


# Create Food Rules


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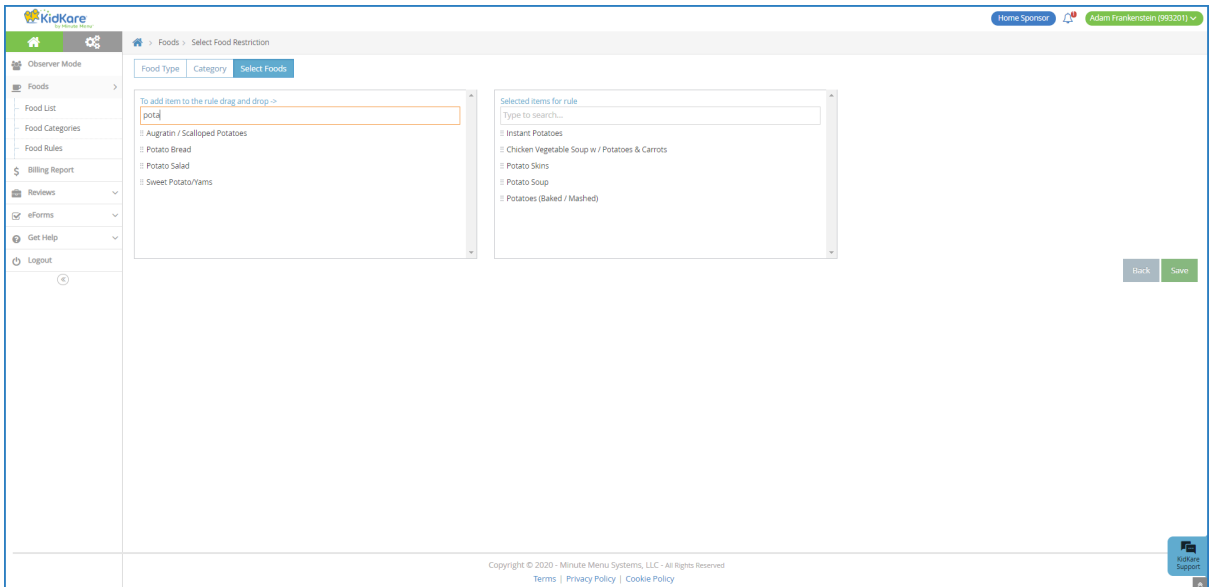
Create food rules that dictate how often a food is served or what foods can be served together. These are referred to as food frequency and food combination rules. Watch the video below, or click a link to jump to a specific rule type.

## 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.

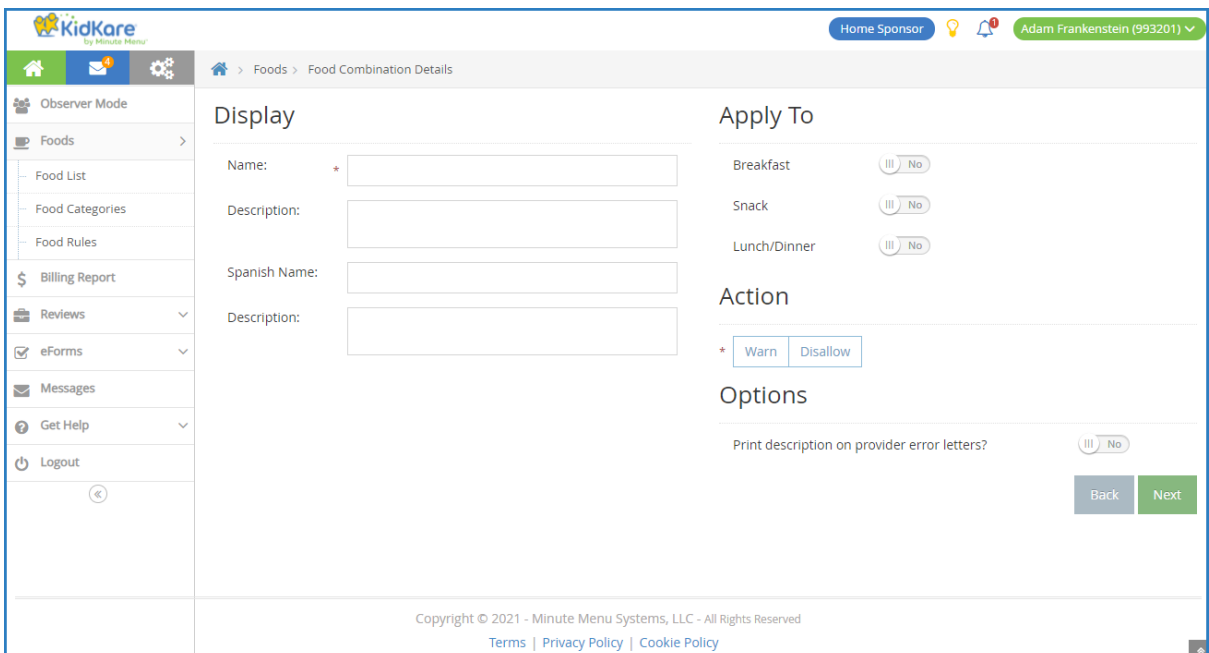
1. From the menu to the left, click **Foods**.
2. Click **Food Rules**. The Rules page opens.
3. Click **New Rule** and choose from the following:
  - Limit Foods/Day
  - Limit Foods/Week
  - Limit Foods/Month
4. The Food Frequency Details page opens. In the **Display** section:
  - a. Click the **Name** 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  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:
  - o Any 2 Foods
  - o 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**.

