

APPLICATION FOR FREE SCHOOL MEALS

IMPORTANT NOTICE: From September 2014, all families with children in Reception, Year 1 and Year 2 classes will be entitled to free dinners at school. In order for your child's school to receive valuable funding for this process, please complete this application form and return to the school as soon as possible to enable them to register for the funding if applicable. For further information on ALL children's eligibility for Free School Meals, please see overleaf.

Housing Benefit Reference Number (if applicable): _____

Please complete all sections of this form using black ink and BLOCK CAPITALS

| SECTION A: APPLICANT DETAILS (Please do not enter any child(ren) details in Section A) | | | | | | | | | | | |
|--|--------------------------------|--|--|--|--|--|--|--|--|--|----------------------|
| Title: Mr / Mrs / Miss / Ms | Surname: _____ Forename: _____ | | | | | | | | | | |
| Address: _____ | | | | | | | | | | | |
| Postcode: _____ Telephone Number: (incl STD code) _____ | | | | | | | | | | | |
| Relationship to Child(ren): _____ | | | | | | | | | | | |
| National Insurance Number: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px; height: 15px;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table> | | | | | | | | | | | Date of Birth: _____ |
| | | | | | | | | | | | |
| Have you previously applied for Free School Meals? YES / NO | | | | | | | | | | | |
| Are any of your other children receiving Free School Meals? YES / NO | | | | | | | | | | | |

| SECTION B: CHILD DETAILS (please complete LEGAL surname if the child is referred to by another name) | | | | |
|--|----------|--------|---------------|----------------------------|
| Surname | Forename | Gender | Date of Birth | Name and Address of School |
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| SECTION C: IF YOUR CHILD ATTENDS A LOCAL AUTHORITY MAINTAINED NURSERY | |
|--|---|
| Please indicate which sessions they attend (circle morning and afternoon if applicable): | |
| Mon: AM, Tues: AM, Weds: AM, Thurs: AM, Fri: AM | Mon: PM, Tues: PM, Weds: PM, Thurs: PM, Fri: PM |

| SECTION D: DECLARATION (Please read before signing) | |
|---|--|
| ✓ | I declare that the information provided on this sheet is correct. |
| ✓ | I understand that knowingly giving false information may lead to legal proceedings. |
| ✓ | I will tell you immediately of any change in my circumstances that may affect my claim for Free School Meals. |
| ✓ | I agree to inform you straight away of any change in my contact details. |
| ✓ | I understand that you will use the information I have provided to process my claim for Free School Meals and may contact other sources as allowed by law to verify my details. |
| ✓ | I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to 'additional' benefits. |
| Signature of Applicant: _____ | Date: _____ |

| FOR SCHOOL USE ONLY | |
|---|----------------------|
| Has this claim been approved for a Verbal Award by the LA? YES / NO | Date Received: _____ |
| Name of School Signatory: _____ | Signature: _____ |

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|-----------------------|-------------------------------------|
| ECS checked by: _____ | Free School Meals awarded? YES / NO |

GUIDANCE NOTES

If your child is in Nursery:

All children who attend a Local Authority maintained nursery and receive education before and after lunch are entitled to Free School Meals if the eligible criteria below are met.

If your child is in Reception, Year 1 or Year 2:

All children in the above school year's are entitled to free school dinners from September 2014 and in order to ensure efficient administration of these meals at school, all parents are required to complete this application and return to the school as soon as possible. Once this application has been completed and returned, you do not need to take any further action.

If your child is in Year 3 or above:

1: Free School Meals can only be awarded if you or your partner is in receipt of one of the following qualifying benefits:

- a) Income Support or Income Based Job Seekers Allowance
- b) Income-related Employment and Support Allowance
- c) Pension Guarantee Credit
- d) Child Tax Credit, where Working Tax Credit is **NOT** in payment **AND** your annual income does not exceed £16,190 (as determined by HM Revenues & Customs)
- e) Working Tax Credit 'Run On' (A 4 week payment when your employment has ceased or your working hours reduce below 16)
- f) Support under Part VI of the Immigration & Asylum Act 1999
- g) Universal Credit

2: If you have completed **SECTION A** overleaf in full, you will only be required to submit evidence of entitlement in the event that your eligibility cannot be confirmed. We will contact you further if necessary.

3: Eligibility of entitlement to Free School Meals is reviewed on a regular basis. If continued entitlement cannot be confirmed, up to date evidence will be requested before your continued entitlement is granted.

4: Free School Meals will only be awarded on receipt of a completed, approved application form and will commence from that date. Please note: **Applications cannot be backdated.**

5: You only need to complete one application form for all your children, even if they attend different schools within Herefordshire Council's jurisdiction.

6: Applications can only be made for children attending a school within Herefordshire local authority. If your child(ren) attend a school in a different authority, your application for Free School Meals should be made to that authority, even if you reside within Herefordshire.

7: It is important that you notify us immediately of any changes to your circumstances as this could affect your entitlement to Free School Meals.

8: Please send your completed application to one of the following:

- Revenues and Benefits Services, Herefordshire Council, Plough Lane, Hereford. HR4 0LE – **You can also scan and email this completed application to us at benexsupport@herefordshire.gov.uk (please ensure it has been signed)**
- Your Child's School
- One of our Customer Services Info Offices located at:

| | | |
|------------------|---|-------------|
| Franklin House | - | Hereford |
| Cruxwell Street | - | Bromyard |
| Ross Library | - | Ross on Wye |
| 64 Bridge Street | - | Kington |
| St Katherines | - | Ledbury |
| 8 Buttercross | - | Leominster |