

APPLICATION FOR FREE SCHOOL MEALS

Benefit Reference Number: _____

Please read the Guidance notes overleaf before completing the form

SECTION A: APPLICANT DETAILS	
Title: Mr / Mrs / Miss / Ms	Surname: _____ Forename: _____
Address: _____ _____	
Postcode: _____ Telephone Number: (incl STD code) _____	
National Insurance Number: _____	
Date of Birth: _____	
Have you previously applied for Free School Meals? YES / NO	
Are any of your other children receiving Free School Meals? YES / NO	

SECTION B: CHILD DETAILS (please complete LEGAL surname if the child is referred to by another name)				
Surname	Forename	Gender	Date of Birth	Name and Address of School

SECTION C: ADDITIONAL HELP	
I would like to also like to apply for the following (circle where applicable):	
Help with my Rent Costs: YES / NO	Help with my Council Tax Costs: YES / NO

SECTION D: DECLARATION	
<input checked="" type="checkbox"/> I declare that the information provided on this sheet is correct. <input checked="" type="checkbox"/> I understand that knowingly giving false information may lead to legal proceedings. <input checked="" type="checkbox"/> I will tell you immediately of any change in my circumstances that may affect my claim for Free School Meals. <input checked="" type="checkbox"/> I agree to inform you straight away of any change in my contact details. <input checked="" type="checkbox"/> I understand that you will use the information I have provided to process my claim for Free School Meals and may contact other sources as allowed by law to verify my details. <input checked="" type="checkbox"/> I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to 'additional' benefits.	
Signature of Applicant: _____	Date: _____

FOR SCHOOL USE ONLY	
Has this claim been approved for TEMPORARY AWARD by the LA? YES / NO	Date Received: _____
Name of School Signatory: _____	Signature: _____

FOR OFFICE USE ONLY	
ECS checked by: _____	Free School Meals awarded? YES / NO

GUIDANCE NOTES

1: Free School Meals can only be awarded if you or your partner is in receipt of one of the following qualifying benefits:

- a) Income Support or Income Based Job Seekers Allowance
- b) Income-related Employment and Support Allowance
- c) Pension Guarantee Credit
- d) Child Tax Credit, where Working Tax Credit is **NOT** in payment **AND** your annual income does not exceed £16,190 (as determined by HM Revenues & Customs)
- e) Working Tax Credit 'Run On' (A 4 week payment when your employment has ceased or your working hours reduce below 16)
- f) Support under Part VI of the Immigration & Asylum Act 1999

2: If you have completed **SECTION A** overleaf in full, you will only be required to submit evidence of entitlement in the event that your eligibility cannot be confirmed. We will contact you further if necessary.

3: Eligibility of entitlement to Free School Meals is reviewed on a regular basis. If continued entitlement cannot be confirmed, up to date evidence will be requested before your continued entitlement is granted.

4: Free School Meals will only be awarded on receipt of a completed, approved application form and will commence from that date. Please note: **Applications cannot be backdated.**

5: You only need to complete one application form for all your children, even if they attend different schools within Herefordshire Council's jurisdiction.

6: Applications can only be made for children attending a school within Herefordshire local authority. If your child(ren) attends a school in a different authority, your application for Free School Meals should be made to that authority, even if you reside within Herefordshire.

7: It is important that you notify us immediately of any changes to your circumstances as this could affect your entitlement to Free School Meals.

8: Please send your completed application to one of the following:

- Revenues and Benefits Services, Herefordshire Council, P.O Box 224, Hereford, HR1 2XW
- Your Child's School
- One of our Customer Services Info Offices located at:

Garrick House	-	Hereford
Cruxwell Street	-	Bromyard
Swan House	-	Ross on Wye
64 Bridge Street	-	Kington
St Katherines	-	Ledbury
11 Corn Square	-	Leominster

This document is available in a variety of other formats if required.

If you have any questions or require assistance in completing this form, please contact us on 01432 260333.