

## **FREE SCHOOL MEALS**

### **Am I entitled to Free School Meals**

You can claim Free School Meals if you are a parent, guardian or foster carer who has children in school full time and you get one of these benefits:

- **Income Support**
- **Income Based Job Seekers Allowance**
- **Employment Support Allowance - Income Related**
- **Guarantee Credit**
- **Working Tax Credit Run On**

If you get Child Tax Credit only (and not Working Tax Credit) and your Annual Taxable Income is £16,040 or less, you can also get free school meals.

If you are not sure what your taxable income is, please call **HRMC on 0845 300 3900**.

### **How to make a claim?**

If you are already getting help with your rent or council tax or recently applied, if you are getting free school meals for other children or if you are a registered Asylum Seeker, there are no forms to be completed by you. Leeds Revenues and Benefits Service will automatically award free school meals for any children you have declared, including any starting school, for the first time. They will let the school know in writing that each child is entitled.

If you are applying for the first time or if you are currently living with friends or relatives, you will need to fill in a claim form from Leeds Revenues and Benefits Service. Phone them on **0113 2224404** or visit any of their one-stop centres below:

**Aireborough** – Micklefield House, New Roadside, Rawdon

**City Centre** – 2 St George Street

**Otley** – 8 Boroughgate

**Pudsey** – Town Hall, Robin Lane

If you need help, staff at these centres can help you fill in your form. Once you have completed the form, either hand it in to staff at one of these offices or return it to the address below:

**Leeds Revenues and Benefits Service**  
**Selectapost 15**  
**2 Great George Street**  
**Leeds. LS1 2LE**

### **Contact the School**

When you get the letter informing you that you qualify, inform the secretary at school that you would like your child to start taking free school meals. They should already have the details and there is no need to tell anyone else.