

Add and Edit Foods

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CDT

The Food List page allows you to input certain approved foods for your center. This gives you control over what foods your staff can serve. The Food List page displays all of your foods and their settings in a table. You can see at a glance what foods are allowed (blank), disallowed (🚫), or warned (⚠️) for each age group, as well as any start or end dates. The food name, number, category, and type also display.

In this article:

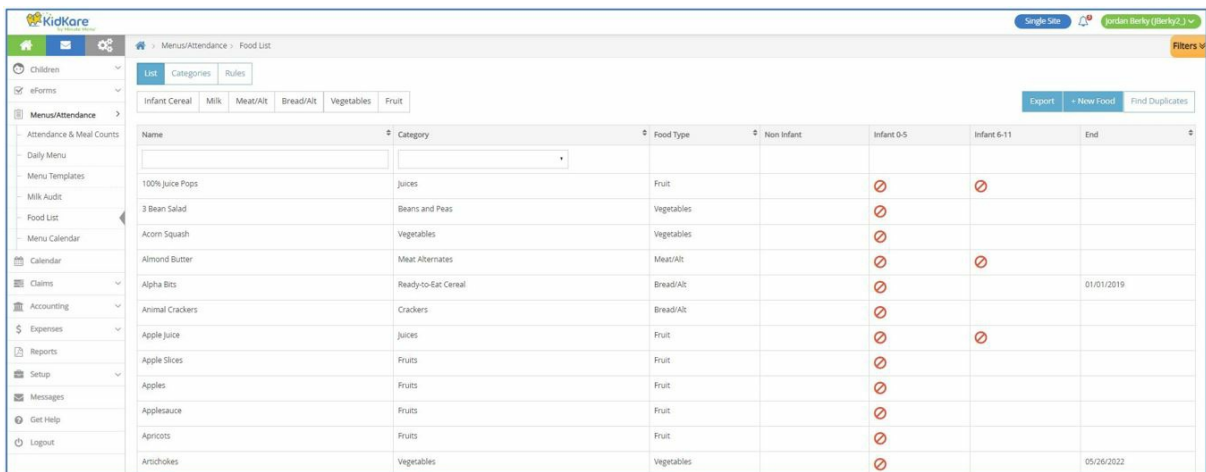
- [Add Foods](#)
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Add Foods

Required Permissions: You must be assigned to the **Director** or **Administrator** role to access the Food List page.


To add foods:

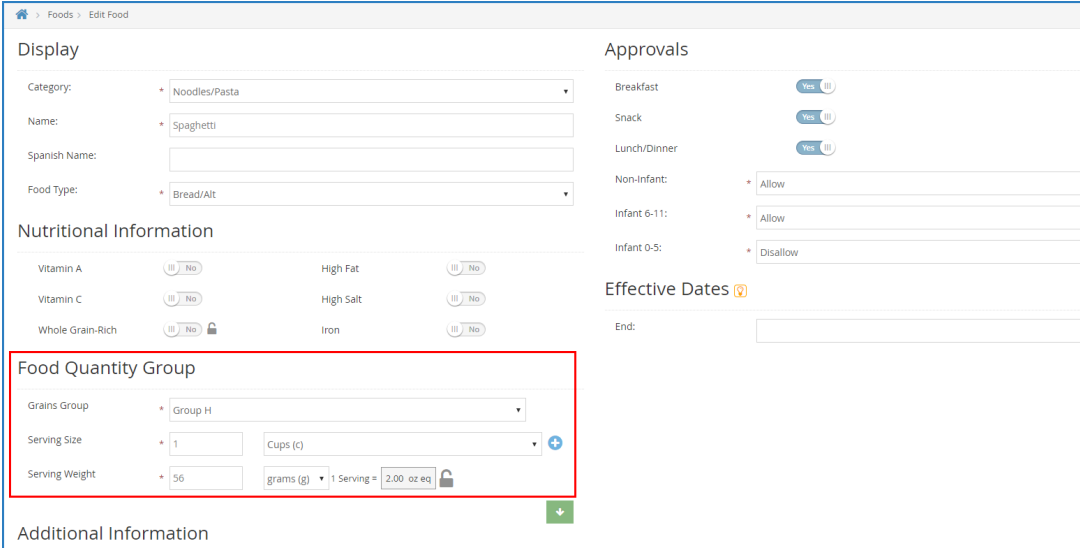
1. From the menu to the left, click **Menus/Attendance**.
2. Click **Food List**. The Food List page opens.






