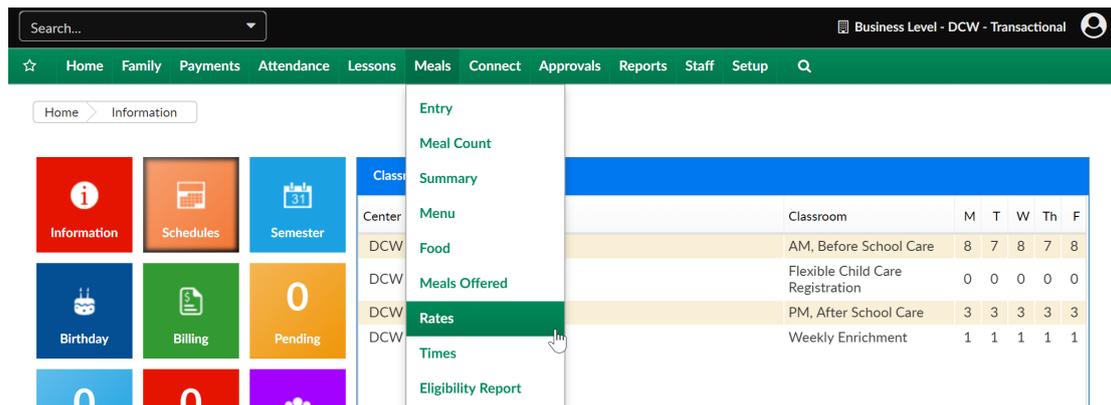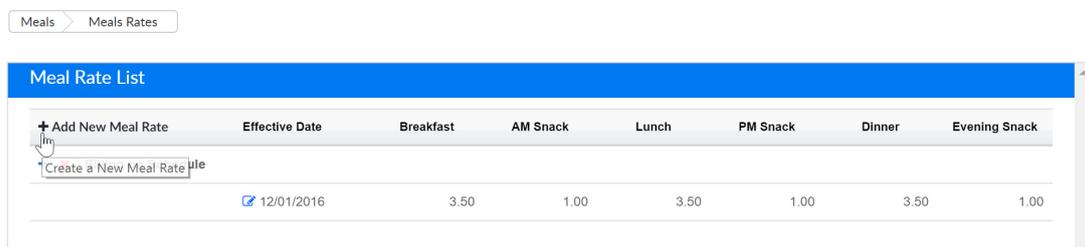# Meals > Rates

Last Modified on 12/11/2017 9:11 am EST

The Meals > Rates screen allows users to add the rate for meals for both CACFP and Non-CACFP sites.

From the Meals menu, select the Rates option.

On the Rates screen, existing meal rates will display. To add a new rate, select the +Add New Meal Rate button

Add a name for the rate, the effective date, the rate for each meal type, the billing type, if this is a CACFP rate or not, if it is a CACFP rate which category the rate should apply to (free, reduced or paid). Press Save to commit rate to the system.

If a rate needs to be edited, select the edit icon next to the date field.

Add the updated rates then press Save.

To add a new effective date, press the plus button next to the rate name-

Meal Rate List

+ Add New Meal Rate	Effective Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Evening Snack
+ ✕ Billing on Schedule							
Add Meal Rate Detail	✎ 12/01/2016	3.50	1.00	3.50	1.00	3.50	1.00
+ ✕ Free Cost							
	✎ 12/01/2016	0.00	0.00	0.00	0.00	0.00	0.00

Add the new effective date and rates for each meal, then press save.

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Setup Meal Rate

Meal Rate Description:	Billing on Schedule
Rate Effective Date:	12/11/2017
Breakfast:	0.0
AM Snack:	0.0
Lunch:	0.0
PM Snack:	0.0
Dinner:	0.0
Evening Snack:	0.0
Billing Type:	Meals Based on Schedule
CACFP:	No
Base Meal Rate:	

Save

If a rate needs to be deleted, press the red X button. When you select the red X button, this will remove the rate from the system entirely.

Meal Rate List

+ Add New Meal Rate	Effective Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Evening Snack
+ ✕ Billing on Schedule							
Delete Meal Rate	✎ 12/01/2016	3.50	1.00	3.50	1.00	3.50	1.00
+ ✕ Free Cost							
	✎ 12/01/2016	0.00	0.00	0.00	0.00	0.00	0.00