



Free School Meals  

---

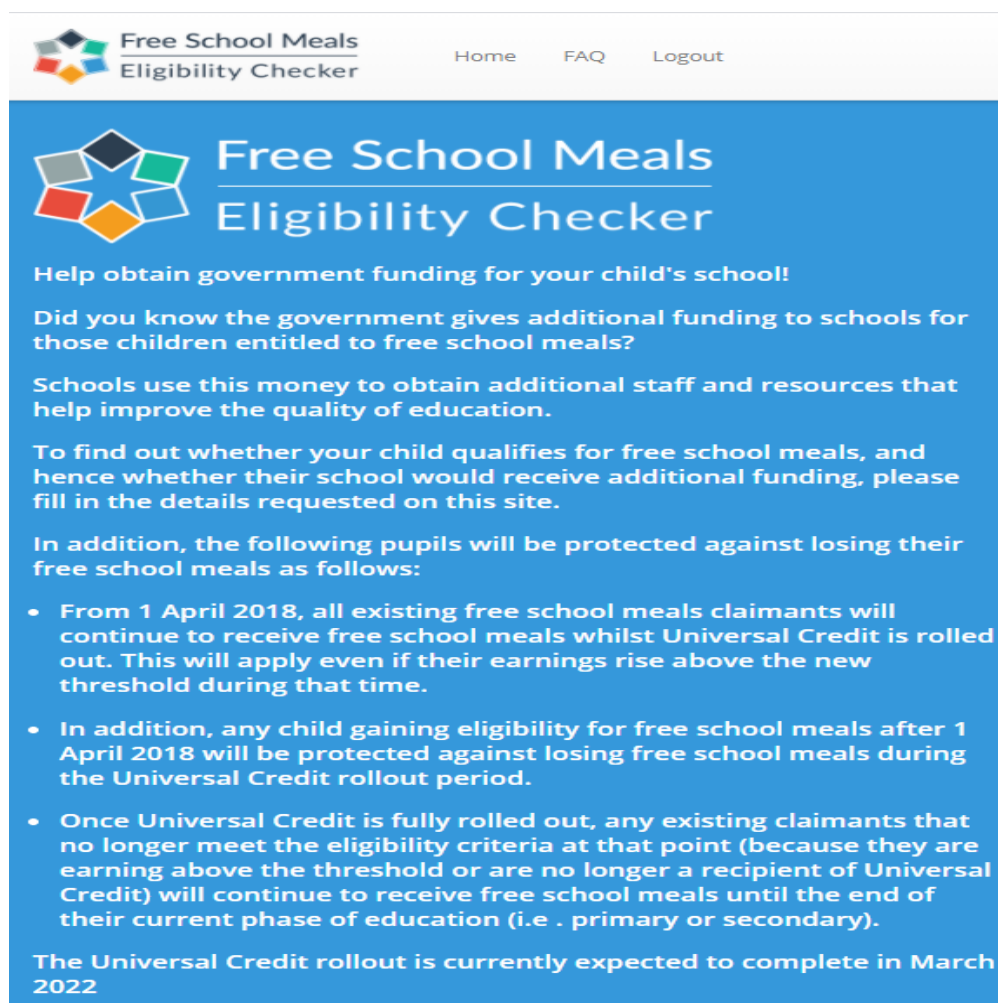
Eligibility Checker

# **FSM guide for parents at a non LGfL school**



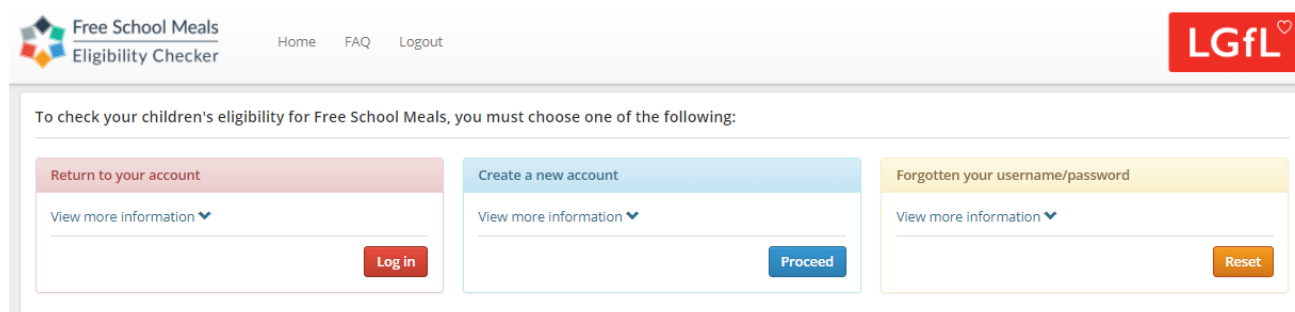
The website is <https://pps.lgfl.org.uk>

