## **Create Food Rules**

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Create food rules that dictate how often a food is served or what foods can be served together. These are referred to as food frequency and food combination rules. Watch the video below, or click a link to jump to a specific rule type.

## **Adding Food Frequency Rules**

**Note:** We strongly recommend that you review your existing rules before adding a new one to ensure that you are not adding a duplicate.

- 1. From the menu to the left, click **Foods**.
- 2. Click Food Rules. The Rules page opens.
- 3. Click New Rule and choose from the following:
  - Limit Foods/Day
  - Limit Foods/Week
  - Limit Foods/Month
- 4. The Food Frequency Details page opens. In the **Display** section:
  - a. Click the Name box and enter a name for this rule. This box is required.
  - b. Enter a description, Spanish name, and Spanish description, if needed.
- 5. In the Apply To section, select the age group and meals to which the rule applies:
  - a. Click Infants or Non-Infants.
  - b. Click Meal or Child.
  - c. Click 🔟 next to each meal to which this rule applies.
  - d. Click the **Serving Limit** box and enter the number of servings of this food allowed for the time period you selected in **Step 5**.
- 6. In the Action section, select Warn or Disallow.

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Get Help		Options Include foods served at meals that were disallowed
		Include foods served at snacks where there were already 2 other valid foods at the snack? Back Next

- 7. In the **Options** section, click (III) next to each setting that applies:
  - Include Foods Served at Meals that were Disallowed for Other Reasons
  - Include Foods Served at Snacks Where There were Already 2 Other Valid Foods at Snack
- 8. Click Next. The Select Food Restriction page opens.
- 9. Select a food type, category, or food to restrict.
  - To restrict a food type:
    - 1. Click Food Type.
    - 2. Select the type.
  - To restrict a food category:
    - 1. Click Category.
    - 2. Click the category in the first box and drag and drop it into the **Selected Items for Rule** box. You can click the **Type to Search** box and enter a category name to filter the categories that display.
  - To restrict a specific food:
    - 1. Click Select Foods.
    - 2. Click the food in the first box and drag and drop it into the **Selected Items for Rule** box. You can click the **Type to Search** box and enter a food name to filter the foods that display.
- 10. Click Save.

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## **Adding Food Combination Rules**

- 1. From the menu to the left, click **Foods**.
- 2. Click Food Rules. The Rules page opens.
- 3. Click New Rule and choose from the following:
  - Any 2 Foods
  - All Foods
- 4. The Food Combination Details page opens. In the **Display** section:
  - a. Click the Name box and enter a name for this rule. This box is required.
  - b. Enter a description, Spanish name, and Spanish description, if needed.
- 5. In the Apply To section, select the meals to which the rule applies.
- 6. In the Action section, select Warn or Disallow.

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Food Categories Description: Snack III No	
Food Rules	
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- 7. In the **Options** section, click (III) next to **Print Description on Provider Error Letters** to include this warning/disallowance on Provider Error Letters.
- 8. Click **Next**. The Select Food Restriction page opens.
- 9. Select a food type, category, or food to restrict.
  - To restrict a food type:
    - 1. Click Food Type.
    - 2. Select the type.
  - To restrict a food category:
    - 1. Click Category.
    - 2. Click the category in the first box and drag and drop it into the **Selected Items for Rule** box. You can click the **Type to Search** box and enter a category name to filter the categories that display.
  - To restrict a specific food:
    - 1. Click Select Foods.
    - Click the food in the first box and drag and drop it into the Selected Items for Rule box. You can click the Type to Search box and enter a food name to filter the foods that display.

## 10. Click Save.

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