

## APPLICATION FOR FREE SCHOOL MEALS

Benefit Reference Number: \_\_\_\_\_

Please read the Guidance notes overleaf before completing the form

SECTION A: APPLICANT DETAILS (Please DO NOT enter any child(ren) details in Section A)	
Title: Mr / Mrs / Miss / Ms	Surname: _____ Forename: _____
Address: _____	
Postcode: _____ Telephone Number: (incl STD code) _____	
Relationship to Child(ren): _____	
National Insurance Number: _____	
Date of Birth: _____	
Have you previously applied for Free School Meals? <span style="float: right;">YES / NO</span>	
Are any of your other children receiving Free School Meals? <span style="float: right;">YES / NO</span>	

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: <span style="float: right;">YES / NO</span>	Help with my Council Tax Costs: <span style="float: right;">YES / NO</span>

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 a Verbal Award by the LA? <span style="float: right;">YES / NO</span>	Date Received: _____
Name of School Signatory: _____	Signature: _____

FOR OFFICE USE ONLY	
ECS checked by: _____	Free School Meals awarded? <span style="float: right;">YES / NO</span>

## **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) Universal Credit if **NET** earnings do not exceed £7,400
- e) 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)
- f) Working Tax Credit 'Run On' (A 4 week payment when your employment has ceased or your working hours reduce below 16)
- g) 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 if you receive Universal Credit (UC) or in the event that your eligibility cannot be confirmed. Please provide your latest UC award notice with your application as this will speed up the processing of your claim. We will contact you separately if we require further information with reference to any other income.

**3:** Due to Government changes, if you are entitled to free school meals after 1<sup>st</sup> April 2018, you will receive the free meals until at least March 2022 irrelevant of your circumstances. You **MUST** notify us if your child(ren) changes schools in this period in order to ensure our records are accurate.

**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.

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

- Revenues and Benefits Services, Herefordshire Council, Plough Lane, Hereford. HR4 0LE
- You can scan and email your completed application to [revsandbenssupport@herefordshire.gov.uk](mailto:revsandbenssupport@herefordshire.gov.uk) (please ensure the application is signed)
- Your Child(ren)'s School
- One of our Customer Services Offices – Locations and opening times can be found online [www.herefordshire.gov.uk/customerservices](http://www.herefordshire.gov.uk/customerservices)

**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.**