Click on "check eligibility"



The screenshot shows the top section of the website. At the top left is the logo for 'Free School Meals Eligibility Checker' with a colorful star icon. To the right are navigation links for 'Home', 'FAQ', and 'Logout'. Below the header is a large blue banner with the same logo and title. The main text in the banner reads: 'Help obtain government funding for your child's school! Did you know the government gives additional funding to schools for those children entitled to free school meals? Schools use this money to obtain additional staff and resources that help improve the quality of education. To find out whether your child qualifies for free school meals, and hence whether their school would receive additional funding, please fill in the details requested on this site. In addition, the following pupils will be protected against losing their free school meals as follows:'. This is followed by a bulleted list of three points regarding the Universal Credit rollout. The final line of text in the banner states: 'The Universal Credit rollout is currently expected to complete in March 2022'.

You will need to select **Proceed** to Create a new account



This screenshot shows the account selection interface. At the top left is the 'Free School Meals Eligibility Checker' logo and navigation links. At the top right is the 'LGfL' logo with a heart icon. The main heading reads: 'To check your children's eligibility for Free School Meals, you must choose one of the following:'. Below this are three colored boxes representing different options: 1. 'Return to your account' (pink box) with a 'View more information' dropdown and a 'Log in' button. 2. 'Create a new account' (blue box) with a 'View more information' dropdown and a 'Proceed' button. 3. 'Forgotten your username/password' (yellow box) with a 'View more information' dropdown and a 'Reset' button.

Select your local authority and child's school from the drop-down lists

Select **Next** to continue

The screenshot shows the top navigation bar with the logo 'Free School Meals Eligibility Checker', links for 'Home', 'FAQ', 'Help', 'Admin', and 'Logout', and the 'LGfL' logo. A green banner displays 'Welcome, Myra Gore'. Below this, there are two dropdown menus: 'Local Authority:' with 'Sutton' selected, and 'School:' with 'Beddington Park Academy, CR0 4UL' selected. A blue 'Next' button is positioned below the school dropdown.

The screenshot shows the top navigation bar with the logo 'Free School Meals Eligibility Checker', links for 'Home', 'FAQ', and 'Logout', and the 'LGfL' logo. The main content area contains a message: 'The selected school is not yet participating in the fully-integrated Eligibility Checker service. You can still run a one-off check against the Department for Education's Eligibility Checking Service to see whether you are entitled to Free School Meals. If you are eligible, then you will be able to download a certificate that can be provided to your child(ren)'s school(s) in support of your application for Free School Meals. Before you can use the Free School Meals Eligibility Checker, you need to read and accept the following Privacy Notice:'

Enter your details - first name, last name, date of birth and NI/NASS number in the fields below and then **Submit**

The screenshot shows the top navigation bar with the logo 'Free School Meals Eligibility Checker', links for 'Home', 'FAQ', and 'Logout', and the 'LGfL' logo. The main content area contains the text 'Please enter your details. You must complete all of the boxes below - paying particular attention to those in the green area, which indicates information that is matched against DWP/HMRC data.' Below this is a form with four input fields: 'Parent's first name:', 'Parent's last name:', 'Parent's date of birth:' (with dropdowns for day, month, and year), and 'National Insurance number: (or National Asylum Seeker Service number)'. The last three fields are highlighted in green. Each field has an information icon. A blue 'Submit' button is located below the form.

Your details will then be checked against the Department of Education's eligibility checking service.

On completion of the check you will receive a message "You were found not to be eligible" or a certificate of eligibility which you can print or email to your child's school.

Here is an example of what The Certificate of Eligibility will look like:



Free School Meals  
Eligibility Checker



## Certificate of Eligibility

---

The following parent has carried out an online check for free school meal eligibility

Parent/Guardian name:

Date of check:

Checked by: Department for Education Online Eligibility Checking Service

Outcome: Eligible for free school meals

---