**Free School Meals / Uniform Grants**

Information on Free School Meals and Uniform Grant to include eligibility, how to apply for support and contact details.

**Applications for the 2023/24 year are not yet available. Please check back.**

**Get ready now for your 2023-24 application for Free School Meals and Uniform Allowance**

If you are in receipt of one of the following:

* Income Support;
* Income Based Jobseeker’s Allowance;
* Income Related Employment and Support Allowance;
* Guarantee Element of State Pension Credit;

you will need a Proof of Benefits letter when you apply for Free School Meals and Uniform for the 2023-24 school year.

Request one now via [Get a proof of benefit letter](https://secure.dwp.gov.uk/get-a-proof-of-benefit-letter/). It will take at least five days to be sent to you. Once you receive the letter keep it securely.

You must upload a copy of the letter when you apply.  It must be dated no earlier than the beginning of the month before you submit your application.

If you receive Tax Credits or Universal Credit you do not require the above letter.

# Meals and Uniform Service Contact Details

Contact details for the Meals and Uniform service.

If additional information is required or any difficulty is experienced, parents can contact the Meals and Uniform Service.

Contact Monday – Friday 9am – 4.30pm by:

Telephone: 028 9041 8044

Email: [mealsanduniform@eani.org.uk](mailto:mealsanduniform@eani.org.uk)

# Free School Meals / Uniform Grant Eligibility

Information regarding eligibility for Free School Meals / Uniform Grants.

## Parent(s)/Guardian(s)

Parent(s)/Guardian(s) can apply if your son or daughter is in full-time education and if you are in receipt of one of the following benefits:-

* Income Support;
* Income Based Jobseeker’s Allowance;
* Income Related Employment and Support Allowance;
* Guarantee Element of State Pension Credit;
* Child Tax Credit or Working Tax Credit with an annual taxable income of £16,190 or less;
* Universal credit and have net household earnings not exceeding £14,000 per year.

Or:-

* if you are an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT); or
* if your child has a statement of special educational needs and is designated to require a special diet.

## Student(s)

Student(s) can apply:

* if the course you are studying is a **full-time** course, and
* you are receiving benefit in your own name.

# Free School Meals / Uniform Grant Videos and Guidance

Videos and guidance relating to the Free School Meals and Uniform Grant process and document upload.

### [Free School Meals Videos](https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/free-school-meals-uniform-grant-videos-and-guidance#free-school-meals-videos)

### [Supporting Document Examples](https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/free-school-meals-uniform-grant-videos-and-guidance#supporting-document-examples)

## Proof of Benefit Letter

This is a sample of the letter you will get when you request a Proof of Benefit letter if you are on Income Support. You will receive a similar letter if you request a Proof of Benefit letter if you are in receipt of one of the following:

* Income Support;
* Income Based Jobseeker’s Allowance;
* Income Related Employment and Support Allowance;
* Guarantee Element of State Pension Credit;

You should request a Proof of Benefits letter now via [Get a proof of benefit letter](https://secure.dwp.gov.uk/get-a-proof-of-benefit-letter/). It will take at least five days to be sent to you. Once you receive the letter keep it securely and then upload a copy of the letter when you apply for Free School Meals and Uniform.

[Uploading Documents Guidance](https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/free-school-meals-uniform-grant-videos-and-guidance#uploading-documents-guidance)

[Uploading Tax Credits Award Notices](https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/free-school-meals-uniform-grant-videos-and-guidance#uploading-tax-credits-award-notices)

If applying under Child Tax Credit or Working Tax Credit, please ensure you include all pages of your 2023-2024 Tax Credits Award Notice or your Annual Review Notice which states on page 1 ‘Check now, no later than 31/07/2023’. These must be uploaded to the application form.

You can upload all pages of your Tax Credit Awards Notice by:

* Photographing all pages of your Tax Credits Award Notice and uploading the images (JPEG) to the application form; or
* Scanning all pages of your Tax Credits Award Notice and uploading to the application form as a PDF.

Please note there is a 16MB size limit for uploads so if the number of photos exceed the size limit they will not upload.

If you do not have access to a scanner you can download a free scanner app to your smartphone that will allow you to scan your Tax Credits Award Notice and save it as a PDF to your device before uploading to the application form.

If you require further support, contact the [Meals and Uniform Service](https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/contacts).

[Uploading Universal Credit Payments Documents](https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/free-school-meals-uniform-grant-videos-and-guidance#uploading-universal-credit-payments-documents)

If applying under Universal Credit, please ensure you take screen shots of your most recent Universal Credit Payments breakdown document and upload them to the application form.

Please ensure that the screen shots contain all the following information: name, address, payments, and deductions.

To access your Universal Credit breakdown document:

1. Log onto your Universal Credit account.
2. Go to Payments.
3. Statement
4. View Statement by date
5. Click on the link for your latest payment at the top of the list and the detailed document will open.
6. Screen shot all pages of the Payments document, ensuring that you capture your name/address, the full payment breakdown and all of the deductions.
7. Upload the images of your Universal Credit Payments document to the application form at stage 2.

Or follow steps 1 to 5 and then

1. Go to Print option on top right-hand side of screen, in your latest statement
2. Click print this statement
3. When page opens, at top of page select upload icon icon
4. Choose to save to files as PDF
5. Upload file containing your Universal Credit statement to the application form at stage 2

If you require further support, contact the [Meals and Uniform Service](https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants/contacts).