

# Menu: Food Production: Record Substitution for Special Dietary Needs

You must create a food production record prior to recording substitutions for special dietary needs.

## To record substitutions for special dietary needs:

- Click on “Menu” on the main dashboard.
- Click on the date and meal for which you would like to record the substitutions.
- Click on the blue “Edit Food Production” button in the lower right corner.
- At the bottom of the screen, click the blue “Record Substitution for Special Dietary Needs” button.
- Select the participant you would like to record the substitution for.
- Enter information in the following fields:
  - [Food Omitted](#)
  - [Food Substituted](#)
- Select whether the substitution was provided by the parent.
- Click on the green “Save” button.

**Substitution for Special Dietary Needs for Lunch on 02/06/2020**

Participant	Disability	Reason	Food Omitted	Food Substituted	Parent Provided
<input type="checkbox"/> Ell'onna Brown	Y		<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Jane Doe	N	Strawberry Allergy	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

## Notes:

- Children listed on this screen already have a Special Dietary Need noted under their participant information.
- If there are no children listed, you will need to enter a special dietary need into their participant information:
  - From the main dashboard, click on “Participants & Rosters”.
  - Select the name of the participant you would like to modify.
  - Scroll to the bottom, and under “Special Diet”, on the right-hand side, click the blue “+Add” button.
  - Complete the fields in the Special Diet Form and click “Save”.

**Special Diet Form**

Start Date

End Date

Disability

Reason

Food Omitted

Food Substituted

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