Name	Category	Food Type	Non Infant	Infant 0-5	Infant 6-11	End
100% Juice Pops	Juices	Fruit		🚫	🚫	
3 Bean Salad	Beans and Peas	Vegetables		🚫		
Acorn Squash	Vegetables	Vegetables		🚫		
Almond Butter	Meat Alternates	Meat/Alt		🚫	🚫	
Alpha Bits	Ready-to-Eat Cereal	Bread/Alt		🚫		01/01/2019
Animal Crackers	Crackers	Bread/Alt		🚫		
Apple Juice	Juices	Fruit		🚫	🚫	
Apple Slices	Fruits	Fruit		🚫		
Apples	Fruits	Fruit		🚫		
Applesauce	Fruits	Fruit		🚫		
Apricots	Fruits	Fruit		🚫		
Arichokes	Vegetables	Vegetables		🚫		05/26/2022

3. Click **New Food**.
4. Select the **Category** to which this food belongs.
5. Enter a name and a Spanish name (optional) for this food.
6. Select the **Food Type**.
 - If you select Vegetables or Fruit in the Food Type drop-down menu, the Juice flag displays. If this food item is a vegetable or fruit juice, click the **slider** to set the Juice flag to Yes.
7. In the **Nutritional Information** section, click the **slider** next to each flag that applies to this item.
8. In the **Food Quantity Group** section:
 - a. **If you are entering a Bread/Alt or Infant Cereal:**

- i. Click the **Grains Group** drop-down menu and select the Exhibit A grains group to which this item belongs. You can view Exhibit A [here](#). Note that if you are updating an Infant Cereal, this drop-down menu is locked to Group I (ready-to-eat cereals).
- ii. Click the **Serving Size** box and enter the standard serving size for this item. For example, if you are updating Brand B bread and the nutrition label says that one serving is one slice, you would type **1** in this box.
- iii. Click the corresponding drop-down menu and select the serving unit. Following our example, you would select **slice**. You can also click  and enter a custom unit.
- iv. Click the **Serving Weight** box and enter the serving weight from the nutrition label in grams or ounces. Then, click the corresponding drop-down menu and select **grams (g)** or **ounces (oz)**. In our example, a serving of Bread A weighs 45g, so we enter 45 and select grams (g). Once you enter this information, the **1 Serving =** box displays and shows the amount of ounce equivalents in one serving of this item.



- v. Click  to lock this calculation and prevent staff from overriding it on the Daily Menu page, if needed. Click  to lock it again.

- b. **If you are entering any other component:** Click each drop-down menu and specify how the food should be measured for Non-Infants and Infants. You can also click  to view measurements by age group. Your selection in this box affects the unit of measure used on the Menu Production Record when calculating the quantities needed. For more information about the Menu Production Record, see [Menu Production Record](#).

Note: For any foods that are considered raw leafy greens, select the **Raw Leafy Greens - c** food quantity to ensure the proper amount is calculated since you are required to serve double the amount when serving raw leafy greens.

9. In the **Approvals** section, specify the meals and children for which this food is approved.
10. In the **Effective Dates** section, set an **End Date** for this food, if needed. If you enter an end date, this food

will not be available once the end date is reached.

11. When finished, click **Save**.

The screenshot shows the 'Edit Food' interface in KidKare. The form is for 'Applesauce' and is divided into several sections:

- Display:** Category: Fruits, Name: Applesauce, Spanish Name: Puré de Manzana, Food Type: Fruit, Juice: (Yes/No).
- Nutritional Information:** Vitamin A (Yes/No), High Fat (Yes/No), Vitamin C (Yes/No), High Salt (Yes/No), Whole Grain-Rich (Yes/No), Iron (Yes/No).
- Food Quantity Group:** Non-Infant: Fruit - c, Infant: fruit or vegetable or both - 1tbsp.
- Approvals:** Breakfast (Yes/No), Snack (Yes/No), Lunch/Dinner (Yes/No), Non-Infant: Allow, Infant 6-11: Allow, Infant 0-5: Disallow.
- Effective Dates:** End: (text input field).

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

Edit Foods

To edit foods:

1. On the Food List page, click the row for the food to change. The Edit Food page opens.
2. Update the information, as needed.
3. When finished, click **Save**.
4. Use the drop-down menu at the top of the page to select a new food to edit, or click **Cancel** to return to the Food List page.