPTION:	
1. Offer healthier portion size options.	Offer reduced-size portions that are at least 1/3 smaller than the full-size items.	
	These items are offered in addition to the full-size versions.	
	1a. The minimum number of required items is based on the total number of items	
	on the menu (see chart on the following page).	
	<b>1b.</b> Reduced-size items must be offered from multiple sections of your menu with	
	a minimum of two sections.	
	<b>1c.</b> At least two entrées or combination meals must be offered in a reduced-size.	
REQUIREMENT: Children's Meals	DESCRIPTION:	
1. Include healthier beverage options.	Beverages listed on the menu as included in the price of any children's combination	
	meal must be only milk or water.	
<ol> <li>Offer fruits and vegetables as part of all children's meals.</li> </ol>	Every children's meal as offered on the menu must include a serving of non-fried fruit and/or vegetable.	
3. Use healthier cooking methods.	At least 1/2 of all children's meals offered contain no deep-fried foods.	
REQUIREMENT: Water	DESCRIPTION:	
1. Provide water.	Chilled water is available at no cost to customers.	

Worksheet: Portion Size			Complete the items below, describing how your menu meets the requirements listed in the program participation checklist:		
<ol> <li>Offer healthier portion size options.</li> <li>Offer reduced-size portions of menu items in addition to the full-size items of the same type. Reduced-size portions are at least 1/3 (33%) smaller by weight than the full-size item. Reduced-size items must contain the same components as full-size items and be the same in all aspects except weight.</li> <li>1a. Meet the minimum number of reduced-size portions.</li> </ol>		of menu items in addition to the full-size items of portions are at least 1/3 (33%) smaller by weight ced-size items must contain the same components same in all aspects except weight.	Enter the total number of items on your menu not including beverages, add-on items, or children's meals:		
 	Total Number of	Minimum Number of Reduced-Size	Enter the number of menu items that are available in reduced-size portions:		
	Menu Items:	Portions *			
	Up to 15	3			
-	16 – 25	5			
	26 - 40	8			
	41 – 55	11			
	56 – 70	14			
	71 – 90	18			
	91 – 115	23			
	116 or more	30			
may Heal	be lower, based on the	e portions required for a restaurant to participate e total number of menu items available. Choose assistance to determine the number of items participation criteria.			
<b>1b. Offer a variety of menu items in reduced-size portions.</b> Reduced-size portions must be included in multiple sections of the menu,			List the menu sections that offer reduced-size portions:		
with a minimum of two sections. For example, if your menu includes					
sections of soups, salads, sandwiches, and pastas, offer reduced-size		•			
portions of items from at least two of these sections.					
	least two entrées, n fered in reduced-size	nain dishes, or combination meals must be e portions.	List two main dishes or combination meals offered in reduced-size portions:		

W	orksheet: Children's Meals	Complete the items below, describing how your menu meets the requirements listed in the program participation checklist. If your restaurant does not offer children's meals, skip this section and			
1.	Include healthier beverage options. Beverages listed on the menu as included in the price of any children's combination meal must be only plain reduced-fat (2%) milk, low fat (1%) milk, non-fat milk, a non-dairy milk alternative (such as soy), or water.	complete the next section on water.         Do the children's meals offered at your restaurant include a beverage?         NO: move to question 2         YES: continue on with question 1         Which beverages are included with children's meals?			
2.	Offer fruits and vegetables as part of all children's meals. Every children's meal as offered on the menu must include at least one serving of non-fried fruit and/or		Enter the name of children's meal in this column:	Enter fruit or vegetable included with each meal:	Cooking method of fruit or vegetable listed:
	vegetable. A serving of fruit and/ or vegetable is defined as a minimum size of 1/2 cup.		1. 2.	1. 2.	1. 2.
	The fruits and/or vegetables can be incorporated into		3. 4.	3. 4.	3. 4.
	any part of a children's meal, including a main dish and/or side items.		5. 6. 7.	5. 6. 7.	5.       6.       7.
3.	Use healthier cooking methods. At least 1/2 of all main dish options in children's meals are not deep-fried. Deep frying is defined as cooking food by submerging in hot oil. At least 1/2 of all side dishes offered with children's	Entei		ptions on your children's me nain dish options that contain ffered with children's meals:	
	meals are not deep-fried.			eal side items that contain fri	ed foods:

