

Children's Services  
**Application for Free School Meals**



(Please read the notes overleaf before completing this form).

Full name of applicant: \_\_\_\_\_

Address: .....

.....

..... Post Code: .....

Telephone Number: .....

Relationship to pupils: .....

.....

National Insurance Number

\_\_\_ / \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_

Claimants Date of Birth .....

Please list **all children** of school age in the household

Full Name of child	Date of birth	Current schools attended	(official use)

**I am in receipt of (please tick the relevant box):**

Income Support

Employment and Support Allowance – Income Related (ESA(IR))

Income based Job seekers Allowance

Guarantee element of State Pension Credit

Support under part vi of the Immigration and Asylum Act 1999

Child Tax Credit (but not Working Tax Credit) **and** have an income below the threshold

**Warning:**  
 To give false information may result in prosecution under the Theft Act 1968. We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations which handle public funds.

**Declaration:** To the best of my knowledge the information I have given is true and complete. I authorise the Local Authority to check the information if they so wish. I will notify the Local Authority immediately if my circumstances change or my entitlement to the above benefit ceases. I further declare that I am currently in receipt of the benefit for the dependent children shown on this form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Department for Work and Pensions / Jobcentre Plus use only**  
 I can confirm that this applicant is currently in receipt of the benefit indicated. (please stamp and initial below).

Stamp

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use**  
 Evidence of entitlement

Sighted by: \_\_\_\_\_

Job Title: \_\_\_\_\_

Authorised: \_\_\_\_\_

## Notes

1. Please complete the application form in CAPITAL LETTERS. If you are having any difficulty in completing the application form please contact our officers at the address shown in note 8.
2. All children/young people of school age should be entered on the application form regardless of whether or not they wish to receive Free School Meals. New applications are not required where children/young people change schools.
3. If you are in receipt of the following you **are** eligible to receive free school meals for your children:
  - Income Support
  - Employment and Support Allowance – Income Related (ESA(IR))
  - Income Based Jobseeker’s Allowance
  - The Guarantee element of State Pension Credit
  - Support under part VI of the immigration and Asylum Act 1999.
  - Child Tax Credit, but NOT working Tax Credit AND have an annual income below a specific threshold (as at 6th April 2010 this is £16,190).

Young people who receive Income Support or Income Based Job seekers allowance in their own right are also entitled to receive Free School Meals whilst in full time education and, at school.
4. If you are in receipt of the following you **ARE NOT** eligible to receive Free School Meals.
  - Working Tax Credit
  - Contribution based Jobseekers Allowance
  - Council Tax Benefit
  - Incapacity Benefit
  - Foster Allowance
  - Employment and Support Allowance – Contributory Allowance (ESA (C))
5. Children aged below the statutory school age, but attending Nursery Schools/Nursery Classes are only entitled to Free School Meals if they receive education both before and after the lunch break.
6. Young people attending colleges should make enquiries with college staff regarding eligibility for Free Meals.
7. If your circumstances change and you cease to be entitled to free school meals you have a duty to inform the Local Authority. Failure to do so will result in you being invoiced for any meals your children people receive for which they were not entitled.
8. Upon completion this form should be returned to the following address:

**Children’s Services,  
Sandhill Centre,  
Grindon Lane,  
Sunderland SR3 4EN**

**Tel: 0191 561 1417  
Fax: 0191 553 5690**

## Verification of Eligibility

We will attempt to verify your eligibility with the relevant agency (Dept. of Work and Pensions/Her Majesty’s Revenue and Customs).

Where eligibility is confirmed the school will be informed.

Where eligibility cannot be confirmed we will contact you by letter as you may be able to provide further evidence of eligibility.

Where this is your first application you may wish to provide documentary evidence of eligibility as this will shorten the approval process.

This application form can be made available in large print, Braille, audio or other languages. Please contact the Awards and Administration Team for details. **Tel 0191 561 1417**