

## APPLICATION FOR FREE SCHOOL MEALS

**Please note: children of parents receiving Working Tax Credits are not eligible for free school meals.**

**How to fill in the form** – Is it important that you read the following notes before you fill in the form. If you require further information please contact Mr Hart at JCoSS.

### 1. Details of Parent(s):

- This section should be completed by the parent who is claiming the benefits or is an asylum seeker;
- or by an adult with whom the child(ren) lived and for whom the adult is financially responsible and receiving child benefit, if that adult is also receiving the relevant benefits or the child is an asylum seeker.
- State your date of birth
- State your address (place where you live)
- State the daytime telephone number at which you can be conveniently contacted
- State the email address at which we can contact you in case of an emergency
- State your National Insurance Number – This is key to your application process.

### 2. Details of Children:

- Only enter details of children who meet the following conditions:
  - (i) Are financially dependent upon you as parent/carer who receive Income Support, Income-based Job Seekers Allowance or Child Tax Credit, with a family income no more than £16,190 pa;
  - (ii) Are under 19 years of age;
  - (iii) Are living with you at the same address;
  - (iv) Are attending this school full time.

### 3. Documents Required:

- a) If you are on Income Support or Pension Credits:
  - You must submit your current Income Support Order Book to the school before free schools meals can be granted.
  - If you do not have an Order Book you will need to submit the letter you received from the Benefit Agency confirming you are entitled to Income Support or Pension credits. Photocopies of this letter will not be accepted.
  - If you no longer have this letter, please contact the Benefit Agency to request a new letter to confirm you are receiving income support.
- b) If you are receiving Income Based Job Seekers Allowance (IBJSA):
  - You must submit information from the Benefit Agency confirming entitlement to IBJSA or the school will give you a letter for the Benefit Agency to stamp when you next sign on.

- c) If you are receiving Child Tax Credit and your annual assessed income is no more than £16,190 and you do not receive Working Tax Credit:
- You must submit your current Tax Credit Award Notice (TC602) issued by the Inland Revenue.

If you qualify under a, b, or c you may also be asked for your child benefit book or notification of entitlement to child benefit on behalf of all the children who would receive free school meals.

If you are in any doubt which benefit you are receiving please contact your local Benefit Office.

- d) If you are an asylum seeker being supported by a local council or NASS:

- You must show the school a letter from the local council or NASS confirming this.

**4. Declaration:**

- \* It is important that you understand and sign this section.