Worksheet: Water		Complete the items below, describing how your menu meets the requirements listed in the program participation checklist:	
1.	<b>Provide water.</b> Chilled water is available at no cost to customers. The serving size should be at least 12 ounces.	Is chilled drinking water available to all customers? Yes No Enter the serving size of water in ounces:	

For evaluation purposes, please check the box that best represents amount of customers served in a day				
0-50 50-100 1	0-50 50-100 100-150 150+			
Provide contact information for your restaurant	<ul> <li>Signature and date are required</li> </ul>	ired for app	lication review	
Restaurant name:		Contact Name and title (Owner or manager):		
Address:				
Phone: What is the best time to call?		?	Email:	
Is this application for multiple locations? If so, p	l lease include a listing of all loo	ations with y	our application.	
Sign and date the following statement:				
I acknowledge that I am the owner (or legally a	uthorized agent or represent	ative) of the	restaurant, food facility, or corporate entity submitting this	
application worksheet, and I hereby make the following statement in that capacity:				
<b>1.</b> I acknowledge that submission of this application	ation will be followed by a re	view process	before the applicant restaurant, food facility, or corporate	
entity may become an approved participant in Choose Health LA Restaurants.				
2. I agree not to use, alter, or display any materials related to Choose Health LA Restaurants without receiving express written authorization from Choose				
Health Restaurants to do so.				
3. I further agree to comply with all rules, requi	rements, and guidelines of tl	nis program	upon receipt of notice of approval of participation.	
Signature:			Date:	
			Mail: Choose Health LA Restaurants	
Return completed worksh	eets along with a copy of y	our menu:	3530 Wilshire Blvd. 8 <sup>th</sup> Floor	
			Los Angeles, CA 90010	

Worksheet Page 3 of 3

E-mail: choosehealthla@ph.lacounty.gov

Fax: (213) 351-2713

#### Choose Health LA Restaurants:

#### Additional Recommended Strategies to Create a Healthier Restaurant Environment

The following is a list of ways to go above and beyond the program participation requirements to support the health of your customers. These additional recommendations are optional and restaurants are encouraged to use those strategies that fit best with their environment.

#### 1. Offer a beverage size option of 16 ounces or less.

Support your customers' efforts to be healthier by offering a smaller beverage size along with your other reduced-size portion options.

#### 2. Prohibit smoking in outdoor areas.

Creating smoke-free outdoor environments protects the health of patrons and promotes a positive fresh air dining experience.

#### 3. Offer fruits and vegetables as side item options.

Making fresh fruits and vegetables with minimal added fat, salt, and sugar available as a substitute for fries or chips is a great way to offer customers healthier dining options. Listing them first on the menu, or as the default option, and at the same cost as other items is a great way to promote these healthy items.

#### 4. Use descriptive words and menu designs that promote greater sales of healthier items.

Customers are encouraged to pick healthier options when those items have positive descriptions, like fresh or seasonal, and when they are displayed first in a section or on a list. Start designing your menu to encourage healthier choices by using a descriptive name for your reduced-size portions and offering them as the first items in each section.

#### 5. Serve meals on 10" plates.

Larger plates can encourage people to eat more without realizing. Smaller plates help people recognize the quantity of food they are eating. By using 10" plates or smaller, reduced-size portions can look more appealing and patrons may feel more satisfied with the quantity of food.

#### 6. Bring chips or bread before a meal is served only if the customer requests.

Customers may be tempted to fill up on chips or bread if they are placed on the table immediately. Instead, ask or allow customers to choose whether they would like additional food, like chips or bread, when they order. This can keep food costs down, too.

#### 7. Offer to-go boxes at the beginning of a meal and encourage patrons to box-up half of full-size portions.

Some patrons may want a full-size portion of their meal, even if a reduced-size option is available. Give them the choice when ordering to box-up half and save it for another meal.

#### Choose Health LA Restaurants: Additional Recommended Strategies to Create a Healthier Restaurant Environment

#### 8. Offer sauces and dressings to be served on the side.

Many patrons prefer controlling how much of the condiments they use for flavor. Give them the option by allowing sauces and dressings to be served on the side.

