

## **APPLICATION FOR FREE SCHOOL MEALS (Part 1)**

*(To be completed and signed by the person whose name appears on the benefit being used for proof of eligibility)*

### **FAMILY DETAILS**

<b>Claimant Surname/family name</b>	<b>First name</b>	<b>National Insurance Number</b>	<b>D.O.B</b>
<b>Partner's surname/family name</b>	<b>First name</b>	<b>National Insurance Number</b>	<b>D.O.B</b>
<b>Address</b>			
		<b>Post code</b>	
		<b>Telephone</b>	
<b>NAME OF PUPIL</b>	<b>DATE OF BIRTH</b>	<b>SCHOOL/COLLEGE</b>	

**Qualifying documentary evidence (see guidance notes) must accompany the completed form when submitted otherwise the claim will not be processed. Free meals will not be supplied without proof of eligibility**

Free school meals will be granted only to children whose parents/guardians are in receipt of:

- Child Tax Credit with an annual household income (as assessed by Her Majesty's Revenue and Customs) that does not exceed £16,040
- Income Support
- Income Based Job Seekers Allowance
- Asylum Seeker
- Guaranteed Pension Credit
- Income Related Employment Support Allowance

***If you, or your partner is in receipt of Working Tax credit you are not entitled to Free School Meals even if your annual income is below the current threshold of £16,040.***

### **PLEASE TICK THE TYPE OF QUALIFYING BENEFIT YOU RECEIVE**

- Income Support**  
Please supply all pages of the letter from DWP/jobcentreplus dated within the previous four months (including the first page with your name and address details on) or a Post Office Account statement dated within the last four months showing your Income Support Payments.
- Income Based Job Seekers Allowance**  
Please supply all pages of a letter showing the breakdown of jobseekers allowance dated within four months (to include the first page with your name and address details on and the page that states that your jobseekers allowance is **Income Based**)
- Child Tax Credit/Pension Credit (income less than £16,040)**  
Please supply all pages of your Inland Revenue tax credit award notice for the current financial year (TC602) (if you receive any element of Working Tax Credit you will not qualify) or all pages of your M1000 Pension Credit Award Notice (dated within the last four months) which clearly shows that you are in receipt of the Guaranteed Element of the State Pension Credit
- Income Related Employment Support Allowance**  
Please supply all pages of the letter from DWP/jobcentreplus dated within the previous for months (including the first page with your name and address details on)
- National Asylum Seekers Support Scheme**  
Please supply the most recent NASS letter confirming this entitlement

## **DECLARATION (Part 2)**

**I declare that the information I have given on this form is correct and complete to the best of my knowledge.**

**I understand that I must provide the relevant supporting evidence as listed.**

**I authorise Surrey County Council/VT Four S Ltd to make any necessary enquiries to verify the information on this form and to cross check the information I have given with the Benefits Agency/Tax Office/Job Centre to provide confirmation which may be requested by the school.**

**I understand that I am responsible for informing the School immediately if I stop receiving one of the qualifying benefits and that my child(ren) will not be entitled to receive free school meals.**

**I understand that if I give information that is incorrect or incomplete or fail to report any changes which might affect my entitlement to free school meals I may be asked to pay back the cost of the meals.**

**By signing this form I am confirming that I have read and fully understood the above declaration.**

**Signature**

**Date**

**If someone else has filled in this form for you.**

**This section must be completed if you have filled in the form for the claimant.**

I have filled in this form for the claimant. I confirm and that they fully understand each question and that the answers I have written down for them are correct.

**Your name**

**Your address**


**Your relationship to the person that you filled in the form for (e/g/ partner, brother, landlord, friend, advice worker, appointee)**

**The signature of the person who filled in the form**

**Date**