

# Manage Meal Disallowance Reasons

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CDT

When you manually disallow meals, you can select a disallow reason. You must first set up meal disallowance reasons. These reasons populate the Disallowance Reason drop-down menu when you manually disallow meals.

1. From the menu to the left, click **Administration**.
2. Select **Manage Meal Disallowance Reasons**.
3. To add a meal disallowance reason:
  - a. Click **Add Meal Disallowance Reason**. The Add New Meal Disallowance Reason pop-up opens.
  - b. Click the **Disallowance Reason** box and enter the reason.
  - c. Click **Save**.
4. To change a meal disallowance reason:
  - a. Click the reason to update. The Edit Meal Disallowance Reason pop-up opens.
  - b. Make changes to the reason, as needed.
  - c. Click **Save**.
5. To delete a meal disallowance reason:
  - a. Click the reason to remove. The Edit Meal Disallowance Reason pop-up opens.
  - b. Click **Delete**.