

# Manage Food Rules

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CDT

Food rules allow you to limit the number of times a food can be served during a certain time period (frequency rules) or the foods that can be served together (combination rules). This gives you greater control over what your staff is serving each day. Click a link below to jump to a specific food rule type.

## In this article:

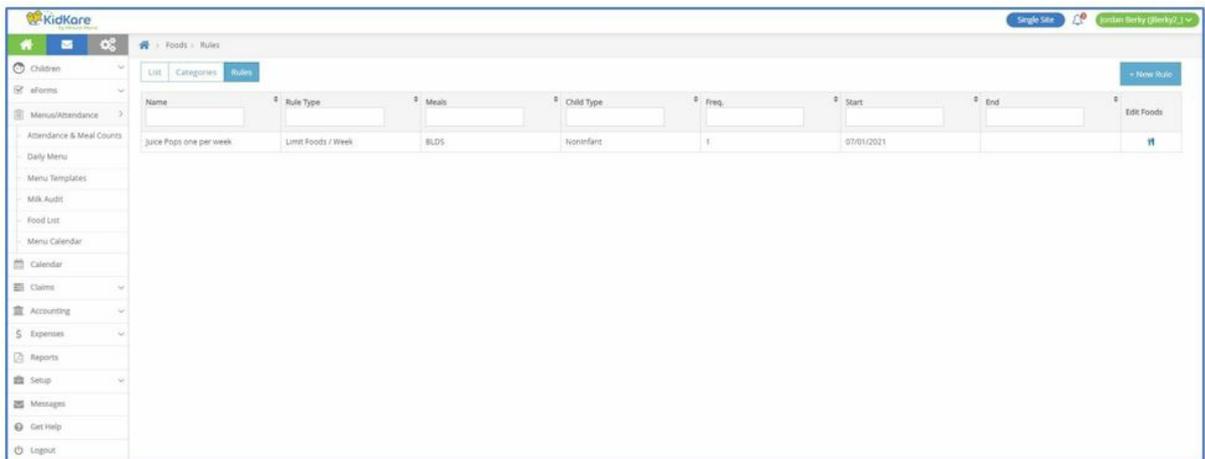
- [Add Food Frequency Rules](#)
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## Add Food Frequency Rules

Setting food frequency rules allows you to limit the number of times a food can be served during a certain time period. For example, you can limit pudding to once a week.

**Required Permissions:** You must be assigned to the **Director** or **Administrator** role to create food rules.

1. From the menu to the left, click **Menus/Attendance**.
2. Click **Food List**. The Food List page opens.
3. Click the **Food Rules** tab. The Food Rules page opens.



4. Click **New Rule** and choose from the following:
  - Limit Foods/Day
  - Limit Foods/Week
  - Limit Foods/Month
5. In the **Display** section, enter a rule name, description, Spanish name, and Spanish description.
6. In the **Apply To** section:
  - Select **Infants** or **Non-Infants**.
  - Select **Meal** or **Participant**.

**Note:** According to your display settings, the Participant option may be something different, such as Child. For more information, see [Set Display Settings](#).

- Select the **meal(s)** to which this rule applies.
- Click the **Serving Limit** box and enter the maximum serving limit per day/week/month.

7. In the **Action** section, select **Warn** or **Disallow**.

The screenshot shows the 'Food Frequency Details' form. The 'Display' section includes fields for Name (Potatoes), Description (Only serve once a week), Spanish Name, and another Description. The 'Apply To' section has radio buttons for 'Infants' (selected) and 'Non-Infants', and radio buttons for 'Meal' (selected) and 'Child'. There are also 'Yes' and 'No' buttons for Breakfast, Snack, and Lunch/Dinner. A 'Serving Limit: Max per Week' field is set to 1. The 'Action' section has radio buttons for 'Warn' (selected) and 'Disallow'. At the bottom right are 'Back', 'Delete', and 'Next' buttons.

8. Click **Next**. The Select Food Restriction page opens.

The screenshot shows the 'Select Food Restriction' page. It has three tabs: 'Food Type', 'Category', and 'Select Foods' (selected). The left pane is titled 'To add item to the rule drag and drop ->' and contains a search box and a list of food items: potato, Acorn Squash, Mashed Sweet Potatoes, Potatoes, Sweet Potato, and Sweet Potato Fries. The right pane is titled 'Selected items for rule' and contains a search box and a list of selected items: Mashed Potatoes, Potato Salad, and Potato Soup. At the bottom right are 'Back', 'Delete', and 'Save' buttons.

