[VIDEO] 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.

In this article:

- Adding Food Frequency Rules
- Adding Food Combination Rules

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. Click the Administration menu and select Manage Foods. KidKare opens in a browser.
- 2. Log in using the same credentials you use to access Minute Menu HX.
- 3. From the menu to the left, click Foods.
- 4. Click Food Rules. The Rules page opens.
- 5. Click New Rule and choose from the following:
 - Limit Foods/Day
 - Limit Foods/Week
 - Limit Foods/Month
- 6. 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.

- 7. 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.
- 8. In the Action section, select Warn or Disallow.

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🕋 😒 🔅	倄 > Foods > Food Frequency Details	
Observer Mode	Display	Apply To
Foods >	Namer	Proskfact:
 Food List 	Name. *	* Infants Non-Infants DicaMast.
- Food Categories	Description:	* Meal Child Snack: (II) No
- Food Rules		Lunch/Dinner:
\$ Billing Report	Spanish Name:	Serving Limit: Max per Day *
💼 Reviews 🗸	Description:	
🕑 eForms 🗸 🗸		Action
Messages		* Warn Disallow
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۲		Include foods served at meals that were disallowed
		Include foods served at snacks where there were III No
		Back Next
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- 9. 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
- 10. Click Next. The Select Food Restriction page opens.
- 11. 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.
- 12. Click Save.

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* 0;	A > Foods > Select Food Restriction		
Observer Mode	Food Type Category Select Foods		
■ Foods >			
 Food List 	To add item to the rule drag and drop -> potal	Selected items for rule Type to search	
 Food Categories 	# Augratin / Scalloped Potatoes	I Instant Potatoes	
 Food Rules 	II Potato Bread	8 Chicken Vegetable Soup w / Potatoes & Carrots	
\$ Billing Report	II Potato Salad	II Potato Skins	
💼 Reviews 🗸 🗸	: Sweet Folator fams	I Potatoes (Baked / Mashed)	
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Adding Food Combination Rules

- 1. Click the Administration menu and select Manage Foods. KidKare opens in a browser.
- 2. Log in using the same credentials you use to access Minute Menu HX.
- 3. From the menu to the left, click **Foods**.
- 4. Click Food Rules. The Rules page opens.
- 5. Click New Rule and choose from the following:
 - Any 2 Foods
 - All Foods
- 6. 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.
- 7. In the Apply To section, select the meals to which the rule applies.
- 8. In the Action section, select Warn or Disallow.

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Foods Food List Food Categories Food Rules Billing Report Reviews v eForms v	Name: Description: Spanish Name: Description:	Breakfast III No Snack III No Lunch/Dinner III No Action * Warn Disallow		
Messages		Options		
U Logout		Print description on provider error letters?		
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- 9. In the **Options** section, click (III) next to **Print Description on Provider Error Letters** to include this warning/disallowance on Provider Error Letters.
- 10. Click Next. The Select Food Restriction page opens.
- 11. 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.
- 12. Click Save.

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