

CONFIDENTIAL

APPLICATION FOR FREE SCHOOL MEALS

Please read carefully. All applicants must complete both Sections A and D.

ELIGIBILITY

Free School Meals are available only to children whose parents/guardians are in receipt of one or more of the following benefits:

- Income Support
- Income-Based Jobseekers Allowance
- Employment and Support Allowance (Income Related)
- Support under Part VI of the Immigration and Asylum Act 1999
- Families in receipt of Child Tax Credit will also qualify provided that (a) they are NOT also entitled to Working Tax Credit and (b) their annual income, as assessed by Her Majesty's Revenue and Customs, does not exceed £16,040 (as at 6 April 2009, subject to annual review)
- Guarantee element of State Pension Credit

Families receiving any other Benefits are not entitled to free school meals.

SECTION A: CLAIMANT DETAILS (Please complete in block capitals)

SURNAME..... FIRST NAME..... MR/MRS/MISS/MS.....

NATIONAL INSURANCE NO..... DATE OF BIRTH

ADDRESS.....

.....

POSTCODE..... TELEPHONE NO.....

RELATIONSHIP TO CHILD(REN) E.G. PARENT/GUARDIAN.....

Please tick below the benefit(s) you receive:

- Income Support Income-based Job Seeker's Allowance
- Employment and Support Allowance (Income-Related)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (but **not** also Working Tax Credit) and have an annual taxable income of less than £16,040 (If you receive Working Tax Credit you are not eligible for free school meals)
- Guarantee element of State Pension Credit

NB: YOUR APPLICATION CANNOT BE APPROVED UNLESS IT IS ACCOMPANIED BY RECENT DOCUMENTARY EVIDENCE OF BENEFIT (SEE SECTION B)

Please give details of each school age child in your family attending the same school. If your children attend different schools, a separate form should be completed for each school and evidence of benefit will be required by each of them.

Child's Name	Child's Date of Birth	Name of School

SECTION B: EVIDENCE OF BENEFIT(S)

You will need to provide proof of eligibility before your application for free meals can be approved. The type of evidence required will depend on which benefit(s) you receive, as follows:

Benefit	Evidence required
Income Support	Your most recent letter from your Job Centre / Benefits Office confirming your ongoing entitlement (nb: this must specify the type of benefit you are receiving). <i>If you are unable to supply such evidence of benefit, ask the Benefits Office / Job Centre which deals with your claim to complete and stamp Section C below, before you send the form to the school.</i>
Income-Based Jobseeker's Allowance	
Employment and Support Allowance (Income-Based)	
Child Tax Credit with an income of less than £16,040 (but NOT also receiving Working Tax Credit)	Your most recent HM Revenue and Customs TAX CREDIT AWARD notice (Form TC602), relevant to the current financial year. NB: All pages are required.
Support under part VI of the Immigration and Asylum Act 1999	A letter from the National Asylum Support Service (NASS) confirming such benefit
Guarantee element of State Pension Credit	your most recent PENSION CREDIT M1000 AWARD notice

SECTION C: DEPARTMENT FOR WORKS AND PENSION USE ONLY

Please sign and stamp the statement below confirming details of benefit entitlement before returning this form to the claimant:

I confirm that the above-named applicant is entitled to (tick as appropriate):

- INCOME SUPPORT
- INCOME-BASED JOB SEEKER'S ALLOWANCE /
- EMPLOYMENT AND SUPPORT ALLOWANCE (INCOME-RELATED)

Date benefit commenced..... Date benefit expires.....

Signature of Certifying Officer Date

OFFICIAL STAMP:

SECTION D – Declaration of parent/guardian

I declare that the information given on this form is correct to the best of my knowledge and I agree to inform the school(s) immediately of any changes which may affect my entitlement to free school meals. I agree that the school(s) will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

Signed Date

Important: The personal information you provide will be used for the purpose of processing this application form and will be in accordance with the principles of the Data Protection Act 1998.

FOR SCHOOL USE ONLY			
Proof of Benefit seen by		Date	
Authorised by		Date	
Parent notified		Date	
Free meals start date		End date	

PLEASE RETURN THIS FORM TO: (Name and address of School)