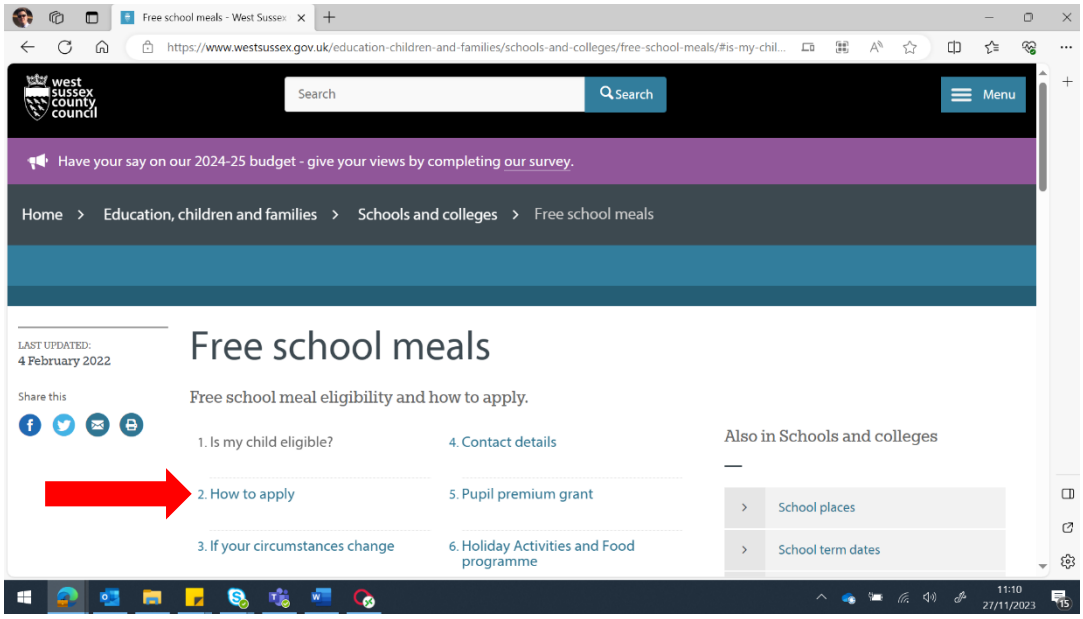
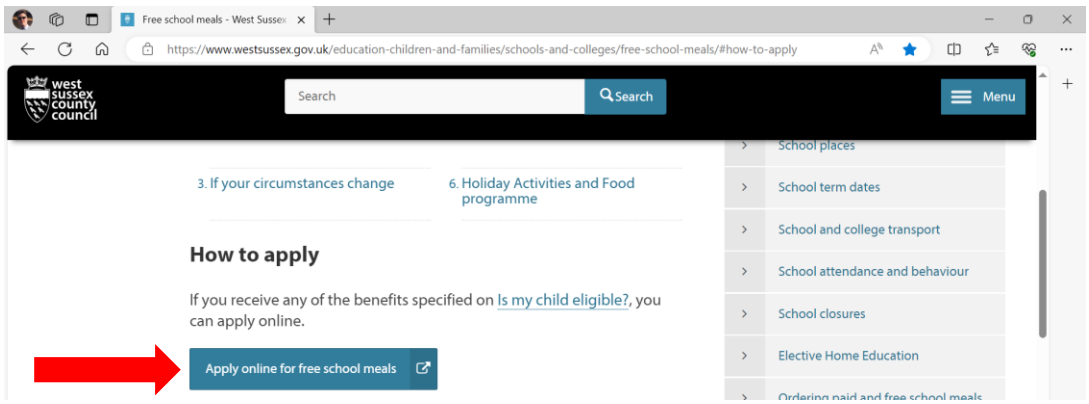
Free School Meal Application Process for Parent (Parent Portal) from January 1st ,2024

The purpose of this document is to show the process that parents will need to follow in order to make an application for a Free School Meals check to be made for their Children.

