



# APPLICATION FOR FREE SCHOOL MEALS

(with effect from Sept 2009)

**To be completed by the person claiming the qualifying benefit and returned to:**

Access to Education (0-16) Team, Children and Young People's Directorate, Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester. GL1 2TP or hand it in to your child's school.

- Free school meals will be granted only to children whose parents/guardians are in receipt of either Income Support, Income-Based Jobseekers Allowance (JSA), Support under part VI of the Immigration & Asylum act 1999, Child Tax Credit, provided you are **not** entitled to Working Tax Credit and have an annual household income (as assessed by the Her Majesty's Revenue and Customs) that **does not** exceed £16,040 or the Guarantee element of State Pension Credit. Employment and Support Allowance, (Income-Related). Where you are entitled to Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your children are entitled to Free school Meals.

**A) Your Full Name:** (Mr./Mrs./Ms./Miss) .....

Date of Birth.....

Relationship to child(ren).....

Full Address: .....

..... Postcode: ..... Tel. No (inc. code): .....

Email: .....

Please state your National Insurance Number: 

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*(this must be completed)*

**B) Please enter the details of each dependent child living at the above address for whom you are applying:**

Surname	First Name	Date of Birth	School Attended

**C) CONFIRMATION OF BENEFIT must be attached (please see over for those that qualify). Without this we cannot assess your claim or confirm entitlement. Please tick box below to show which proof you are providing:**

- Income Support    Income-Based JSA    Child Tax Credit (not Working Tax)    Guaranteed Pension Credit  
 Employment & Support Allowance    Asylum Seeker Support-**Please provide NASS ref. Number**    /    /

**D) Declaration:**

I certify that the information given is correct to the best of my knowledge and belief.  
 I accept that it is my responsibility to ensure that my entitlement is continuous and will inform the Benefits Team **directly** of any changes in circumstances, such as: address, benefit, school, claimant etc.

I understand that I need to renew my claim every six months but if my benefit stops before this time, I have to contact the Benefits Team immediately and pay for any meals taken.

I attach recent copies (dated within the last four months) of the required qualifying benefit documents (*see over for acceptable forms of proof*) and have supplied my National Insurance Number.

I agree that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by the laws to verify my initial and ongoing entitlement.

I understand that the results of any free school lunch eligibility check may also be used to assess my entitlement to receive any additional benefits.

Your signature: ..... Date: .....  
*(Parent/Guardian)*

FOR OFFICE USE ONLY						
IS	IBJSA	NASS	CTC	GPC	ESA	Approved by:
Proof / BS dated:						FSM start:
Recpt / Date Rec'd:						Letter sent:
DCSF Entitled:		Initials:	Date:			



**It is important that you read the following notes before you fill in the application form**

### 1) Who qualifies?

To claim Free School Meals you must currently receive one of the following benefits:

- Income Support,
- Income-Based Jobseekers Allowance,
- Support under part VI of the Immigration & Asylum Act 1999,
- Child Tax Credit, provided you are **not** entitled to Working Tax Credit and have an annual household income (as assessed by Her Majesty's Revenue and Customs) that **does not** exceed £16,040
- The Guarantee element of State Pension Credit
- Employment and Support Allowance, (Income related )
- Where you are entitled to Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your children are entitled to Free school Meals.

Your child must also be in full-time education in a state school from 'rising five' age onwards, including sixth form pupils at school. If your child attends a further education or tertiary college, you will need to contact the college directly.

If you wish to make a claim, please complete the form on the back of this letter and return it to the address shown on the top of the form, together with a recent letter or document confirming that you are in receipt of one of the above benefits. We cannot guarantee to return an original document and therefore ask that you provide photocopies instead if possible. Please ensure that any proof you send in has details of your name, address & National Insurance Number on it. If it is more convenient, you can visit this office at Shire Hall, Westgate Street, Gloucester, between 8.45am and 5.00pm, Monday to Friday, with documentation and ask to see a member of staff from the Access to Education 0-16 Team.

### 2) Proof of benefit

Without confirmation of your benefit, it will not be possible to process your application. **All proof must be dated within the last four months and be for one of the following:**

**Income Support (IS)** – a copy of your letter from Jobcentre Plus that clearly states that you receive Income Support.

**Jobseekers Allowance (JSAIB)** – a copy of your letter from Jobcentre Plus that clearly states that you receive **Income-Based** Jobseekers Allowance.

**Support for Asylum Seekers (AS)** – a copy of your letter from the Home Office that confirms you receive support provided under part VI of the Immigration & Asylum Act 1999.

**Child Tax Credit (CTC)** – you must provide a copy of your tax credit award notice (form TC602) for the current financial year. This must show that you do not receive Working Tax Credit and that your annual income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,040.

**Guaranteed Pension Credit (GPC)** – a copy of your M1000 Pension Credit Award Notice from the Department for Work and Pensions, which clearly shows that you are in receipt of the Guarantee element of State Pension Credit.

**Employment & Support Allowance (ESA)** – a copy of your letter confirming you are in receipt of this benefit.

### 3) Maintaining your entitlement

If your application is successful the entitlement will start from when we receive your form, claims are not backdated. Your claim will need to be renewed every six months. A review form will be sent to you automatically so it is important that you inform us of any changes in your address. It is up to you to ensure your claim remains continuous.

**If you are not sure what is required as proof of benefit or have any questions, please contact the Access to Education (0-16) Team on Tel: (01452) 425434, Fax: (01452) 425399 or email [schadmit@gloucestershire.gov.uk](mailto:schadmit@gloucestershire.gov.uk) and they will be happy to advise you.** Please see our leaflet 'who is eligible?' for frequently asked questions and answers.

