

# Manage Review Disallow Reasons

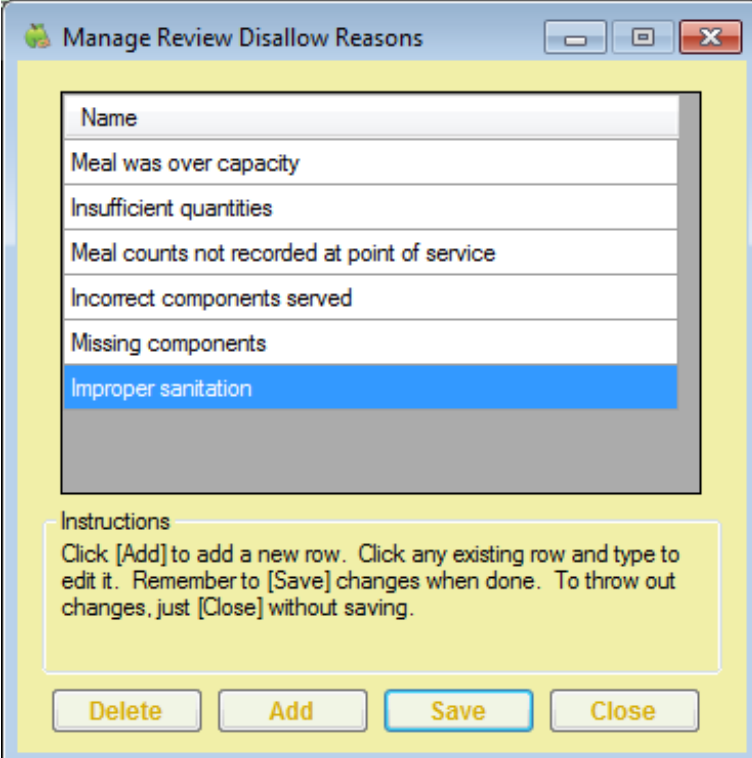
Last Modified on 05/20/2019 9:54 am CDT

Monitors can select disallowances on reviews, if needed. To do so, you must first set up disallowance reasons. Examples of why you may disallow during a review:

- Meal was over capacity.
- Not enough food served/insufficient quantities.
- Meal counts not recorded at point of service.
- Incorrect components served.
- Missing components.
- Improper sanitation.

Add as many disallowance reasons, as needed.

1. Click the **Tools** menu and select **Manage Review Disallow Reasons**. The Manage Review Disallow Reasons dialog box opens.
2. Click **Add**. A blank row is added to the list.
3. Click the new row and enter the disallowance reason.
4. Click **Save**.
5. Continue to add as many reasons, as needed.



Name
Meal was over capacity
Insufficient quantities
Meal counts not recorded at point of service
Incorrect components served
Missing components
Improper sanitation

**Instructions**  
Click [Add] to add a new row. Click any existing row and type to edit it. Remember to [Save] changes when done. To throw out changes, just [Close] without saving.

**Delete** **Add** **Save** **Close**

These reasons populate the **Disallow Reason** drop-down menu in the Add New Review Disallow tab.

Add a New Review Jess Center 123

GeneralMealDisallow

[ Disallow Range of Meals ]

Age group(s) to disallow: ☐ Infants ☐ 1 Year olds ☐ 2+ Years olds

Starting Date:  Ending Date:

☐ Breakfast ☐ PM Snack ☐ Breakfast ☐ PM Snack

☐ AM Snack ☐ Dinner ☐ AM Snack ☐ Dinner

☐ Lunch ☐ Eve Snack ☐ Lunch ☐ Eve Snack

Each meal you check in the Starting Meal category will be automatically disallowed on every day from the Starting Date to the day before the Ending Date.

Each meal you check in the Ending Meal category will be disallowed on just the Ending Date.

Note: Disallow Starting and Ending Dates must fall with in the same calendar month as the Review.

Disallow Reason

--- Select ---

--- Select ---

Meal was over capacity

Insufficient quantities

☐ 5 Day Attendance Problem ☐ Corrective Action Visit

☐ Closed ☐ Corrective Action Started

Corrective Action Notes:

[ Disallow Specific Meals ]

Or you can disallow specific meals for specific children on specific days within the month. Click this button: 

Disallow Specific Meals for Specific Children

Save

Close