

FREE SCHOOL MEALS APPLICATION FORM

Education, Participation and Skills



To apply for free school meals please complete this form and return it to your child's school.

To qualify children must be in full time education in a local authority funded school, sixth form or local authority nursery for full days (before and after lunch) - those in further education colleges do not qualify. The parent or guardian the child lives with must receive one of the qualifying benefits. Pupils receiving Income Support in their own right are entitled to free school meals.

Please note: **those receiving Working Tax Credit do not qualify even if Child Tax Credit and income criteria are met.** Those paid Foster Carers Allowance do not qualify, as the allowance covers this cost.

PARENT OR GUARDIAN DETAILS

| | | |
|-----------------------------|-------------|------------------------------------|
| Title: Mr / Mrs / Miss / Ms | First name: | Last name: |
| Date of birth: | Telephone: | National Insurance or NASS number: |

Address:

I am eligible to claim free school meals for my child as I receive one of the below. You may be asked to provide paper evidence to support your claim.

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit (most recent award notice - with no Working Tax Credit **AND** annual income not exceeding £16,190)
- Guarantee element of pension credit
- Income Related Employment and Support Allowance
- Universal Credit – from 1 April 2018 provided you have an annual net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods

Please Note: Eligibility for FSM cannot be determined until you have received your first Universal Credit statement or entitlement letter. We have been informed by DWP that they may take up to 6 weeks to process your first/new claim.

- Support under part VI of the Immigration and Asylum Act

Signature.....

Date.....

CHILD DETAILS

| Child's surname (legal) | First name | Date of birth | Relationship | School |
|-------------------------|------------|---------------|--------------|--------|
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HOW TO APPLY FOR FREE SCHOOL MEALS

Complete all parts of this form and take it to the child's school. We will check your entitlement to Free School meals via a secure government website. If your details are not found on the secure website then we will ask you to provide paper based evidence to the school for verification. Please allow up to 5 working days for your application to be processed.

If you have not completed the form correctly your claim may be delayed and you will be charged for each meal taken.

If you are asked to provide paper evidence the following will be accepted as proof:

- a letter from the benefits agency or job centre dated within the last eight weeks
- your most recent form TC602 Tax Credit Award Notice from HM Revenue and Customs showing your tax credit award
- Pension Credit MI000 Award notice showing how your pension credit has been worked out
- Universal Credit either UC Statement - Full Service letter or UC Entitlement letter – Live Service
- a letter from the Home Office with the claimant and their dependants listed confirming asylum status.

PARENT OR GUARDIAN PRIVACY NOTICE

The information given on this form will be used to see if you are eligible to claim free school meals. We may also let you know about other Council services or ask for your views about Council activities.

The personal information you provide will be held securely and will only be shared for planning or providing a service, seeking your views or auditing Council activities. Anonymous statistical information may be passed to other organisations for planning and monitoring services.

We must cooperate with the prevention and detection of crime that may result in information about you being passed to others.

The data controller for Plymouth City Council is the Corporate Information Manager, who can be contacted about the use of your personal information by emailing information.governance@plymouth.gov.uk

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| School use only Signed: Date: | School stamp here | LA office use only Checked by: FSM |
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