
NSW Healthy School Canteen Strategy

MENU CHECK

Master Menu Application form
for licensed providers



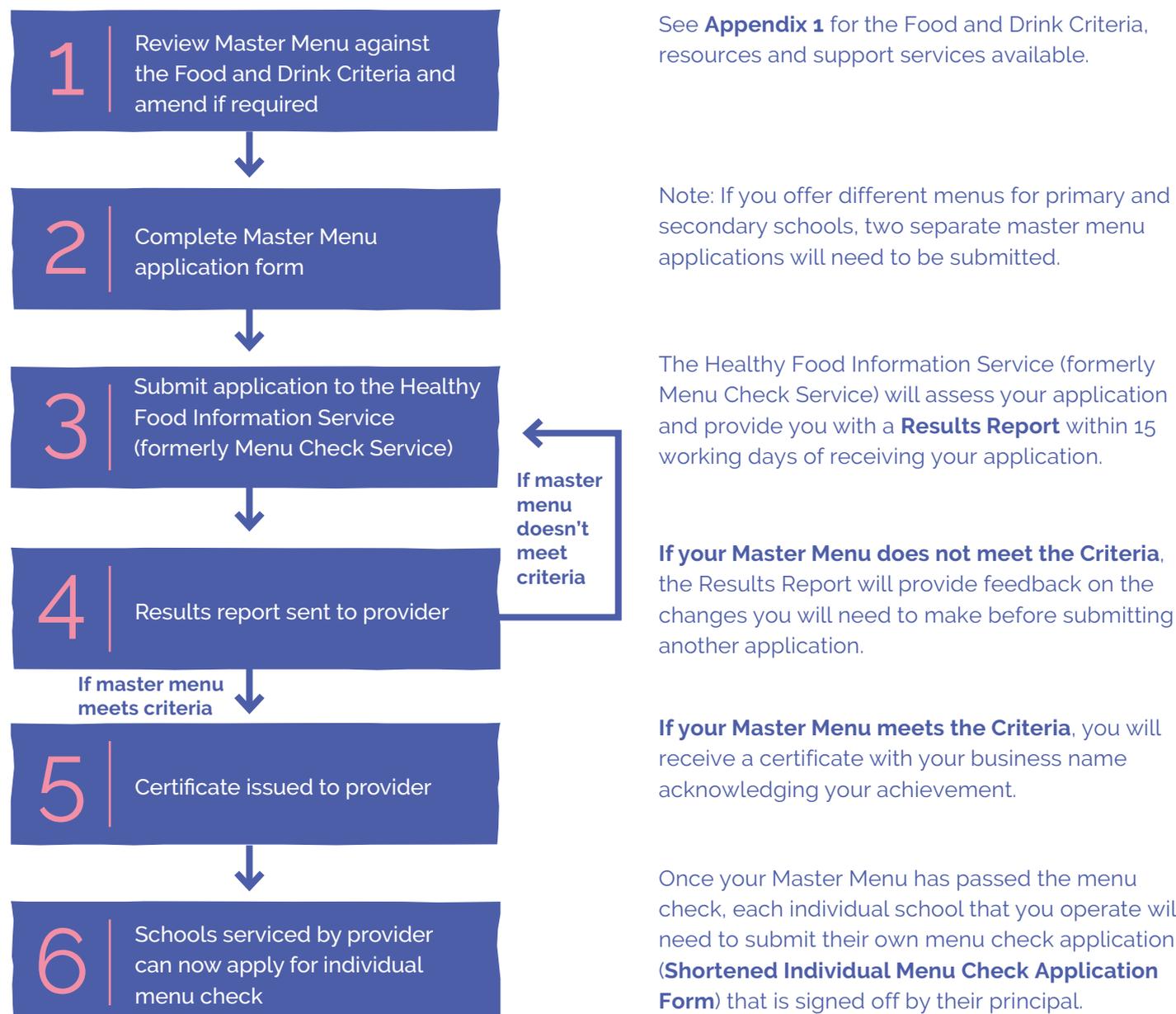
MASTER MENU APPLICATION PROCESS

The Healthy Food Information Service (formerly Menu Check Service) is a free service that verifies whether a canteen menu is meeting the Food and Drink Criteria (the Criteria) of the NSW Healthy School Canteen Strategy.

This application form allows you as a licensed provider to submit your overarching general menu, referred to as a 'Master Menu,' for assessment against the Criteria. When your Master Menu has passed the menu check, the individual schools you operate can then submit a 'shortened individual application form' that asks about promotional practices and any foods or drinks sold at that school that are not on your Master Menu. Please refer to the **Fact Sheet for Licensed providers** for more information on this process.

Before completing and submitting this application form, you should spend time reviewing your Master Menu against the Criteria. This will ensure your menu has the best chance of achieving the Strategy.

INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION



See **Appendix 1** for the Food and Drink Criteria, resources and support services available.

Note: If you offer different menus for primary and secondary schools, two separate master menu applications will need to be submitted.

The Healthy Food Information Service (formerly Menu Check Service) will assess your application and provide you with a **Results Report** within 15 working days of receiving your application.

If your Master Menu does not meet the Criteria, the Results Report will provide feedback on the changes you will need to make before submitting another application.

If your Master Menu meets the Criteria, you will receive a certificate with your business name acknowledging your achievement.

Once your Master Menu has passed the menu check, each individual school that you operate will need to submit their own menu check application (**Shortened Individual Menu Check Application Form**) that is signed off by their principal.

APPLICATION DETAILS

PROVIDER DETAILS

Business Name:

Business Address:

Suburb:

Postcode:

Office Phone Number:

Email:

School type that use this menu:

primary

secondary

combined

Number of schools that use this menu:

Note: Please attach a list of schools serviced under this business name with this application form.

