

How to apply for FSM

To be eligible for Free School Meals you need to be in receipt of one or more of the following benefits: -

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Income-related Employment and Support Allowance (IRESA)
- The guaranteed element of Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income that does not exceed £16,190)
- Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)

Parents/Carers can apply for Free School Meals through the [Devon Citizens Portal](#) to check eligibility which provides an instant result. Schools are able to assist claimants with applications with their permission.

- If a parent cannot apply online, please provide them with an electronic application that they/ the school can return to us. (Please encourage all applications to apply via the portal at the first instance).
- If a parent has [no access to public funds](#), please provide them with an NRPF application form.

FSM Lists – Provider Portal Reporting:

FSM lists have moved to the **Provider Portal Reporting System**, replacing the previous Anycomms lists. Schools can now **generate their own FSM reports** at any time via the portal.

Accessing FSM Reports:

- Use your existing **Admissions and Early Years** login to access the portal.
- Once logged in, look for the “FSM Reporting” tab on your homepage.
- Follow the “**FSM Reporting Guide**” for a tutorial.
- If you need help accessing the portal or setting up an account, contact:
✉ educate.educationsystems-mailbox@devon.gov.uk

Important Notes:

- **Self-checked** and **out-of-county FSM children** (known as “List 2” students) **won't appear** in the Provider Portal.
- These students will still be sent to schools **termly, via Anycomms**.
- The FSM list reflects data from the **latest Census** (there is usually a few months delay in this information being received).
- If a child is not showing or showing incorrectly on your list, please email freeschoolmeals@devon.gov.uk with their name, DOB and Date on/off roll for us to manually update on our system.

Transitional Protection

Since 1 April 2018, all existing free school meals claimants have continued to receive free school meals whilst Universal Credit is rolled out. This applies regardless of any change in household circumstances, including if their earnings rise above the threshold during that time.

Extension of Transitional Protection (TP):

- TP has been extended until the end of the 2025/26 school year (i.e., Summer Term, July 2026).
- Pupils who became eligible for FSM under benefits-based criteria on or after 1 April 2018 will continue to receive FSM regardless of changes in household income or school phase.

Pupils will **retain FSM eligibility** regardless of:

- Changes in household income
- Changes in education phase (including Year 6's and Year 11's)
- Moving in or out of a Local Authority

How to Check for TP Eligibility (If the claim is not with Devon):

1. Check the Common Transfer File (CTF):
 - This file should indicate if a pupil was previously eligible for FSM.
2. Contact Previous School or Local Authority:
 - If the CTF lacks information, reach out to the pupil's former school or LA.
3. Use the GIAP Download:
 - If the above steps fail, check the Get Information About Pupils (GIAP) system for FSM eligibility history.

If TP is confirmed, no new application is needed.

If TP cannot be confirmed, parents must submit a new FSM application.

Changes from the 2026/27 Academic Year:

- Transitional Protections will end: Pupils who previously received FSM under these protections will no longer be automatically entitled.
- New FSM eligibility criteria will be introduced:
 - All students in households receiving Universal Credit will be eligible for FSM, regardless of income level.
- Eligibility checks will be enforced:
 - At the end of the 2025/26 school year, all FSM claims, on the Devon Portal, will be reviewed.
 - Pupils who do not meet the new criteria will lose their entitlement, including those previously covered by Transitional Protection.

Voucher Scheme 2025/26

- All FSM students, including year 6's, 11's and 13's, will receive a Summer 2025 Holiday Voucher. (This will be subject to change for the Summer 2026 vouchers if the Holiday Voucher scheme is still running).
- Transitional Protections for the 2025/26 academic year will apply for any voucher schemes in this period.

HAF Scheme

- HAF Codes are no longer used or administered.
- Parents/carers with FSM Claims can now book online using the new [EEQU System](#).
- Out of county/Self-Checked TP Children may need manually adding onto this system. Please contact HAF@devon.gov.uk in these cases.

Useful Links and Resources

- [Free school meals - Support for schools and settings](#)
- [School meals - Education and Families](#)
- [Free school meals FAQs - Support for schools and settings](#)
- [NRPF Application Form](#)
- [Devon Citizens Portal](#)

Any questions please contact us at freeschoolmeals@devon.gov.uk or by phone at 01392 383829 (opt 3)