

# Application form free school meals

Please read the information over the page, complete the form and return to the address below:

## Section 1: Your details

Parent/Carer Full Name: \_\_\_\_\_ Title (Mr, Mrs, Ms, or Miss): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Your address and postcode: \_\_\_\_\_

Preferred Contact number: \_\_\_\_\_ National Insurance No./NASS No.

Please give the names of all the children who live with you who go to a school or school sixth form college.

Surname	First name	Date of birth	Name of school	For office use only

## Section 2: Declaration

I confirm that as far as I know the information I have given above is correct. I will tell you immediately if my circumstances change.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please post or hand this filled-in form to:

Free School Meals  
PO Box 228  
Municipal Buildings  
Church Road  
Stockton-on-Tees  
TS18 1XE.

I agree that you can use the information I provide to process my claim for free school meals and you will contact other sources as allowed by law, to confirm my initial, and on going entitlement.

I understand that the results of any eligibility check may also be used to assess my entitlement to receive benefits such as clothing grants and transport to school.

## For office use only

Assessed by: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Applicant sent decision letter on: \_\_\_\_\_

**Data Protection Act 1998** We will use the information you give on this form to process your application. We will hold it on computer, and it is protected by the Data Protection Act. We may also share your information with other services in the authority and any other local authorities.

# Information about eligibility for free school meals

If you receive any of the following support payments your child is entitled to receive free school meals, please complete the enclosed form and return to the address shown.

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999, or Child Tax Credit, as long as you are not entitled to Working Tax Credit and have a yearly income (as assessed by HM Revenue & Customs) that is not more than £16,190 (this amount will change in 2011)
- Income-related employment and support allowance
- Guarantee part of Pension Credit

Young people who receive Income Support or income based Jobseeker's Allowance in their own right are also entitled to receive free school meals.

It should be noted that children who receive "education suitable for children who have not attained compulsory school age" will still need to satisfy the additional requirement of "receiving education both before and after the lunch period", being eligible to receive free school meals.

**We will check your benefits using the free school meals checking service (ECS) provided by the Department for Education. If we can't find out about your benefits we will need to contact you before we can confirm your eligibility.**

**You must continue to pay for all your child's school meals until we receive proof that they are entitled to free school meals.**

If you have children in secondary school and qualify for free school meals you will be entitled to a school clothing grant, please contact (01642) 526606 for more details.

## Notes to help you

The following benefits do **not** entitle you to free school meals.

- |                                            |                       |                  |
|--------------------------------------------|-----------------------|------------------|
| 1 Contribution-based Jobseeker's Allowance | 3 Council Tax Benefit | 5 Pension Credit |
| 2 Working Tax Credit                       | 4 Incapacity Benefit  |                  |

## Contact Details

If you require further advice about free school meals please contact us:



01642 526606



freeschoolmeals@stockton.gov.uk



[www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions)



Municipal Buildings  
PO Box 228  
Church Road  
Stockton-on-Tees  
TS18 1XE

## Useful Numbers

### Citizens Advice Bureau

Bath Lane, Stockton  
Tel: 0844 4111 444

### Job Centre Plus

Helpline: 0845 600 1651

### Inland Revenue

Helpline: 0845 300 3900