

Dear Parents/Carers

FREE SCHOOL MEALS – YOUR URGENT ATTENTION IS REQUIRED

Your child may be eligible for free meals at school if your family receives one of the following state benefits:

- **Income Support**
- **income-based Jobseekers Allowance**
- **income-related Employment and Support Allowance**
- **support under Part VI of the Immigration and Asylum Act 1999**
- **the guaranteed element of State 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 4 weeks after you stop qualifying for Working Tax Credit**
- **Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)**

Application is by means of an online system for checking eligibility. Please log onto the website <https://www.cloudforedu.org.uk/ofsm/birmingham> and follow the instructions. If you need help or do not have internet access at home, please ring 0121 373 1080, and we will give you the assistance you require to complete your application.

COMPLETING THE APPLICATION FORM

You need to access the website on <https://www.cloudforedu.org.uk/ofsm/birmingham>

Select the first option "Online FSM Application"

- Under "New application" select "Start" button

This brings you to the Declaration page which gives details of the qualifying benefits. If you think you fit into any of the categories, please click "Yes, continue".

On the "Parent/Carer" page complete your personal details, then click the "Save and continue" button;

On the "Child" page enter your child's details. (Please note that only one child can be applied for on a form. You need to complete this form before you can apply for a second child. Instructions on how to do so are at the end of this sheet). Click the button "Save and continue",

On the "Submit" page, you can review the information you have entered. The "Back" button allows you to amend incorrect entries. When you are ready, select the "Submit" button to complete the application. Please take note of the reference number that is generated.

The system will check your eligibility immediately. One of 3 messages will be displayed

- "Found" if the Eligibility Checking Service (ECS) is able to confirm that you are eligible. School will be informed by the Service, and your child will start or continue having free meals.
- "Not Found" if the Service has not confirmed eligibility. If you wish to dispute this outcome please contact school quoting your reference number. You will be asked to bring in your original supporting evidence. If the evidence suggests eligibility, school will be able to process your claim, and your child will start or continue having free meals.
- "Service Down" if the Service is unavailable because of essential maintenance. Please take note of your reference number. The application will be submitted automatically when the service become available and you will be informed of the outcome.
- If you need to apply for another child please select "application for another child" and follow the steps.