CONTACT DETAILS

Name of owner or best contact person:

Email address:

Phone/Mobile Number:

Best times and days to contact if additional information required:

FIRST MENU CHECK

OR

TWO YEAR MENU CHECK

attempt 1

attempt 2

attempt 1

attempt 2

SUPPORT SERVICES

Have you had help preparing for your master menu check from the following service?

Health promotion officer

If yes, contact name:

PERMISSIONS (AUTHORISED BY THE OWNER)

I give permission for the information provided to the Healthy Food Information Service (formerly Menu Check Service) to be shared with the relevant health promotion officer.

Note: The information gathered and reported as part of the Healthy Food Information Service (formerly Menu Check Service) will be provided to the relevant education sector – NSW Department of Education, Catholic Schools NSW or the Association of Independent Schools of NSW.

Owner's Signature:

Dated:

HOW TO COMPLETE AND SUBMIT THIS APPLICATION

1. Provide a clean copy of your master menu with this application.

2. Complete the tables that follow.

Make sure when completing the tables that you:

- Include any additional items available that aren't specified on the menu e.g. sold over the counter and through online ordering systems.
- List all items, flavours and portion sizes available individually, rather than saying "various items available".
- If there are not enough lines in the table to list your items, there is an extra table at the back of the application form.

3. Submit your completed form, a copy of your master menu and a listing of the schools you operate to the Healthy Food Information Service (formerly Menu Check Service):

healthyfood@health.nsw.gov.au

If you have any questions about this application form or process, please contact the Healthy Food Information Service (formerly Menu Check Service) directly:

Phone: **1800 930 966**

Email: healthyfood@health.nsw.gov.au

Fax: **(02) 9133 8719**

SCHOOL CANTEEN MENU INFORMATION

Please complete all sections that are relevant to the foods and drinks sold on your master menu. If a question is not relevant strike through the question or write N/A (shorthand for 'Not applicable').

SECTION 1: BREAKFAST ITEMS

1.1 If you serve breakfast, when are breakfast items available?

All day

Before school only

We don't serve breakfast items

SECTION 2: DRINKS AND FROZEN SNACKS

2.1 Waters (plain and/or flavoured), 99% fruit or vegetable juices (including frozen 99% fruit or vegetable juice ice-blocks)

ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)

4.2 Muesli /snack bars or balls

ITEM NAME (as appears on the menu)	BRAND NAME or ingredients if canteen made	SERVE SIZE (g)	Does product contain confectionery?*	HEALTH STAR RATING (packaged products only)

*Confectionery includes chocolate (including chocolate bars; chips; spreads; topping or coating, such as lamingtons and chocolate crackles), icing, sugar based toppings or fillings (such as coconut ice, peppermint and caramel), lollies, 100s and 1000s, fruit gummies, liquorice, carob confectionery, carob coating, yoghurt-type confectionery or yoghurt coating.

4.3 If you sell scrolls are they:

Bread based

Pastry based

Both

We don't serve scrolls

SECTION 5: MARKETING AND PROMOTION

Complete questions 5.1 and 5.2 only if your master menu specifies the meal/snack deals and specials. If these are set by the individual schools you operate, they will be picked up on the individual school application forms instead.

5.1 Meal /snack deals

Note: A meal or snack deal is when one or more items are bundled together for sale

WHAT IS IN THE MEAL / SNACK DEALS YOU SELL?

Include brand /product name or indicate canteen made (C/M)

Note: If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

5.2 List all specials that are regularly on your menu or on your specials board

Note: 'Specials' include any item that is promoted on the menu/specials board or advertised at a special/cheaper price than usual. If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME (as appears on the menu)	BRAND and PRODUCT NAME or indicate if canteen made (C/M)	ITEM NAME (as appears on the menu)	BRAND and PRODUCT NAME or indicate if canteen made (C/M)

APPENDIX 1

Food and Drink Criteria of the NSW Healthy School Canteen Strategy

- No sugar sweetened drinks are sold in the canteen or in vending machines including frozen sugar-sweetened drinks such as ice blocks
- At least 75% of the menu should be made up of **Everyday** food and drinks.
- All **Occasional** packaged foods and drinks have a Health Star Rating of 3.5 or above.
- **Everyday** hot meals, flavoured milk, 99% fruit juices and all **Occasional** foods and drinks should be within the recommended portion size limits.
- Only **Everyday** foods and drinks are included in specials and meal deals, or placed at the point of sale on counter tops or shelves*.

**Note: This criteria only apply to individual canteens because it is specific to the layout and promotional practices of an individual canteen. This criteria is assessed in the individual school applications.*

SCHOOL SUPPORT

All NSW schools can access free support to implement the Strategy by contacting the Healthy Food Information Service (formerly Menu Check Service) at healthyfood@health.nsw.gov.au or their local health promotion officer by visiting the NSW Healthy School Canteen website at: <https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens> and click on the link - 'Resources and support'

RESOURCES

- NSW Healthy School Canteen Strategy Food and Drink Criteria booklet: Copies of this booklet have been sent to all schools – an electronic copy can be downloaded from: <https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthycanteens/food-and-drink-criteria>
- The Healthy School Canteens website <https://education.nsw.gov.au/studentwellbeing/whole-school-approach/healthy-canteens> for information, resources, FAQs, recipes, case studies and more.
- Healthy Food Finder: <https://www.foodfinder.health.nsw.gov.au> - a look up tool to find the Health Star Rating and classification of packaged products.
- NSW Buyer's Guide <https://healthy-kids.com.au/what-is-the-food-industry/buyersguide>. A listing of packaged products that meet the NSW Healthy School Canteen Strategy criteria.
- Healthy Kids Association (HKA) – <https://healthy-kids.com.au> for canteen resources such as recipes, sample menus and business resources.