



## Somerset Application for Free School Meals

### How do I qualify?

Parents/carers who receive any of the following are entitled to free school meals:

- Income Support (IS)
- Employment Support Allowance (Income Related)
- Income-based Job Seekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999
- **Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190**

If you have recently become unemployed but are still receiving working Tax credits, you may be entitled to free school meals, please call us on 0845 345 9122 for advice.

### How do I apply?

1. Please complete the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school or send it direct to: **Core Data Team, CYPD, Somerset County Council, County Hall, 2<sup>nd</sup> floor B/C Link, The Crescent, Taunton, TA1 4DY** or e-mail it to [coredatateam@somerset.gov.uk](mailto:coredatateam@somerset.gov.uk).

**You do not need to send evidence with this application, if we need evidence at a later date we will contact you.**

### What happens next?

1. We will then enter your details an online system which will tell us if you are entitled or not.
2. We will then inform you of the outcome, usually within 5-10 working days.
3. If you are eligible you will then be advised how to instigate receiving free school meals.
4. If you are advised you are not eligible, but you believe you are, please contact us on 0845 345 9122 so we can discuss this with you, we may be able to undertake some additional checking, and we may need you to send us evidence that you receive a qualifying benefit in this circumstance.

### Important

Once we have your details on record we will do regular checks to confirm your continued entitlement.

In order to perform these checks we need up to date details. It is therefore essential for you to let us know of any changes of benefit and name or address of the person, in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to free school meals!

Somerset County Council has asked for your email address in order to exchange information with you in the most efficient and economical way possible. However, there are potential security implications in using email, as details in the email are stored and transmitted by the email provider. If you agree to exchange information by email Somerset County Council can not guarantee the security of the data transmitted and stored by the internet mail providers.

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### 1 Parents/Carers – details about you and your partner (those living at your address)

Surname (*)		Forename		Title	
Address					
Postcode		Date of birth (DD MM YYYY)			
National Insurance Number or National Asylum Support Service Ref No.					
Telephone. No: Home.  Mobile.			Email:		
Relationship to Child (ren):					
Partner details (living at the above address)					
Surname (*)		Forename		Title	
Date of birth (DD MM YYYY)					
National Insurance Number or National Asylum Support Service Ref No.					
Relationship to Child (ren):					

\* as used to claim any benefits

### 2 Children

Please complete the details of each dependant child living at the above address for whom you are applying

Legal Surname	Legal Forename	Date of Birth	Gender	School Attending – Or will be attending

### 3 Declaration of Claimant

I confirm that as far as I know the information given in this application is to the best of my knowledge and belief, correct and I will inform you of any changes. I agree that you will use the information I have provided to assess my claim now and in the future, and will contact other sources as allowed by law to verify my entitlement. I agree to Somerset County Council using my email address to process my personal data.

Signature .....Date.....