9. Select a food type, category, or food to restrict.

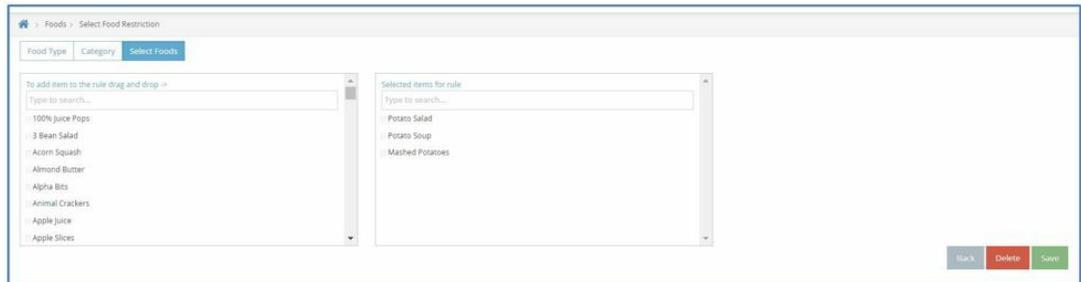
- To restrict a food type:
  - Click **Food Type**.
  - Select the type.

The screenshot shows the 'Select Food Restriction' page with the 'Food Type' tab selected. It displays a list of food types: Infant Cereal, Milk, Meat/Alt, Bread/Alt, Vegetables, and Fruit. The 'Vegetables' tab is selected. At the bottom right are 'Back', 'Delete', and 'Save' buttons.

- To restrict a food category:
  - Select **Category**.
  - 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 the category name to filter the categories that display.

The screenshot shows the 'Select Food Restriction' page with the 'Category' tab selected. The left pane shows a list of categories: Beef, Chicken, Fish or Seafood, Pork, Turkey, Fruits, Juices, and Vegetables. The 'Vegetables' category is selected and has been moved to the 'Selected items for rule' box on the right. At the bottom right are 'Back', 'Delete', and 'Save' buttons.

- To restrict a specific food:
  - 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 the food name to filter the foods that display.



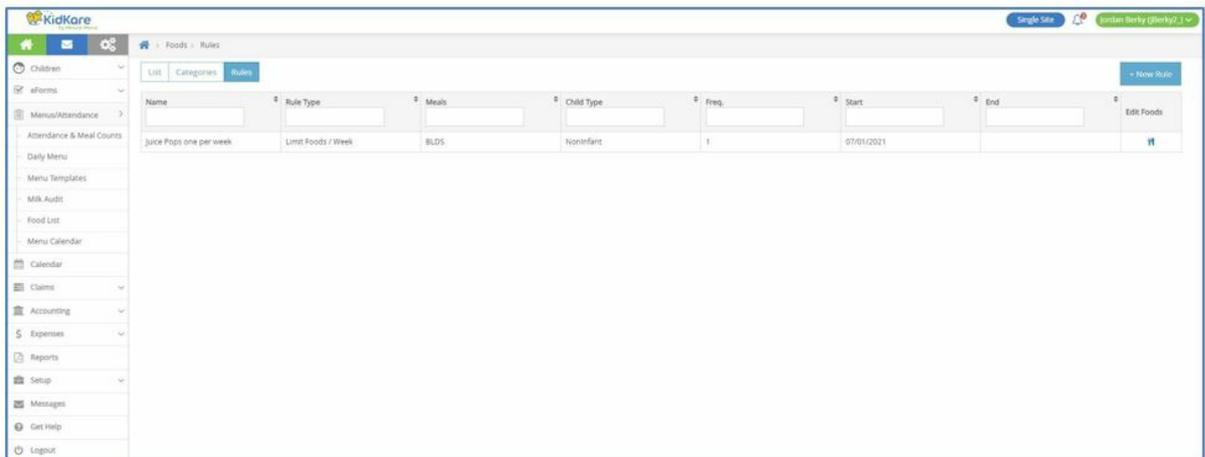
10. Click **Save**.

## Add Food Combination Rules

Setting food combination rules allows you to automatically warn or disallow certain food combinations. For example, you may set a combination of mashed potatoes and French fries to be automatically disallowed.

**Required Permissions:** You must be assigned to the **Director** or **Administrator** role to create food rules.

1. From the menu to the left, click **Menus/Attendance**.
2. Click **Food List**. The Food List page opens.
3. Click the **Food Rules** tab. The Food Rules page opens.



4. Click **New Rule** and choose from the following:
  - **Any 2 Foods:** The rule applies to two specific foods served together, such as french fries and mashed potatoes.
  - **All Foods:** The rule applies to all foods assigned to the rule, such as combination meals.
5. In the **Display** section, enter a rule name, description, Spanish name, and Spanish description.
6. In the **Effective Dates section**, set a start and end date, if needed.
7. In the **Apply To** section, select the **meal(s)** to which this rule applies.
8. In the **Action** section, select **Warn** or **Disallow**.

9. Click **Next**. The Select Food Restriction page opens.

10. Select a food type, category, or food to restrict.

- To restrict a food type:
  - Click **Food Type**.
  - Select the type.

- To restrict a food category:
  - Select **Category**.
  - 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 the category name to filter the categories that display.

- To restrict a specific food:
  - 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 the food name to filter the foods that display.

11. Click **Save**.