

APPLICATION FOR FREE SCHOOL MEALS

PART A: Complete part A only and return to your child's school.

DETAILS OF PERSON CLAIMING BENEFITS (PARENT/GUARDIAN)					
Title (Mr/Mrs/Miss/Ms)	Surname	Other Names	Date of Birth		
			YYYY	MM	DD
Current Address (including postcode)		National Insurance Number or National Asylum Support Service Reference Number (NASS No)			
		Relationship to child(ren)			

DETAILS OF ALL DEPENDENT SCHOOL-AGED CHILDREN		
Surname	Other Names	School Attended at Present

DECLARATION BY APPLICANT	
I am currently claiming under: (tick applicable)	
Income Support	<input type="checkbox"/>
Income Based Jobseeker Allowance (IBJSA)	<input type="checkbox"/>
Employment & Support Allowance (Income Related) (ESA(IR))	<input type="checkbox"/>
Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
Child Tax Credit (TC602)	<input type="checkbox"/>
Guarantee Element of State Pension Credit (M1000 Award Notice)	<input type="checkbox"/>
I agree that you 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. I agree to inform the school of any change in my circumstances.	
Signature of Applicant _____ Date ____/____/____	

Information contained in this form is personal data which may be held on a computer and is therefore subject to the Data Protection Act 1998.

TO BE COMPLETED BY THE SCHOOL OFFICE												
Date form entered onto school spreadsheet ____/____/____						Entered by _____						
Application Outcome (if found enter ✓, if Not found enter ✗)												
Year	Reception	1	2	3	4	5	6					
Date												
Outcome												

PROVING YOUR ELIGIBILITY

PART B: The school will tell you if and when you need to fill in part B.

INCOME SUPPORT OR JOB SEEKERS ALLOWANCE (INCOME BASED)

If you're receiving Income Support or Job Seekers Allowance (**Income Based**) you can have the section below completed and stamped by the Benefits Office as proof of eligibility or by showing the school your Income Support Book. Where your Income Support is paid directly into a bank account, you are expected to keep your entitlement and uprating letters and show them to your school to prove eligibility. Those on Income Based Job Seeker's Allowance need to provide a letter confirming that you are receiving the benefit before meals can be provided.

EMPLOYMENT & SUPPORT ALLOWANCE (INCOME RELATED) (ESA(IR))

Claimants can have the section below completed and stamped by the Benefits Office as proof of eligibility. Where your Employment and Support Allowance is paid directly into a bank account, you are expected to keep your entitlement and uprating letters and show them to your school to prove eligibility.

ASYLUM

Claimants must provide a letter / document from the Home Office / Local Authority confirming status as an Asylum Seeker. If you have Asylum Seeker Status you can ask the Local Authority supporting you to sign and stamp this form.

CHILD TAX CREDIT

Free school meals are available to children of parents who are in receipt of Child Tax Credit whose annual income does not exceed £16,040 (from April 6th 2009). You must show your original Tax Credit Award Notice (TC602) for the current tax year to the school to prove eligibility.

Please note that if you are receiving Working Tax Credit (WTC), your child/ren will not be entitled to free school meals unless you have just become unemployed or have just reduced your hours to less than 16 hours a week (i.e. become a non-working family) but still receive WTC. Her Majesty's Revenue & Customs (HMRC) continue to give WTC for four weeks after unemployment. Your child/ren would therefore be eligible for free school meals for only this four week period. You will need to provide the school with a Tax Credit Decision Notice from HMRC which will prove free school meal eligibility for this 4 week period.

GUARANTEE ELEMENT OF STATE PENSION CREDIT

You must show the school your Pension Credit M1000 Award Notice. The 'How Pension Credit has been worked out for...' Section of this form clearly shows any details of any Guaranteed Pension Credit in payment.

DECLARATION BY APPLICANT

I certify that the evidence given to prove eligibility for free school meals is to the best of my knowledge correct and up to date. I agree to inform the school of any change in my circumstances.

Signature of Applicant _____ Date ____/____/____

Print Name _____

DECLARATION BY AGENCY

I certify that the applicant is currently in receipt of Income Support or Income-Based Job Seeker's Allowance or Employment & Support Allowance or has Asylum Seeker Status

Signature of Officer _____ Agency _____

Print Name _____ Official Stamp _____

Position Held _____

Date ____/____/____

DECLARATION BY SCHOOL

I confirm that I have seen proof of (please tick applicable evidence)

- | | |
|--|--------------------------|
| Income Support | <input type="checkbox"/> |
| Income Based Jobseeker Allowance (IBJSA) | <input type="checkbox"/> |
| Employment & Support Allowance (Income Related) (ESA(IR)) | <input type="checkbox"/> |
| Support under Part VI of the Immigration and Asylum Act 1999 | <input type="checkbox"/> |
| Child Tax Credit (TC602) | <input type="checkbox"/> |

Signature _____

Date ____/____/____