

Add Food Frequency Rules

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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 **Food Program**.
2. Click **Food List**. The Food List page opens.
3. Click the **Food Rules** tab. The Food Rules page opens.

Name	Rule Type	Meals	Child Type	Freq	Start	End	Edit Foods
Potatoes	Limit Foods / Day	BLDS	Non-Infant	1	01/18/2019		

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 **Effective Dates** section, set a start and end date, if needed.
7. In the **Apply To** section:
 - Select **Infants** or **Non-Infants**.
 - Select **Meal** or **Child**.
 - Select the **meal(s)** to which this rule applies.
 - Click the **Serving Limit** box and enter the maximum serving limit per

day/week/month.

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

The screenshot shows the 'Food Frequency Details' page in the KidKare system. The left sidebar contains navigation links for Kids, Food Program, Attendance/M meal Counts, Daily Menu, Menu Templates, Milk Audit, Food List, Menu Calendar, Claims, Expenses, eForms, Reports, Setup, Get Help, and Logout. The main content area is divided into three sections: 'Display', 'Effective Dates', and 'Apply To'. The 'Display' section has fields for Name (Potatoes), Description (Only serve potatoes once a day), Spanish Name, and another Description. The 'Effective Dates' section has Start and End date pickers, with the start date set to 01/18/2019. The 'Apply To' section has radio buttons for Infants and Non-Infants (selected), and checkboxes for Meal and Child (selected). There are also sections for Breakfast, Snack, and Lunch/Dinner, each with Yes/No buttons. A 'Serving Limit: Max per Day' field is set to 1. The 'Action' section has radio buttons for Warn and Disallow (selected). At the bottom right are 'Back', 'Delete', and 'Next' buttons. A footer contains copyright information and a support icon.

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

The screenshot shows the 'Select Food Restriction' page. The left sidebar is the same as the previous page. The main content area has two tabs: 'Food Type' and 'Category'. The 'Food Type' tab is active, showing a list of food items to be added to the rule. The 'Selected items for rule' box on the right contains 'Potato Soup', 'Potato Salad', and 'Potatoes'. At the bottom right are 'Back', 'Delete', and 'Save' buttons. A footer contains copyright information and a support icon.

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

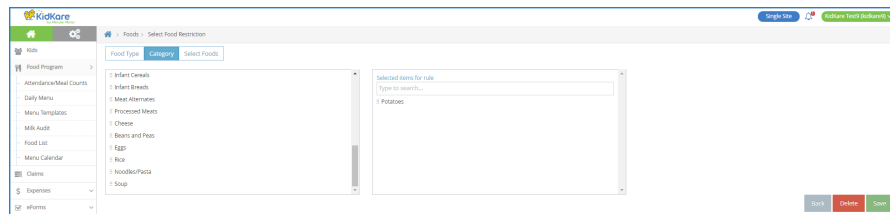
- To restrict a food type:

- Click **Food Type**.
- Select the type.

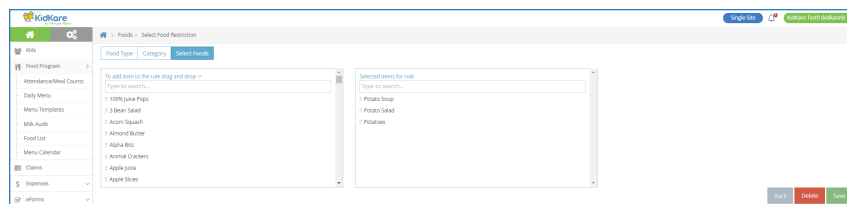
This is a partial screenshot of the 'Select Food Restriction' page, showing the 'Food Type' tab. Below the tab are buttons for 'Infant Cereal', 'Milk', 'Mixed/Grain', 'Breakfast' (selected), 'Vegetables', and 'Fruit'. At the bottom right are 'Back', 'Delete', and 'Save' buttons.

- 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.



- 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**.