

20 August 2024

Dear Principal,

**Free School Meals and Uniform (FSMU) Allowance Applications – Remaining Applicants**

The Free School Meals and Uniform Allowance (FSMU) Newsletter we sent to you in June provided a link to a Social Media Toolkit where you could share details of the application process with parents. Thank you for your help in spreading the word.

We continue to work hard to ensure as many young people as possible have their Free School Meals in place for the start of the new school year and we are now making a final effort to ensure that all families entitled make their application.

We would like to ask you to forward the graphic below **(which has been sent as a separate attachment with this letter)** to your parent community to encourage them to submit valid applications as soon as possible.

Applications are normally processed within four weeks (five weeks in peak periods) and applicants are requested not to contact us within that time.

We thank you for your continued co-operation on this matter.

Yours,

Chris Scott  
Head of Admissions and Financial Support

“To inspire, support and challenge all our Children and Young People to be the best that they can be.”

**Education Authority**

40 Academy Street, Belfast, BT1 2NQ

**T:** +44 (0)28 9056 4000 **F:** +44 (0)28 9033 1714 **W:** [www.eani.org.uk](http://www.eani.org.uk)

# Applying for

## Free School Meals & Uniform Allowance

### If you require help...

-  [www.eani.org.uk/fsm](http://www.eani.org.uk/fsm)
-  028 9041 8044
-  [mealsanduniform@eani.org.uk](mailto:mealsanduniform@eani.org.uk)

### 1. Are you eligible?

You must be:

- in receipt of a qualifying benefit OR
- be an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT).

### Qualifying 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 household income of £16,190 or less;
- Universal credit and have net household earnings not exceeding £15,000 per year.

### 2. What documentation do you need?

You will be asked to upload proof that you are receiving a qualifying benefit:

- Tax Credits Award Notice
- Your most recent Universal Credit Claimant Statement or
- Proof of Benefit letter (if you are in receipt of Income Support, Income Based Jobseeker's Allowance, Income Related Employment and Support Allowance or the Guarantee Element of State Pension Credit).

### 3. What else do you need?

- National Insurance Number
- Children's names
- Dates of Birth
- Schools they will be attending
- Address
- E-mail and telephone number
- Bank or building society account and sort code details.

### 4. Where do you apply?

Apply for Free School Meals and Uniform Allowance for the new school year beginning September, through the Education Authority's online portal, EA Connect. If you haven't already registered an EA Connect account, it's quick and easy to do. Information can be found on the EA website.



### 5. What happens next?

We aim to process applications within 4 weeks. However, in the busy period of June to September, this can take up to 5 weeks. Please do not contact EA for an update on your application within the 5 weeks of submitting your application. If you have provided incorrect or insufficient supporting documentation, you will receive a tailored email advising you to resubmit your application with details of the correct documentation you need to provide.

You will receive an email from EA once your application has been approved and processed.



eacconnect

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