2.1.   Process map

Auto-enrolment Registration Toolkit - Process Flow

	Process	Suggested actor / team
Actor / team responsible for governance	Gain high-level verbal approval → Set up cross-working council team → Prepare and approve DPIA ↔ Prepare and approve Business Case	Project can be initiated by any council team - but important to have Benefits, Education & Legal
Actor / team responsible for data	Consolidate existing databases to identify potential FSM-entitled pupils → Extract households already receiving FSM → Finalise dataset of eligible children not currently receiving FSM and their household details → Remove opt-outs from the dataset → Extract ineligible children from dataset	Likely to be headed up by Revenue & Benefits team
Actor / team responsible for delivery	Issue opt-out letter, including a deadline, to the identified households → Handle enquiries from parents and record opt-out requests → Run the dataset through the FSM eligibility tracker → Share list with actor/team responsible for registration	Often Revenue & Benefits team, but can also be customer services - or hybrid staff teams
Actor / team responsible for registration	Add FSM claim to the system and make sure school is notified → Share final report with School	This can be schools and / or Revenue & Benefits team
Schools	Receive FSM award and notify parents	Usually Schools