

FREE SCHOOL MEALS APPLICATION FORM



Please complete in block capitals

Benefit Claimant's Name (Mr/Mrs/Miss/Ms)			
Benefit Claimant's Date of Birth (DOB)			
Benefit Claimant's NI Number			
Address			
		Postcode	
Email address			
Phone/mobile			

Pupil Surname	Pupil First Name	M/F	DOB	School attended

Please answer all of the following questions (see notes for guidance overleaf)

Please Circle

I am the parent/legal guardian of the child/children above and receive benefits for them	Yes	No
I receive Income Support or Income Based Job Seekers Allowance	Yes	No
I receive Income Related Employment and Support Allowance	Yes	No
I receive Child Tax Credit, my annual income is less than £16,190 and I don't receive Working Tax Credit *	Yes	No
I receive the Guarantee Element of State Pension Credit	Yes	No
I receive support under Part VI of the Immigration and Asylum Act 1999	Yes	No

*** If you are entitled to Working Tax Credit you will not qualify for Free School Meals (subject to Note 7 overleaf).**

Claimant's Consent to check eligibility for Free School Meals via the Department of Education Free School Meals Eligibility Checking Service (ECS)

I agree to Lancashire County Council checking my details with relevant government departments or other agencies to assess my initial and ongoing entitlement to free school meals, free travel to school and free school milk.

Signed

Authorised over the telephone? (tick)

Date

FOR OFFICIAL USE ONLY

Outcome	
Date	
Checked by	
Household ID	

**APPLICATION FOR FREE SCHOOL MEALS
NOTES FOR GUIDANCE**

If you receive:

1. Income Related Employment and Support Allowance
2. Income Support
3. Income Based Jobseeker's Allowance
4. Support under Part VI of the Immigration and Asylum Act 1999
5. Guarantee Element of State Pension Credit
6. Child Tax Credit (BUT NOT entitled to Working Tax Credit and your annual income does not exceed £16,190)
7. Working Tax Credit 'run on' – the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit
8. Universal Credit (sometime during 2013 this new benefit, if fully introduced by the Government, will also be a qualifying criteria for free school meals)

Then your children will be entitled to free school meals if they are attending maintained schools and academies and are under 16 years of age on 1st September in the school year. In addition, nursery aged pupils, attending maintained nurseries, who receive education before and after lunch will also qualify for free school meals if their parent/carer is receiving one of the above qualifying benefits.

Pupils over 16 attending special schools or school sixth forms will be entitled to free school meals if they, or their parents, receive the above benefits.

The County Council is now able to access the Government's benefits eligibility database which will enable an immediate check on your entitlement to free school meals without you needing to produce documentary evidence, provided you complete the declaration overleaf. Please be aware that it may take up to 15 working days for your eligibility for benefit to register on the database.

You do not need to complete an application form on an annual basis. Once your children have been awarded free school meals they will continue to receive them throughout their school career unless they cease to be entitled. **You must though advise the County Council immediately if your circumstances change and you are no longer entitled for free school meals for your children.**

CONTACT DETAILS FOR EDUCATION OFFICES

(The information below is correct as at 23 January 2014)

<p>NORTH AREA Lancaster, Wyre & The Fylde</p>	<p>Area Education Office White Cross Education Centre PO Box 606 Quarry Road Lancaster LA1 3SQ</p>	<p>Telephone (01524) 581207</p>
<p>SOUTH AREA Preston, South Ribble, West Lancashire & Chorley</p>	<p>Area Education Office Joint Divisional Offices East Cliff Preston PR1 3JT</p>	<p>Telephone: (01772) 531809</p>
<p>EAST AREA Burnley, Hyndburn / Ribble Valley, Pendle Rossendale</p>	<p>Area Education Office 44 Union Street Accrington BB5 1PL</p>	<p>Telephone: <i>If you live in ...</i> Ribble Valley (01254) 220715 Hyndburn (01254) 220714 Burnley (01254) 220708 Pendle (01254) 220710 Rossendale (01254) 220711</p>