



## How to claim

The easiest way to make a claim for FSM is to apply online via our online application and eligibility checking service at [www.liverpool.gov.uk/free-school-meals](http://www.liverpool.gov.uk/free-school-meals). Once the application has been submitted, parents will receive a confirmation email.

If a parent is getting Housing Benefit or Council Tax Support there is no need to complete a FSM application. They can just contact the Revenues and Benefits Service and we'll be able to check if the child is eligible. They can do this by:

- Emailing [benefits.service@liverpool.gov.uk](mailto:benefits.service@liverpool.gov.uk)
- Calling **0800 0283697**.

If a parent already receives FSM for a child and just wants to register another child, they can contact the Revenues and Benefits Service and we'll be able to check if the sibling is entitled.

## How do schools contact the Revenues and Benefits Service?

If schools need to inform the Revenues and Benefits Service about a change, query or to highlight an issue, they need to complete the School Meals Query Spreadsheet available on Ednet.

NOTE: The Service is only able to check current entitlement, not historic information.

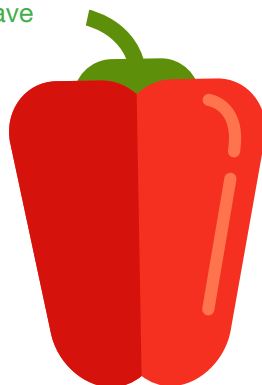
It is important that all parts of the spreadsheet are completed for each case. If there is missing information, the Service may be unable to resolve your enquiry and cause delays.

You can use the spreadsheet to query multiple cases. It helps us resolve the query faster if you can provide the claim reference number which is shown on the Free School Meals list. If you do not have the claim reference please mark the spreadsheet not available (NA).

The completed spreadsheet should be emailed to:

**[FreeSchoolMealsAdmin@liverpool.gov.uk](mailto:FreeSchoolMealsAdmin@liverpool.gov.uk)**

(Emails will be responded to / actioned within five working days).



# FREE School Meals

A guide to who is entitled

[liverpool.gov.uk/free-school-meals](http://liverpool.gov.uk/free-school-meals)

## There are two types of free school meals:

### 1. Universal Infant Free School Meals

Every reception, year one and year two (key stage 1) child is entitled to a free school meal.

Even if a child qualifies under universal entitlement it's really important that parents who receive one of the benefits listed below are encouraged to make an application for income related free school meals (FSM) so the school can claim additional funding (pupil premium).

### 2. Income Related Free School Meals

To qualify for income related FSM the parents of the child/children must live in Liverpool and receive one or more of the following benefits. If the parents live outside Liverpool they must claim via their own local authority, even if the child attends a Liverpool School.

- **Income Support.**
- **Income based Jobseeker's Allowance.**
- **Income related Employment Support Allowance.**
- **Support under Part 6 of the Immigration and Asylum Act 1999.**
- **The guaranteed element of Pension Credit.**
- **Child Tax Credit** – (with no Working Tax Credit) with an annual income of no more than £16,190.
- **Working Tax Credit** run-on (paid for four weeks after Working Tax Credit ends).
- **Universal Credit** – the parents earned income must be less than £7,400 (£616.67 per month) a year (after tax and not including any benefits). These figures are correct for September 2018.

Children who receive Income Support, Income-related Employment and Support Allowance or Income-based Job Seekers Allowance in their own right are also entitled to FSM.

Foster parents are not eligible to apply as they already receive funding.

## Nursery children are entitled to Income Related Free School Meals when:

- Their parents get one of the qualifying benefits
- The child attends a local authority nursery school or nursery class
- The child attends a full day session (before and after lunch). They are not entitled to FSM on those days where they are registered to do just a half-day session - i.e. mornings or afternoons - but then opt to stay for the one hour lunch session as well.

## Sixth Formers (years 12, 13)

Sixth formers can receive FSM for the full period the pupil attends sixth form as long as the sixth form is attached to a state maintained school and the pupil concerned began their course of study before their 18th birthday.

College students in this age group may be entitled to FSM. Colleges are responsible for dealing with these applications.

## How long does a child qualify for free school meals?

- If a child met the entitlement rules for FSM on or after 31 March 2018, they'll stay entitled until March 2023, regardless of any change in the parents' circumstances.
- After March 2023, a child will stay entitled until the end of their current phase of education, i.e. primary or secondary. For example, if a child is in year 4 in 2023, they will remain entitled until they finish primary school but will no longer be entitled for FSM in secondary school if the parents' net earned income is more than £7,400 per year.

When a nursery child is eligible for FSM, their protection will continue until the end of primary school.

The above protections are for an individual child, not the family. Younger children must meet the eligibility criteria at the time the parent applies for FSM for them.

