

## **ARE YOU IN RECEIPT OF ANY OF THE BENEFITS BELOW?**

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

## **IF SO, YOUR CHILD MAY BE ELIGIBLE FOR FREE SCHOOL MEALS. IF SO THEY WILL ALSO QUALIFY FOR PUPIL PREMIUM FUNDING FOR YOUR CHILD'S SCHOOL**

Free school meals offer a healthy, wide selection of options for your child at lunch time and can save families approximately £460 per year.

If your child is in the infants and already has school meals, check to see if your child will continue to receive free school meals when they are older by applying using the Parent Portal.

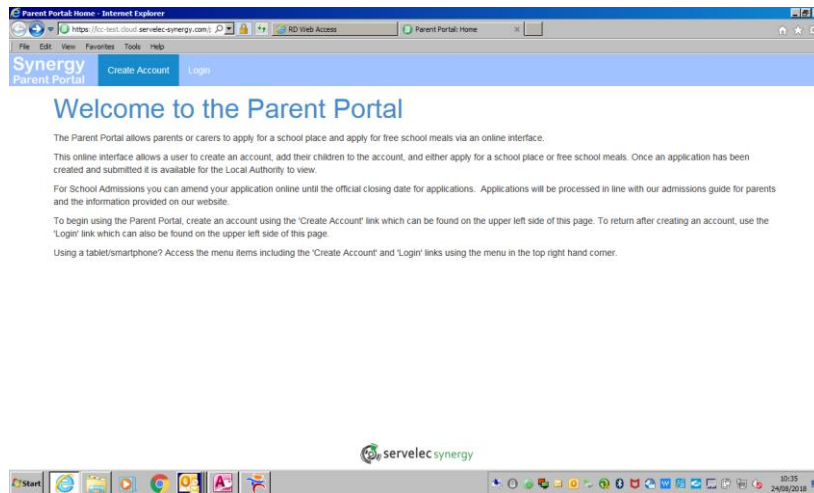
If you are unable to access the online portal below please contact your child's school or the Customer Service Centre for assistance.

# GUIDANCE FOR PARENTS/CARERS

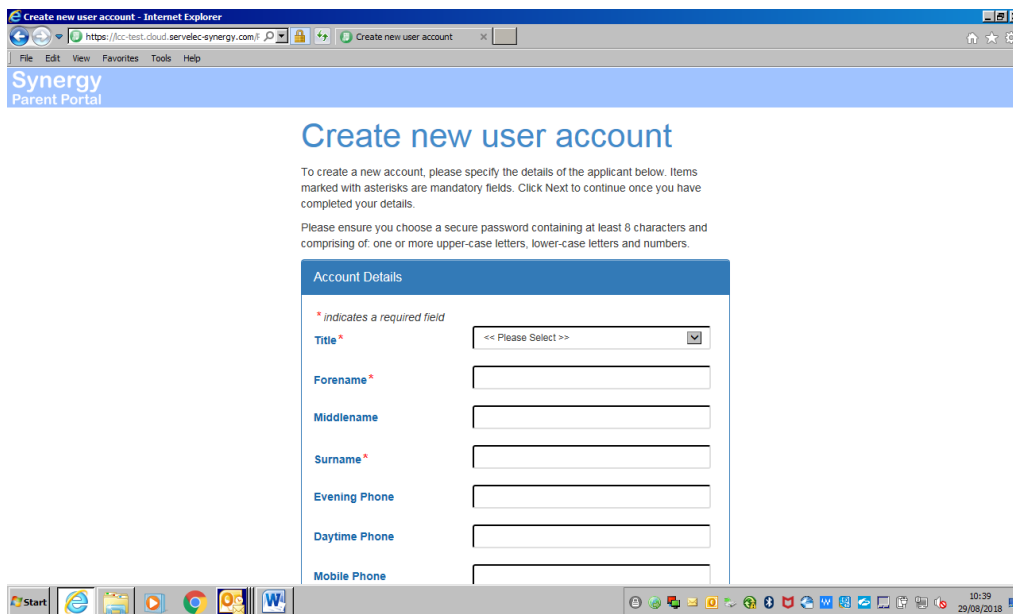
Create an account using your email address on the online Parent Portal :

<https://www.lincolnshire.gov.uk/schools-and-education/free-school-meals/>

## Step 1



## Step 2



## Step 3

### Account Verification Required

You cannot use the system until your email address has been verified.

An email has been sent to the address that you supplied.

Please read the email and follow the instructions.

Exit

Resend

# Sign In

Please complete the blank fields below, and click 'Sign in' to continue.

Your account will be verified when you have logged in successfully.

## Step 4

Sign In

Email Address\*

Password\*

[Click here if you have lost or forgotten your password](#)

## Applicant Summary

This screen shows a summary of any children added to your account. To add new children click the Add Child button.

To apply for a school place once you have added your child's details, scroll down to the bottom of the page and click the new school admissions application button.

This screen shows a summary of all the Children within the Family that will be included in the Free School Meals application. Before submitting a Free School Meals application, please ensure all Children within the Family have been added. To add new children to the Family, click the add child button.

 Applicant

Mrs Annie Other  
3,  
Anybody Street,  
Anytown,  
Anywhere,  
AY1 1ER

**Step 5** An email will be sent to the parent/carer advising if 'eligible' or 'not eligible' for free school meals.

**IMPORTANT INFORMATION** – If you receive a 'not eligible' letter, please check the date of birth and the National Insurance Number for the parent/carer has been entered correctly on the online Parent Portal.

**Telephone enquiries – Customer Services Centre Tel : (01522) 782030**