Create Food Rules
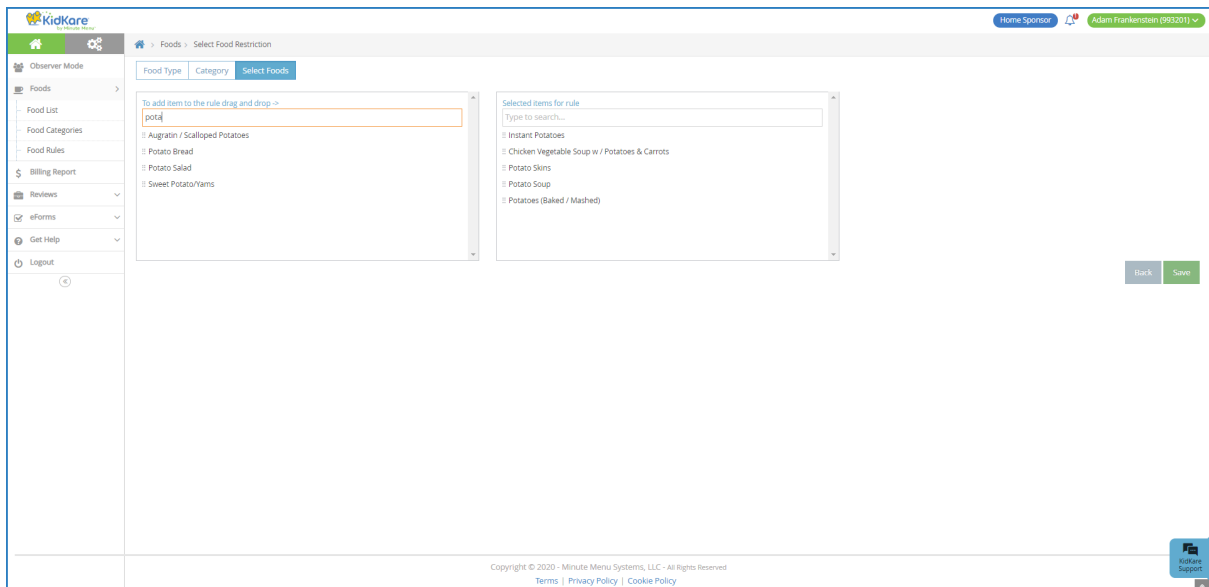
Create food rules that dictate how often a food is served or what foods can be served together. These are referred to as food frequency and food combination rules. Watch the video below, or click a link to jump to a specific rule type.

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. From the menu to the left, click **Foods**.
2. Click **Food Rules**. The Rules page opens.
3. Click **New Rule** and choose from the following:
   - Limit Foods/Day
   - Limit Foods/Week
   - Limit Foods/Month
4. 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.
5. 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**.
6. In the **Action** section, select **Warn** or **Disallow**.

7. 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

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

9. 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.

10. Click **Save**.

Adding Food Combination Rules

1. From the menu to the left, click **Foods**.

2. Click **Food Rules**. The Rules page opens.

3. Click **New Rule** and choose from the following:

    - Any 2 Foods

    - All Foods

4. 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.

5. In the **Apply To** section, select the meals to which the rule applies.

6. In the **Action** section, select **Warn** or **Disallow**.
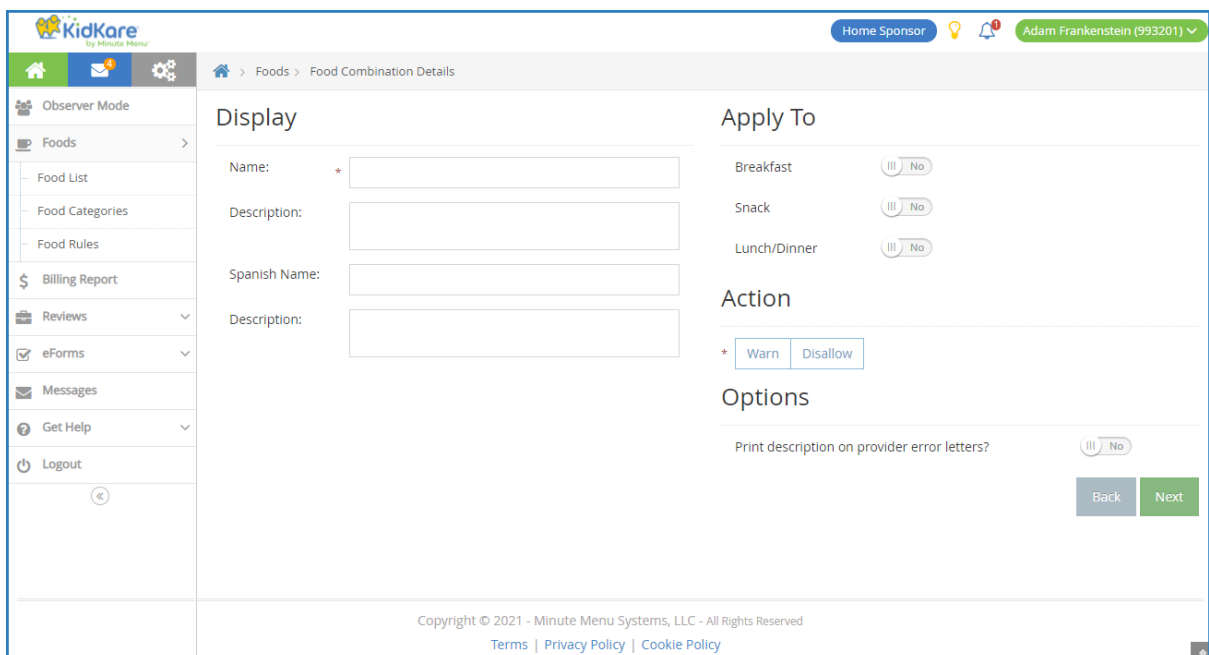
7. In the **Options** section, click ⬚ next to **Print Description on Provider Error Letters** to include this warning/disallowance on Provider Error Letters.

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

9. 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.

10. Click **Save**.