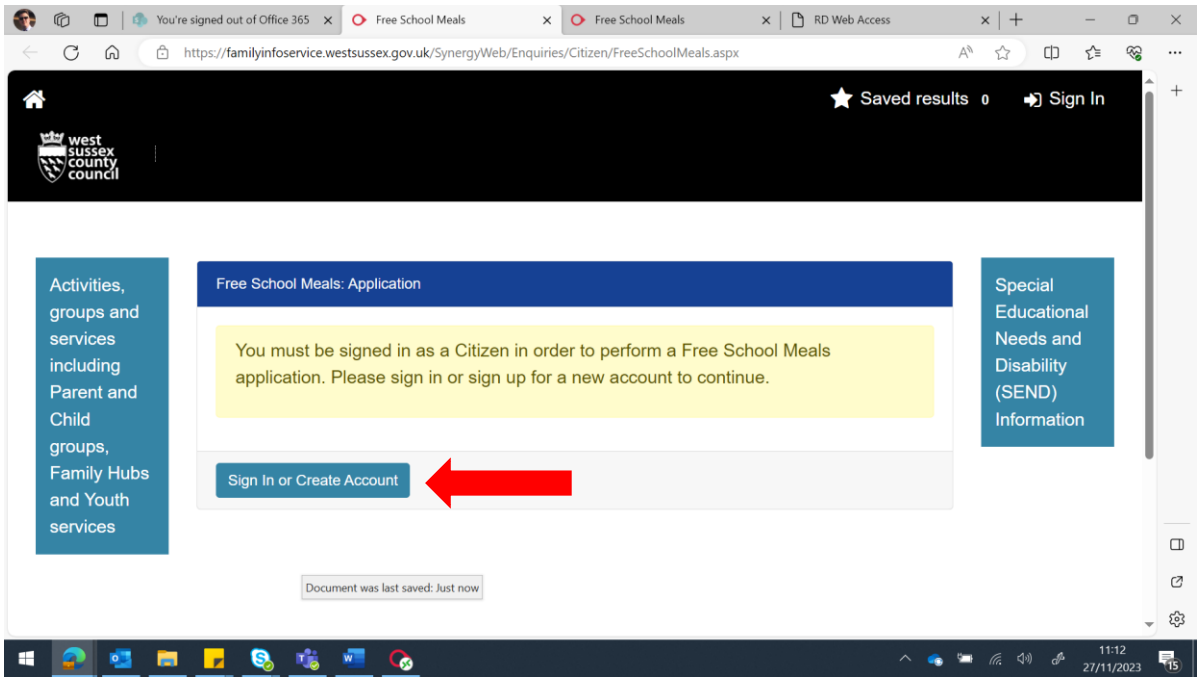
1. Please go to the West Sussex County Council Website here: [Free school meals - West Sussex County Council]
   Take note of the eligibility criteria on this page and click on the 2. How to apply tab:



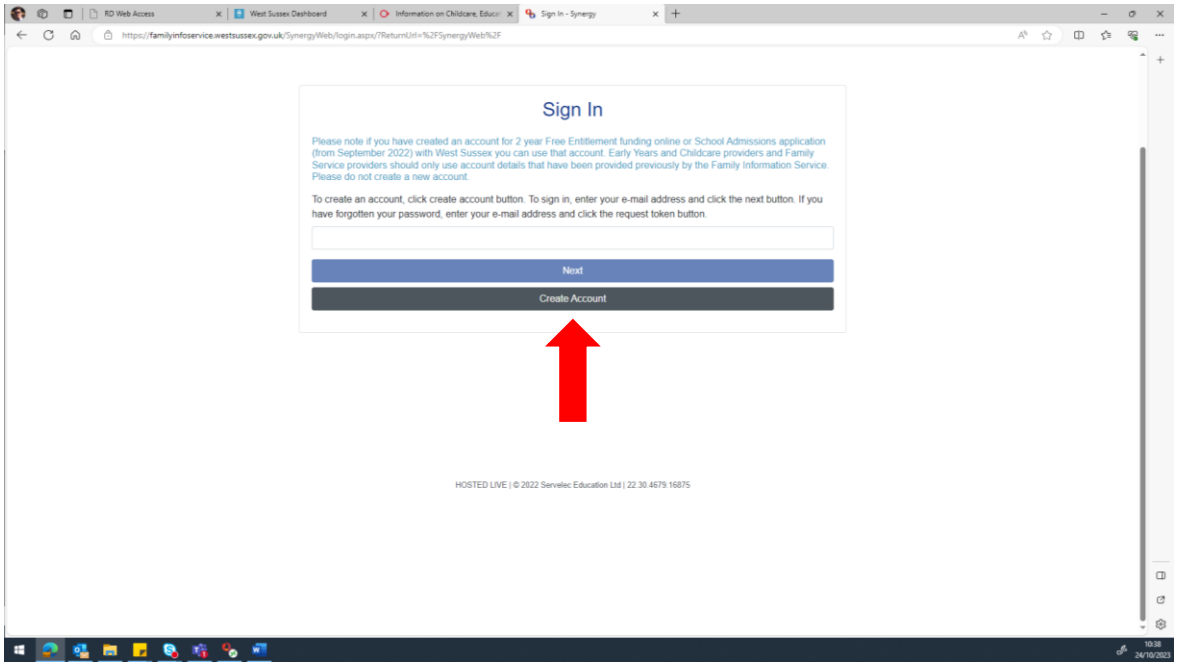
2. This will take you to the page below. Please click on Apply online for free School meals.