#### 9. Offer more whole grains.

Offering whole grain options for sandwich bread, burger buns, and pastas helps your customers eat more healthy whole grains. Many commercial bakeries offer whole-wheat selections that are in line with food costs.

#### 10. Provide children's placemats or coloring pages with healthy messages.

Consider incorporating nutrition and physical activity messages into your materials if you provide children with placemats or coloring pages. There are many free versions you can download from the Internet, or *Choose Health LA Restaurants* program staff can provide examples.

#### Choose Health LA Restaurants: Frequently Asked Questions When Completing the Worksheet

#### Q: Is the reduced-size portion offered in place of the full-size?

The full-size and the reduced-size portion options should both appear on the menu and be available as choices to the customer. The reduced size portion option is not meant to replace the full-size item, but to provide the customer with the choice of a larger or smaller portion of the same dish.

#### Q: What if my menu already includes reduced-size portions?

Participation in the program requires offering a minimum number of reduced-size portions based on the total number of menu items you offer. This number can be found in the chart on page one of the worksheet. If you already offer some of your menu items in full-size and reduced-size portions, those menu items count toward reaching the minimum number required for participation. In order to count any reduced-size portions, they must be at least one-third smaller than the full-size item.

#### Q: Should I count every item on my menu?

When counting the number of menu items, do not include beverages or children's meals. Include all desserts and a la carte side items listed on the menu such as sides of rice, French fries, or side salads. Do not include add-ons such as chicken that can be added to a salad, or guacamole that can be added to a burrito.

Do not include the reduced-size version of an item when counting the total number of items available. For example, if you offer a chicken burrito in a full and reduced-size portion, that should count as one item. Do not count a daily special, or temporary menu items appearing on the menu for less than 60 days.

#### Q: What if I have separate breakfast or lunch menus?

Complete a worksheet for a service period specific menu if that menu is the menu available to order from during that time. For example, if from 8:00 AM to 11:00 AM only a breakfast menu is available, complete a worksheet for that menu and an additional worksheet for the menu available after 11:00 AM. If breakfast is served all day and is a section of the total menu, complete the worksheet counting breakfast items along with other items. Include all available menus and accompanying worksheets with your application materials.

#### Q: Should I submit a menu with my application?

You should submit a menu with your application demonstrating how your menu complies or will comply with the requirements for participation. The menu you submit with your application must be in use in your restaurant and be available to customers when your restaurant begins displaying the program's window cling. You will receive the window cling upon approval of your submitted menu and application.

#### Q: What if I don't have separate sections on my menu?

If your menu is designed in such a way that it does not have more than one section, use the chart on the second page of the worksheet to determine the minimum number of reduced-size portions to offer and make sure that at least two main dish or combination meals are included in that number.

#### Q: Do all items in combination meals and entrées served with side items have to be reduced?

All items in a combination meal must be reduced in size by at least 1/3 from the full-size meal. For example, if a combination meal includes a sandwich, a side of fries, and a drink, all three items must be at least 1/3 smaller in the reduced-size meal than the full-size meal.

#### Q: Should I fill out an application for each of my restaurant locations?

Restaurants with multiple locations should fill out a separate application for each location, unless the menus at each individual location are substantially similar and meet the program participation criteria in the same way.

#### Choose Health LA Restaurants: Frequently Asked Questions When Completing the Worksheet

#### Q: Can I count low-carbohydrate or low-fat options as meeting program requirements?

Menu items that are prepared using less bread (for example serving a burger wrapped in lettuce instead of a bun) are not considered reduced-size options and do not count towards fulfilling the program criteria. The same is true for preparing items with less oil or similar ways of reducing calories. These dishes do not count towards fulfilling program criteria unless the item is offered in reduced-size portions that meet the requirements listed in the checklist.

#### Q: What if a customer requests a substitution?

Customers are always free to request substitutions and changes to menu items at the time an order is placed. The program does not prevent restaurants from accommodating requests according to their usual customer service guidelines. Substitutions and special orders do not impact program participation as long as the menu is written and presented in a way that meets the program participation requirements.

#### Q: If my restaurant does not have a children's menu can I still participate?

If a restaurant does not offer a children's menu, skip the worksheet section on children's meals. Restaurants that do not offer children's meals can participate in the program by meeting the criteria on portion size and chilled water.

