

Redcar & Cleveland Borough Council

Free School Meals – Citizen Portal Registration Guidance:

The Citizen Portal is used by parents to apply online for a range of different services including Free School Meals.

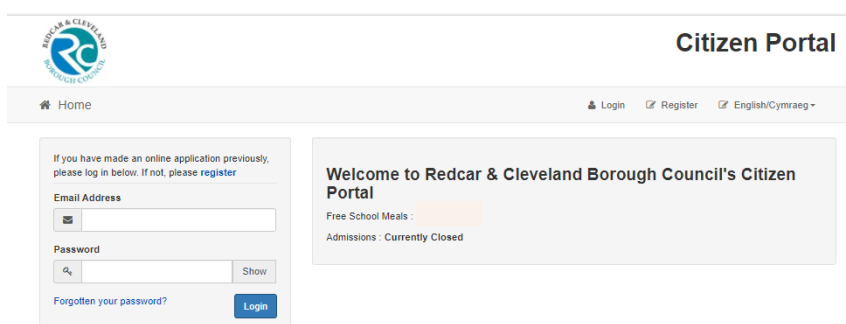
To make an online application you will need a **valid email address** in order to complete the registration process and to receive confirmation of your application.

If you applied for a school place for your child with admission, you can use the same account sign on details.

Registering for an Account

If you have not already done so, before you can apply for Free School Meals you will need to register with a valid email address to our Citizen Portal. Follow the below steps to do this:

- Go to: <https://www.redcar-cleveland.gov.uk /Free-School-Meals.aspx>
- Details of who may be eligible for free school meals is provided here. If you do not receive one of the qualifying benefits, then you will not qualify.
- Further down the page, select -
You can now [apply for Free School Meals online with our digital form.](#)
- The page below will open:



- If you have previously registered with our Citizen Portal enter the 'Email Address' you used to register and your 'Password' and click 'Login'

- If you are new to our Citizen Portal website and creating an account for the first time or need to re-register with a new email address, click 'Register' where it says 'Don't have an account? Please 'Register'
- This will open the 'Registration' screen.
- Complete all required fields
- Click Accept to confirm that you have read and agreed to the declaration
- Click Finish
- An email will now be sent to the email address you have used to register with. Please check your inbox (including any Junk/Spam folders) for an email from 'Educational Benefits'
- You will need to click the link in the email to complete the registration process.
- After clicking the registration link, you will be asked to log in. Enter your 'Email Address' and 'Password'.
- You have now completed your registration with the Citizen Portal.

Log in and start making an application for Free School Meals.

In order to check your Free School Meal eligibility against the Department for Work and Pensions (DWP) we need to know your Date of Birth, NI Number or National Asylum Support Service No along with your details.

If you have any questions, please contact the Educational Benefits Team on 01642 774774 or email educationalbenefits@redcar-cleveland.gov.uk