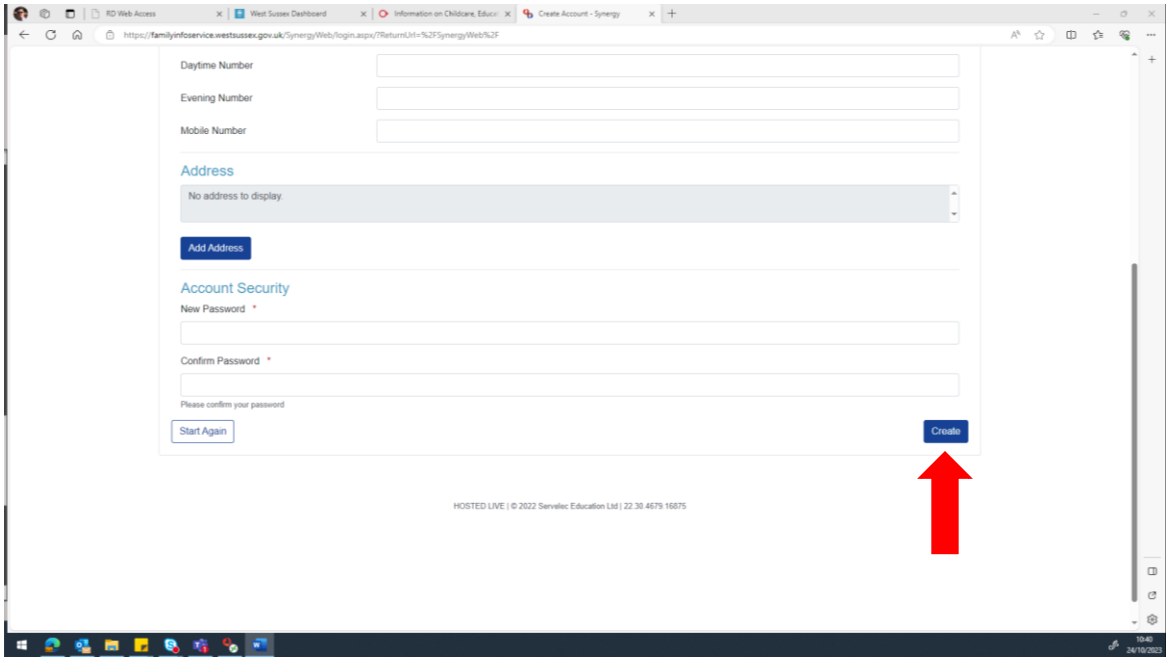
3. You will then see the page below. Click on Sign in or Create Account:



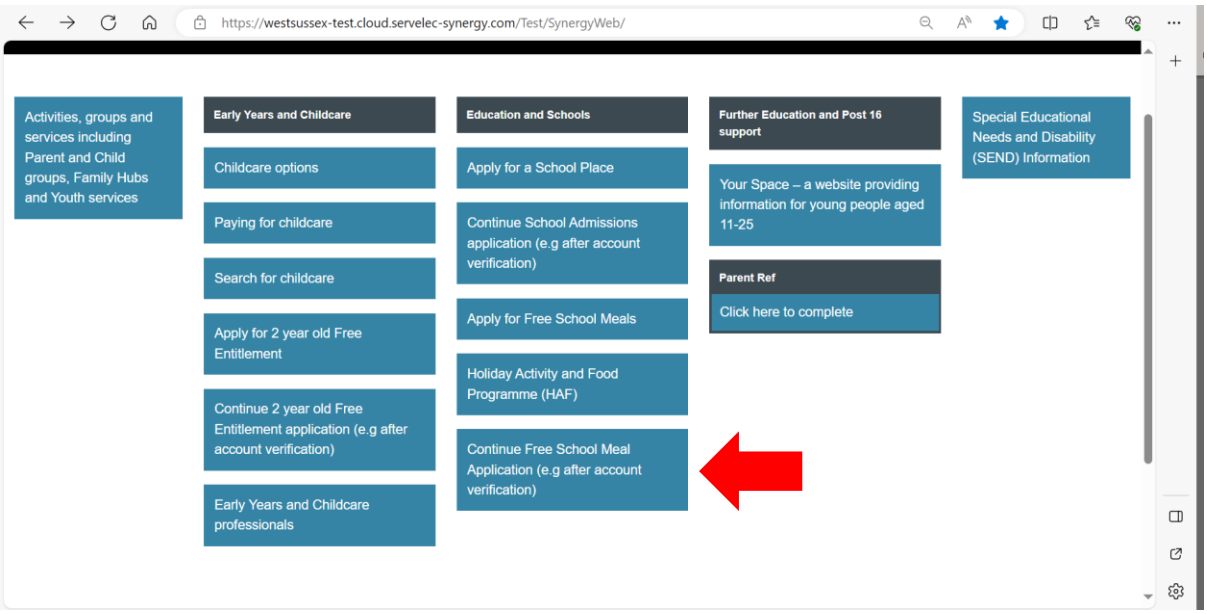
4. If you already have a login, proceed to login to your account. If not, please press create account. Note, you may already have an account if you have used the portal to apply for School Admission places.