#### Q: What are healthier beverage options for children?

Beverages listed on the menu as included in the price of any children's combination meal must be only healthier beverage options. Healthier beverage options are the following:

**Milk:** Qualifying plain reduced-fat (2%) milk, low fat (1%) milk, non-fat milk cow's milk must not be flavored or have added sugar.

**Non-dairy milk alternative**: Qualifying non-dairy beverages must be calcium fortified, contain no more than 12 grams of sugar and no more than 5 grams of total fat per 8 ounce serving.

Water: Water included with children's meals may not contain any added sweeteners, including artificial sweeteners or sugar substitutes.

#### Q: What are examples of non-fried fruits and vegetables to include with children's meals?

Fruits that may be included are those that are either fresh or canned in water or 100% juice. Fruit examples include fresh banana, pineapple canned in 100% juice, or unsweetened apple sauce.

Vegetables that may be included are those that are fresh, or those that are cooked by baking, steaming, stir frying, boiling, or roasting. Vegetable examples include fresh baby carrots, baked white or sweet potato, stir fried broccoli, or steamed green beans. Canned vegetables may meet the criteria if they are labeled as "low" or "reduced" sodium.

#### Q: Does the fruit/vegetable have to be a side dish?

The fruits and/or vegetables can be incorporated into any part of a children's meal, including a main dish and/or side items.

#### Q: What if my children's menu offers a choice of several side items?

Every children's meal as offered on the menu must include a serving of non-fried fruit and/or vegetable. If restaurants also offer choices of side items with meals at least half must not be deep-fried.

#### Q: What are examples of deep-fried foods?

**Deep-Fried Foods:** Examples of deep-fried foods include fried chicken nuggets, corn dogs, chicken wings, French fries, potato chips, tortilla chips, churros, and doughnuts.

## Choose Health LA Restaurants: Participant Menu Example

The following section includes examples of how restaurants with various types of food could offer healthier portion size options on their menus. These examples are not meant to represent pricing or an actual menu, which would also include items that are not offered in reduced-size portions. Use these examples as ideas for how you can incorporate reduced-size portions and healthier children's meals into your existing menu. Make sure to select menu items and set prices that suit your location and customers.

BREAKFAST CLASSICS	
Breakfast Muffins(Reg) \$4.50 (Mini) \$2.50 Coffee Cake(Reg) \$4.50 (Mini) \$2.50	_
<b>Breakfast Plates</b> - served with hash browns and two slices of toast. *Smaller plates are served with half portions of hash browns & 1 slice of toast.	
8 oz. Steak & 2 Eggs	
Breakfast Sampler 3 eggs, 2 bacon, 2 sausage\$8.50 * 2 eggs, 1 bacon, 1 sausage\$6.00	
3 French Toast w/ 2 eggs\$9.50 * 2 French Toast w/ 1 egg\$6.50	
4 Pancakes w/ 2 eggs\$8.50 * 3 Pancakes w/ 1 egg\$6.00	
	I
Cereal or OatmealBowl (12 oz.)\$4.00 Cup (8 oz.) \$2.50	
Breakfast BurritoLarge (12") \$8.50 Medium (8") \$6.50	

#### SALADS

House salad(F) \$6.50 (H) \$4.50 Caesar salad(F) \$8.50 (H) \$6.00 Cobb salad(F) \$9.50 (H) \$7.00 Chinese Chicken salad(F) \$9.00 (H) \$6.75
Greek salad(F) \$7.00 (H) \$5.00
Full salad and bowl of soup\$12.50 Half salad and cup of soup\$8.50

OMELETS—Served with potatoes & toast . * Two-egg Omelets are served with half portions potatoes & toast.	
Denver omelet (w/ 3 eggs)\$8.5 *Denver (w/ 2 eggs)	
Veggie omelet (w/ 3 eggs)\$7.5 *Veggie (w/ 2 eggs)\$5.5	
Make your own omelet (w/ 3 eggs and 5 toppings)\$8. *Make your own (w/ 2 eggs and 3 toppings)\$6.	

