



*St. Mary's Primary School*  
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June 2022

Dear Parents/Guardians,

I would like to provide you with an update on the 2022/23 application process for Free School Meals and School Uniform/Physical Education Clothing Allowance.

### **Current Eligible Families and New Applicants**

Parents/guardians who are currently in receipt of support for the 2021/22 school year will receive a letter highlighting the need to apply for the 2022/23 school year and the process to do so. All parents/guardians (including new applicants) will be able to **apply online from week commencing 6 June 2022 via the EA website.**

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

It is important for all applicants to read and understand what supporting documentation is required for their application. Information on this can be found on the EA website <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

### **Special Diet**

Parents/Guardians whose child has a Statement of Special Educational Needs (Stage 5) and requires a special diet should contact the Meals and Uniform Section for a paper application form if they wish to apply under the special diet criterion.

### **Free School Meals / Uniform Allowance Helpdesk**

The Free Schools Meals and Uniform Allowance Helpdesk is operated by staff across the EA Free School Meals/Uniform Allowance service. It is available to assist parents and guardians who may have any queries. The Helpdesk operates Monday – Friday from 9am to 4.30pm and can be contacted via email: [mealsanduniform@eani.org.uk](mailto:mealsanduniform@eani.org.uk). The telephone number which should be used for all enquiries is 028 9041 8044.

Yours sincerely,

Mrs U McAlinden