5. Fill in all the information required to create an account and press create.

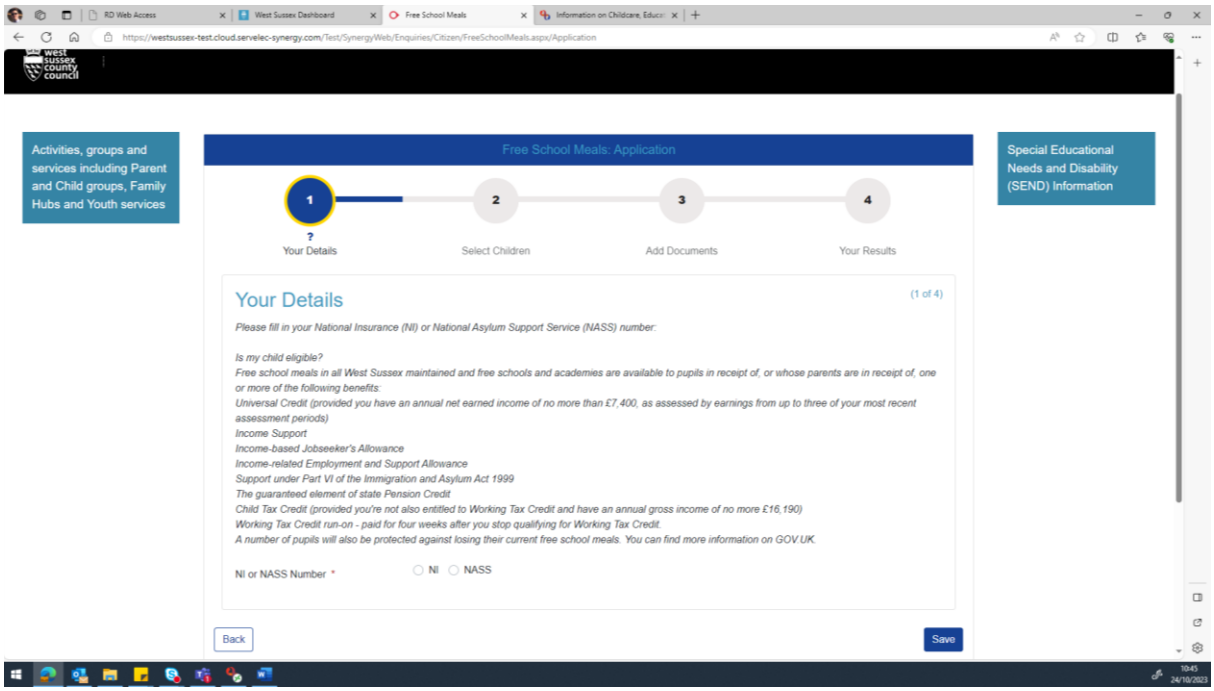


6. Once you have created/signed into your account click 'Continue Free School Meal Application (e.g after account verification)' to continue the Free School Meals application form.

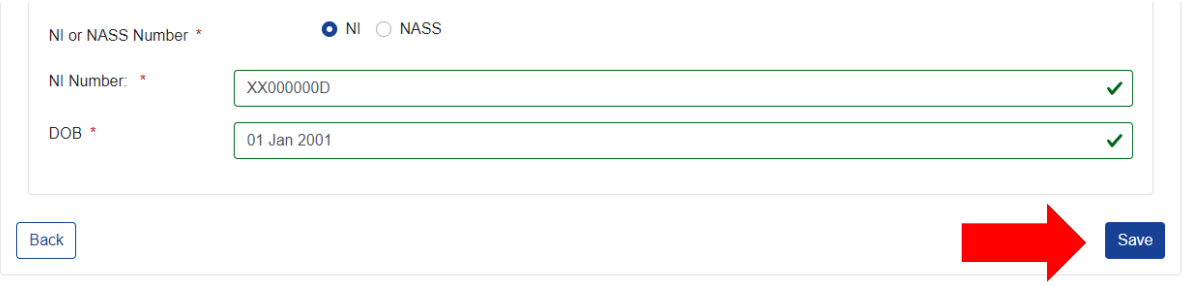


7. This will take you to the following page:

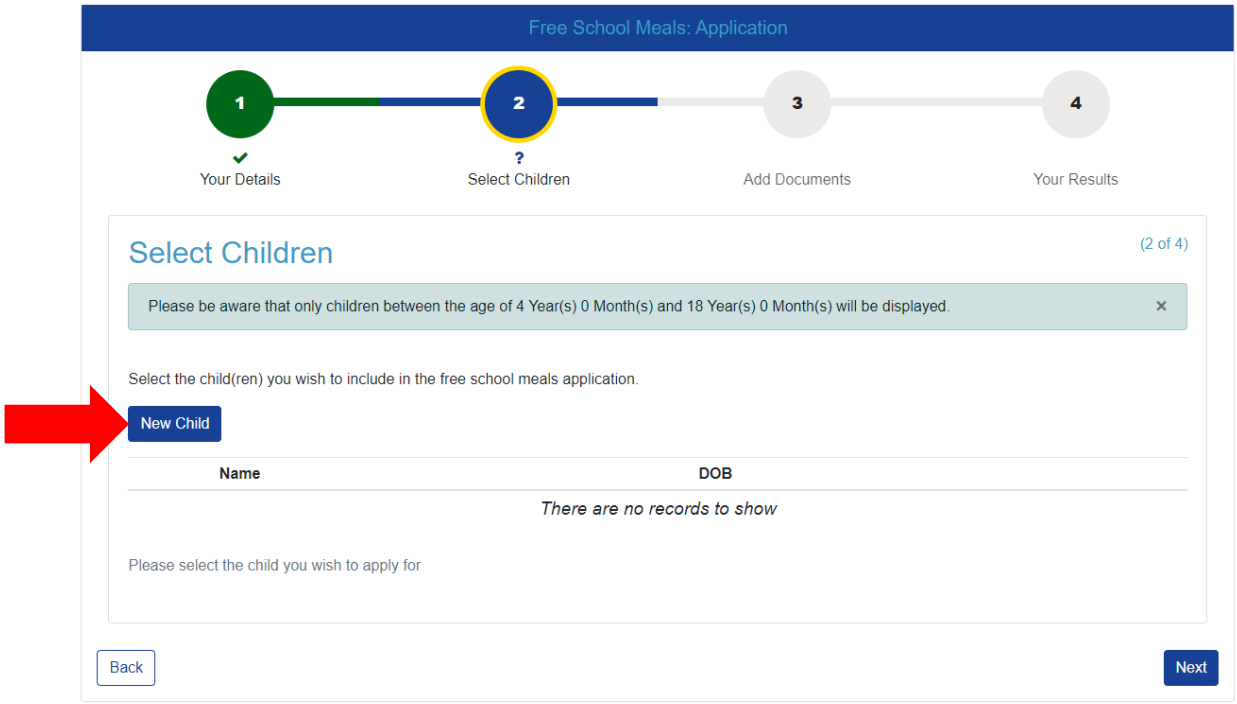
Please take note of the eligibility criteria displayed.