#### APPETIZERS

Egg Roll
Bruschetta(6 pcs) \$8.00 (4 pcs) \$5.50
Quesadilla(Large) \$6.50 (Med) \$4.50
Nachos
Fries(Large) \$5.50 (Med) \$3.00
Chicken Wings(10 pcs) \$9.00 (6 pcs) \$5.50
Chicken Strips(5 pcs) \$8.00 (3 pcs) \$5.50
Shrimp Cocktail(Large) \$9.50 (Med) \$6.50
Vegetable Samosa(4 pcs) \$5.50 (3 pcs) \$4.50

#### SOUPS

Chicken Soup Wonton Soup Clam Chowder Baked Potato Minestrone Lentil Bowl: \$6.50 Cup: \$4.00

## Choose Health LA Restaurants: Participant Menu Example

#### **TACOS & BURRITOS**

Tacos......3 for \$10, 2 for \$8 (Choice of carne asada, chicken, carnitas, shrimp)

Burritos.....(12") \$8.50 (8") \$6.50 (choice of chicken, beef, or bean & cheese)

#### PASTAS

Fettuccini Alfredo(F) \$11.00 (H) \$8.00
Spaghetti & Meatballs(F) \$11.50 (H) \$8.50
Pasta w/ Marinara Sauce (F) \$9.00 (H) \$6.50
Seafood Pasta(F) \$12.00 (H) \$ 8.50
Meat Ravioli(F) \$13.00 (H) \$10.00
Baked Ziti(F) \$10.00 (H) \$7.50

#### **CURRIES & RICE**

Stir Fry with rice: Tofu or Chicken......(F) \$8.00 (H) \$6.50 Beef or Shrimp .....(F) \$9.00 (H) \$7.50
Chicken Biryani .....(F) \$10.95 (H) \$8.95 Lamb Vindaloo .....(F) \$11.95 (H) \$9.50
Vegetable Curry .....(F) \$8.50 (H) \$6.50 Matar Paneer .....(F) \$8.95 (H) \$6.95 Chana Masala .....(F) \$8.95 (H) \$6.95
Two vegetable combo with rice, salad, & bread Large......\$13.95 Medium.....\$10.50

#### **CHILDREN'S MEALS**

Served with a choice of apple slices, green salad, baby carrots, or roasted sweet potato slices

Cheese Enchilada with rice and beans\$5.50
Turkey & Cheese on whole wheat bread\$4.50
Chicken & Broccoli bowl\$5.75
Pasta with mini Meatballs\$6.00

#### **SANDWICHES & BURGERS**

(12") Turkey & Avocado w/ Lg Fries\$10.00 (8" )Turkey & Avocado w/ Med Fries\$7.50
(12") Ham & Swiss w/ salad\$ 9.00 (8" ) Ham & Swiss w/ half salad\$6.50
Grilled Cheese w/ bowl of soup\$8.50 Half Grilled Cheese w/ cup of soup \$5.50
8 oz. Hamburger w/ Lg Fries\$10.50 5 oz. Hamburger w/ Med Fries\$8.00
8 oz. Cheeseburger w/ Lg Fries\$11.00 5 oz. Cheeseburger w/ Med Fries\$8.50
3-pc Sliders w/ Lg Fries\$10.50 2-pc Sliders w/ med Fries\$8.00

#### **BOWLS & NOODLES**

Pho	(F) \$7.00 (H) \$5.50
Ramen	(F) \$8.00 (H) \$6.00
Udon	(F) \$8.00 (H) \$6.00
Pad Thai	(F) \$9.50 (H) \$7.00

#### **COMBO PLATES**

8 oz Steak & two sides	\$12.00
5o z Steak & one side	\$8.50
6 pc dark meat chicken with 2 sides	\$12.50
4 pc dark meat chicken with 1 side	\$8.50
3 pc BBQ Chicken & two sides	\$11.00
2 pc BBQ Chicken & one side	\$8.00
<i>Sides</i> : rice, steamed veggies, mashed potatoes, baked beans, house salad, or fresh fruit	

#### DESSERTS

Original Cheesecake	\$5.50 (Mini) \$4.00
Chocolate Cake	\$5.50 (Mini) \$4.50
Cookies	
Sundae(	3 scoops) \$5.50 (2 scoops) \$4.00