



## Administrative Policy No. 8.13

**Subject:** Food Service for Patients and Residents

**Information Contact:** Office of Accounting Services (OAS)  
Chief, (360) 664-5716

**Authorizing Source:** Executive Order (EO) [13-06](#), Improving the health and productivity of state employees and access to healthy foods in state facilities

**Effective Date:** July 1, 2014

**Revised:** December 13, 2024

**Approved By:** Original approved by Pearlette J. Ramos  
Senior Director, Office of Justice and Civil Rights

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### Purpose

The Department of Social and Health Services (DSHS) supports efforts to create a healthy environment for patients, residents, and staff in residential facilities and hospitals. The department ensures access to healthy menus served to these individuals. All food and beverages made available must meet defined nutritional guidelines in accordance with executive order [13-06](#).

Executive order [13-06](#) requires state agencies to participate on the Health Care Authority (HCA) Washington wellness team. Participation and compliance makes agencies eligible to apply for the HCA work well and the Department of Health (DOH) healthy nutrition guidelines choose well-live well awards.

### Scope

This policy applies to all food and beverages available in DSHS facilities and hospitals, including meals, vending machines, and micro-markets.

### Additional Guidelines and References

Executive Order [13-06](#)  
DOH [healthy nutrition guidelines](#)  
DOH [healthy nutrition guidelines for institutions](#)

DOH [healthy nutrition implementation guide for institutions choose well – live well](#)

DOH [healthy food and beverage standards](#)

DOH [healthy standards for scheduled snacks](#)

U.S. Office of Disease Prevention and Health Promotion [dietary guidelines for Americans, 2015-2020](#) U.S. Centers for Disease Control and Prevention’s [food services guidelines for federal facilities](#)

## Policy Requirements

This policy requires DSHS facilities to comply with executive order 13-06 and DOH guidelines for all food and beverages made available to patients, residents, staff, and visitors. DSHS appointed individuals are responsible for overseeing the implementation and monitoring of the guidelines.

1. Each administration providing meals in state-operated residential facilities and hospitals must appoint a designee to oversee, implement, and monitor the implementation of the DOH healthy nutrition guidelines.
2. Designees must review the DOH healthy nutrition guidelines for institutions and the implementation guide for institutions.
3. Designees are required to annually assess each facility using the implementation plan checklist for agencies and sites contained in the DOH healthy nutrition implementation guide for institutions choose well – live well.
  - a. Designees must ensure facilities follow the healthy food and beverage standards and healthy standards for scheduled snacks.
  - b. Designees must also identify and review existing plans annually. Implementation plans must address how facilities will:
    - i. Emphasize fruits, vegetables, and whole grains;
    - ii. Use less processed foods that contain added sugar and sodium;
    - iii. Use healthy cooking techniques such as baking, roasting, broiling, grilling, poaching, steaming, and stir frying;
    - iv. Reduce or eliminate the use of deep fryers;
    - v. Serve high-calorie items in smaller portions, if provided; and
    - vi. Work toward reducing sodium content.
  - c. Designees will address how their administration will accommodate excluded populations and exceptions. Exempt programs include:
    - i. Any food service program that follows federally mandated rules and regulations, such as Office of the Superintendent of Public Instruction’s school meal programs;
    - ii. Food served by agencies during a disaster, crisis, or emergency; and
    - iii. Food and beverages served to special populations with particular health or religious dietary needs identified by DSHS from following the healthy nutrition guidelines, provided said special diets follow evidence-based

nutritional guidelines and offer comparable healthful items, to the extent possible.

4. Designees will promote healthier choices for residents and staff through various communication channels, such as posters, menus, and product placement.

DSHS Official