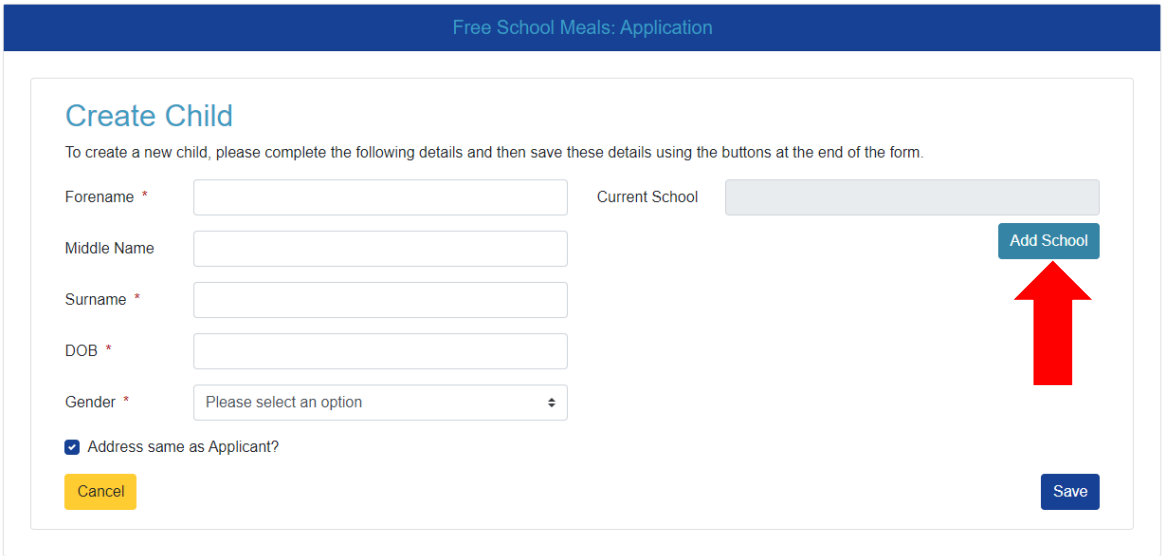
8. There are mandatory fields at the bottom of this page. Please click either NI (National Insurance) or NASS (National Asylum Support Service), whichever is relevant to you and enter the details required and press Save.



9. This will then take you to the below screen where you can either select the child(ren) you wish to apply for or add a new child.

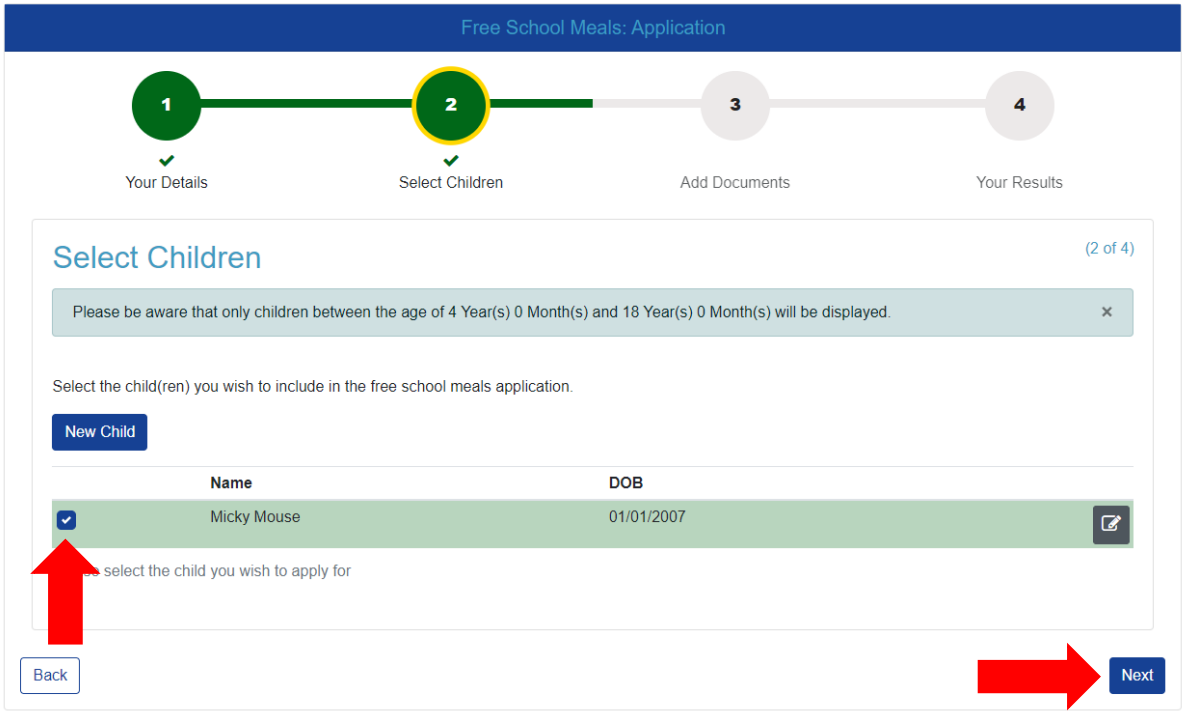


10. If this is the first time you are using this account, you will need to add your children. Press New Child and you will see the following screen:

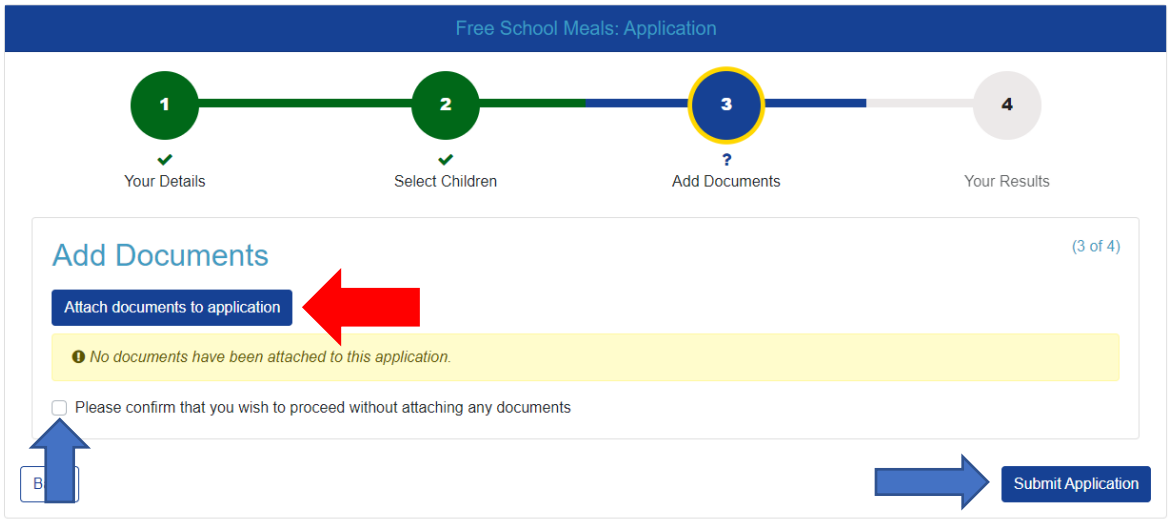


11. Fill out the required information. Please ensure to add the School that the child is attending located in the top right of the form. For the purpose of this document the rest of the process will be for a child named Micky Mouse.

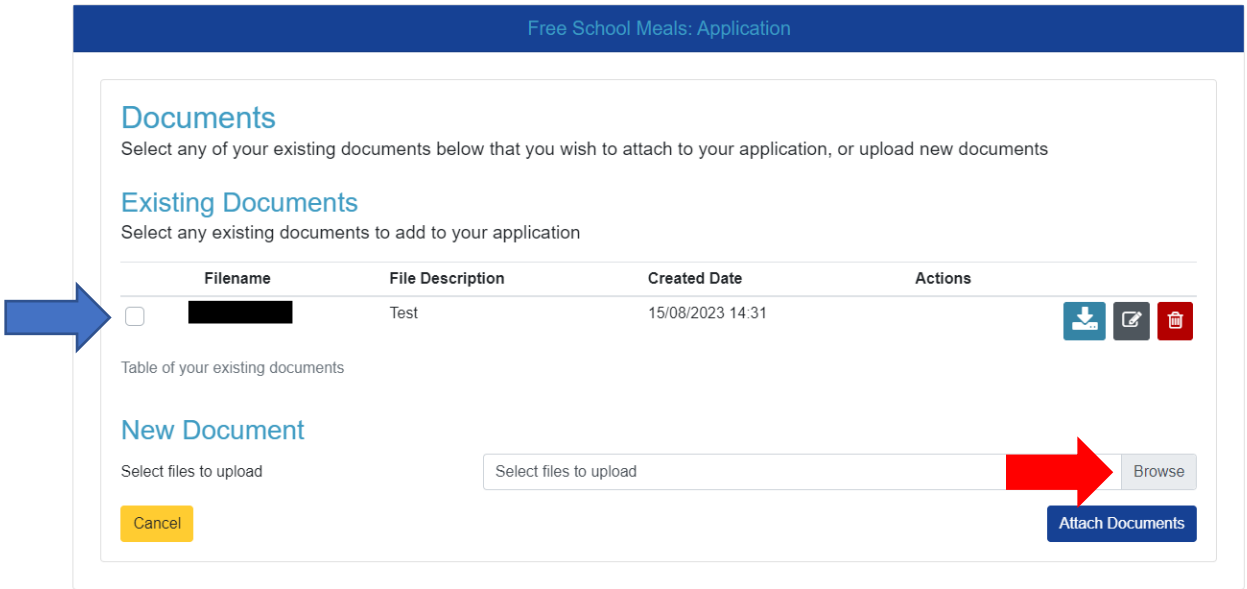
12. Once you have added the child, ensure they are ticked as below and press 'next'.



