



Schools' Personnel Service  
Specialist advice and support  
for schools and academies

## APPLICATION FORM for FREE SCHOOL MEALS - Schools' Personnel Service

**STEP 1: Please note - if you are receiving WORKING TAX CREDIT, YOU DO NOT QUALIFY for Free School Meals**

**STEP 2:** Your child/children who are attending a maintained school are entitled to receive meals free, **IF** you are in receipt of one of the following benefits.

Please tick which benefit you receive: -

- UNIVERSAL CREDIT with an annual net earned income of no more than £7,400
- INCOME SUPPORT
- INCOME-RELATED JOB SEEKS ALLOWANCE
- GUARANTEED ELEMENT OF PENSION CREDIT
- CHILD TAX CREDIT (without WORKING TAX CREDIT) AND annual income below £16.190
- INCOME RELATED EMPLOYMENT AND SUPPORT ALLOWANCE
- SUPPORT UNDER PART VI of the IMMIGRATION & ASYLUM ACT 1999

**STEP 3:** In **CAPITALS** please complete **ALL** details of the **BENEFIT APPLICANT** e.g. Parent:

<b>Title:</b> (Mr/Mrs/Miss/Ms)	<b>Forenames:</b>	<b>Surname:</b>
<b>Full Home Address:</b>		<b>Email Address:</b>
<b>Post Code:</b>	<b>Daytime contact number:</b>	<b>Date of birth:</b>
<b>National Insurance Number:</b>		<b>Relationship to pupil e.g. mother</b>

**STEP 4:** In **CAPITALS** please complete details for the child/children you wish to receive Free School Meals

Child's FORENAMES	SURNAME	Male/ Female	Date of Birth	SCHOOL Name and Address

<b>STEP 5: DECLARATION and SIGNATURE</b>	
<p>A. I wish my child/children to receive school meals free of charge while I am receiving one of qualifying benefits listed above.</p> <p>B. I will inform the SPS Free School Meals Service if there are any charges to my claim, i.e new claimant, different address, change in marital status (name), change of school or I cease to receive any of the above benefits.</p> <p>C. I confirm that the information that I have given is correct. I understand that the SPS Free School Meals Service will make enquiries on behalf of KCC to check the</p> <p>D. I agree that you will use the information I have provided to process my claim for Free School Meals and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.</p>	
<b>Signature of Benefit Applicant:</b>	<b>Date:</b>

**STEP 6: PLEASE NOTE:** The Authority reserves the right to review an award made at any time. Missing information on the form may lead to a delay in processing the claim, please complete in full.

<b>STEP 7:</b> Please Return the <b>FULLY COMPLETED</b> form to:
Free School Meals Service Schools' Personnel Service 30 Kings Hill Avenue, West Malling Kent ME19 4AE
Telephone contact: 03000 415123
Email contact: FreeSchoolMeals@kent.gov.uk