Chief Executive Gavin Boyd

To: All Principals

May 2017

Free School Meals/School Uniform/Physical Education Clothing Allowance 2017-18

The application process for assessment of eligibility to the above entitlements has commenced. An application form has been posted to the parent/guardian home address of children currently entitled to free school meals advising that entitlements will expire at the end of June 2017 and a new application has to be completed for the 2017-18 school year.

Forms prior to 2017-18 should not be given out to parents/guardians and should be discarded.

You will shortly receive a small batch of 2017-18 application forms for potential new applicants. **The application form can also be accessed from the EA website** - Click Here – 2017-18 School Meal and Uniform Grant Application Form

Applicants can request an application form from the Meals and Uniform Section or from their local Social Security Agency or Citizens Advice Bureau.

Parents/Guardians whose child has a statement of special educational needs and requires a special diet should contact the Meals and Uniform Section if they wish to apply under the special diet criteria.

WebXchange (Electronic Transfer of School Meals Data to Schools) – The Meals and Uniform Section no longer issues entitlement/cancellation reports by post but now transfers them electronically on a weekly basis. If your school has not made the necessary arrangements with C2k please contact our office as a matter of urgency.

It is important that a school should not give free school meals to any pupil until the Education Authority issues authorisation.

The Education Authority continues to seek your support to promote awareness of Free School Meals and Clothing Allowances and to encourage all potential applicants to apply for the support available. Further information including eligibility criteria for the 2017-18 school year can be accessed by logging onto www.eani.org.uk/i-want-to

Meals and Uniform Section

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