13. The next step is Add Documents. Here you can choose to upload any document which may help your application. For example, Universal Credit statements, previous eligibility letters or documents from HMRC. Please note it is not mandatory to add documents, if you do not wish to add a document simply tick the box 'Please confirm that you wish to proceed without attaching any documents' marked with a blue arrow and press submit application.



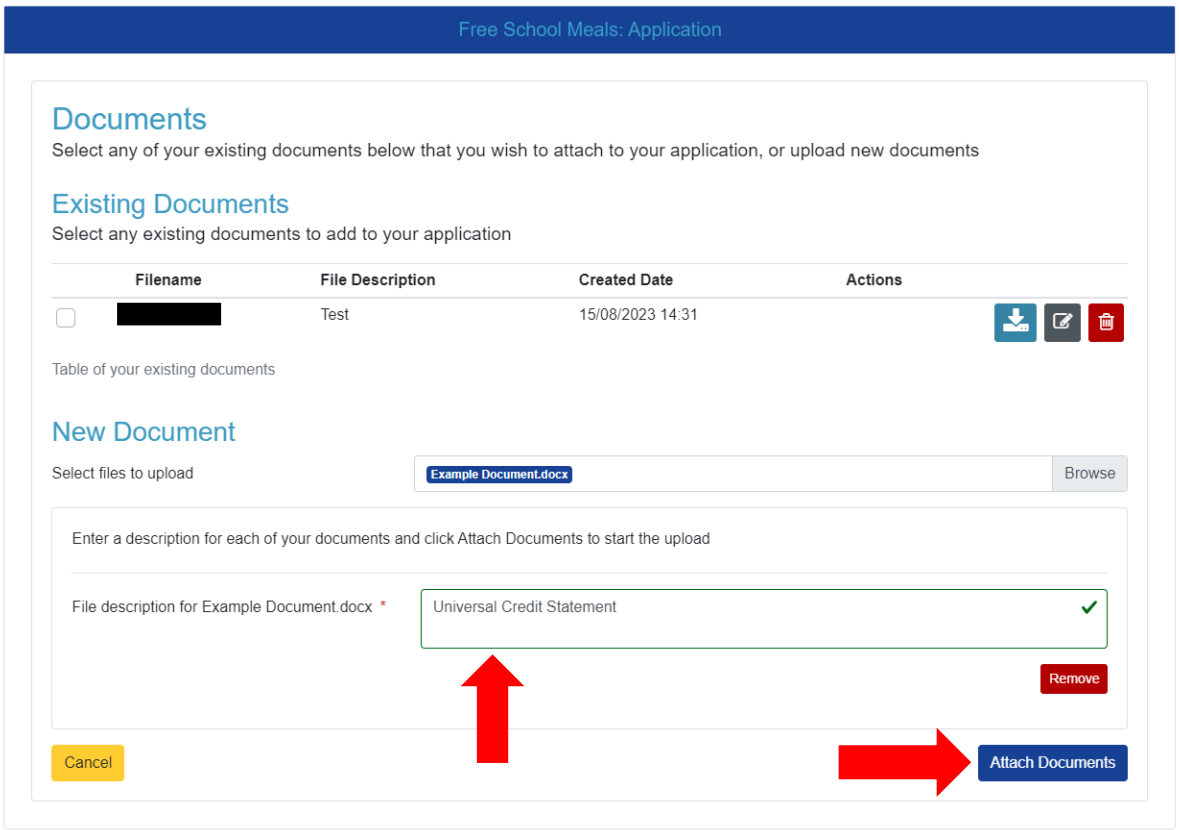
14. If you do wish to add a document press the 'Attach documents to application' button marked with a red arrow above. This will take you to the page below.



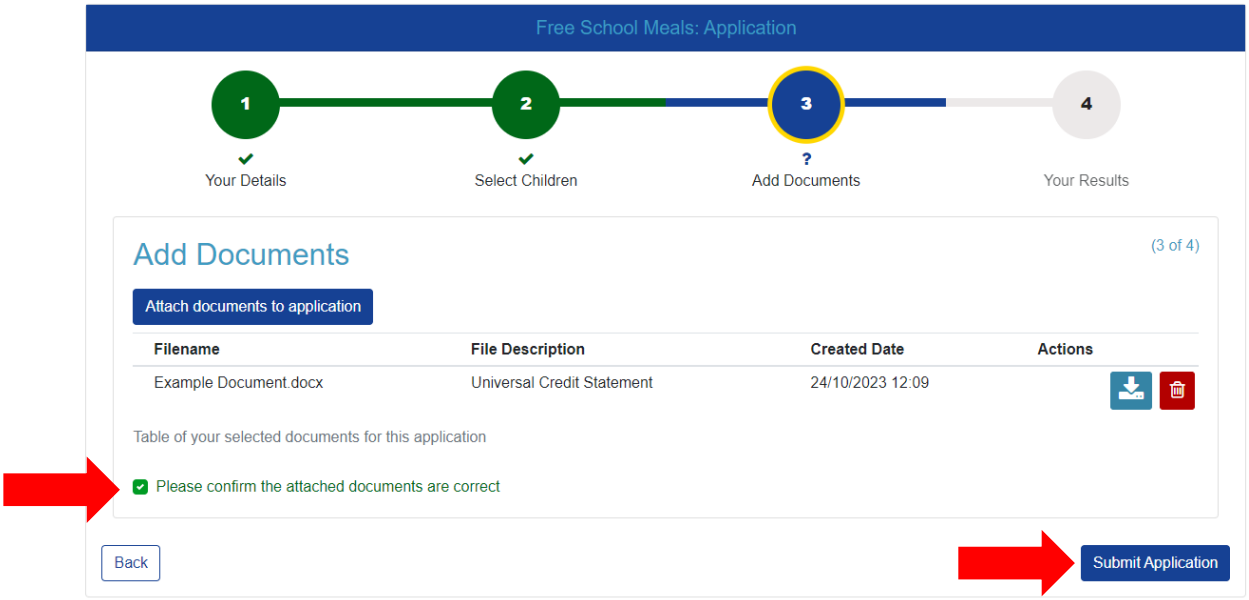
15. Any documents you have already added to your account will appear here. Marked with a blue arrow. If you wish to add a document, please press the browse button marked with a

