

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
- 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 entitled to Working Tax Credit and (b) their annual income, as assessed by Her Majesty's Revenue and Customs, does not exceed £15,575 (as at 6 April 2008, 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.....

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
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (but **not** Working Tax Credit) and have an annual taxable income of less than £15,575 (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

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:

If you receive CHILD TAX CREDIT (but not Working Tax Credit) and have an annual taxable income of less than £15,575, you must supply a photocopy of your most recent TAX CREDIT AWARD notice (Form TC602) issued to you by Her Majesty's Revenue and Customs.

If you receive the 'Guaranteed' element of STATE PENSION CREDIT you must produce a copy of your most recent PENSION CREDIT M1000 AWARD notice.

If you receive support under part VI of the Immigration and Asylum Act 1999, you must supply a copy of the letter from the N.A.S.S. confirming such benefit.

If you receive INCOME SUPPORT or INCOME-BASED JOB SEEKER'S ALLOWANCE bring (or send photocopies of) documentary evidence that you are receiving such benefit. This may be your payment book, giro cheque or letter from your Benefits Office / Job Centre but **this must state the type of benefit you are receiving**. 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.

SECTION C (only to be completed by the relevant Department of Work and Pensions Benefits Agency / Job Centre, where no other proof of Income Support or Income-Based Job Seeker's Allowance benefit is available, and returned to the claimant)

This is to certify that the named claimant is currently in receipt of INCOME SUPPORT / INCOME-BASED JOB SEEKER'S ALLOWANCE * (*delete as appropriate)

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

Signature of Certifying Officer Date

Official Departmental 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 also agree that the school(s) may check these details with the Benefits Agency and other relevant Government departments for verification purposes only.

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)