red arrow which will take you to your phone or computers files. Choose the file you would like to attach.

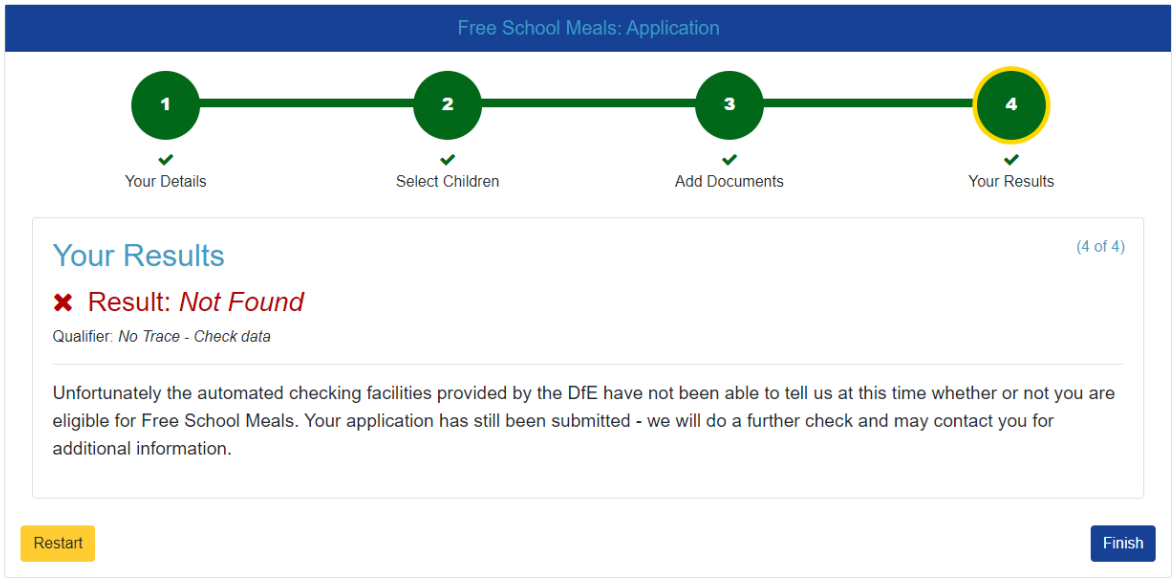
16. You will then see the below. Add a description of the document. For example, 'Universal Credit statement or 'Previous Eligibility Letter' and press attach documents.



17. This will take you back to the below screen. Please tick the 'Please confirm the attached documents are correct' and press submit application.



18. The next page will display the results of your Free School Meals check. In this example, the result is Not Found, No Trace – Check Data as generic data has been used for the purpose of this document. This result means that the information provided was not able to be matched with records found against HMRC. Therefore, some of the information you entered may not be correct. Please go back through the information you submitted and check your details are correct.



Other results you may see include:

This is an eligible result:

Your Results

Result: *Found*

The automated checking facilities provided by the DfE indicate that you are eligible for Free School Meals, and we will be in touch with confirmation details. The school(s) at which your child(ren) attend(s) will be notified as soon as this application is fully processed.

This is a not eligible result:

Your Results(4 of 4)

Result: *Not Found*

Unfortunately, the automated checking facilities provided by the DfE has not been able to tell us at this time whether or not you are eligible for Free School Meals. Your application has still been submitted - we will do a further check and may contact you for additional information.

This is a not eligible (pending result). This is where changes are potentially occurring with your HMRC records, the eligibility checker cannot yet tell us immediately if you are eligible or not.

Your Results

Result: *Not Found*

Qualifier: *Pending - Keep checking*

Unfortunately, the automated checking facilities provided by the DfE has not been able to tell us immediately whether or not you are eligible for Free School Meals. Your application has been submitted - we will now carry out further checks which may require us contacting you for additional information.

19. Your application will now be with us for checking and processing. We will confirm the result with yourselves via a letter sent to the email address you used to create your account with. We will also confirm the result to the Child's School via email.

If you have issues with completing the online form. Please contact on 0330 222 5555 or email us at FSM@westsussex.gov.uk.