

FREE SCHOOL MEALS

APPLICATION FORM



Please complete in block capitals

Benefits Claimants Name (Mr/Mrs/Miss/Ms)

Benefits Claimant's Date of Birth

Benefit Claimant's NI Number

Address

Postcode

E-mail address **Phone/Mobile**

Pupil Surname	Pupil First Name	M/F	D-o-B	School Attended

Please answer all of the following questions and read the notes:

Please Circle

I am the parent/legal guardian of the child/children above and receive benefits for them	Yes	No
I receive Income Support or Income Based Job Seekers Allowance	Yes	No
I receive Income Related Employment and Support Allowance	Yes	No
I receive Child Tax Credit, my annual income is less than £16,190 and I don't receive Working Tax Credit*	Yes	No
I receive the guarantee Element of State Pension Credit	Yes	No
I receive support under Part VI of the Immigration and Asylum Act 1999	Yes	No

* If you are entitled to Working Tax Credit you will not qualify for Free School Meals (subject to Note 7 overleaf).

Claimant's Consent to check eligibility for Free School Meals via the Department for Education Free School Meals Eligibility Checking Service (ECS)

I agree to Lancashire County Council checking my details with relevant government departments or other agencies to assess my initial and ongoing entitlement to free school meals, free travel to school and free school milk.

Signed

Authorised over the telephone (tick)?

Date

FOR OFFICIAL USE ONLY

Outcome	
Date	
Checked by	
Household ID	

**APPLICATION FOR FREE SCHOOL MEALS
NOTES FOR GUIDANCE**

If you receive:

1. Income Related Employment and Support Allowance
2. Income Support
3. Income Based Jobseeker's Allowance
4. Support Under Part VI of the Immigration and Asylum Act 1999
5. Guarantee Element of State Pension Credit
6. Child Tax Credit (**BUT NOT** entitled to Working Tax Credit and your annual income does not exceed £16,190)
7. Working Tax Credit 'run on' - the payment you receive for a further four weeks after you stop qualifying for Working tax Credit.

Then your children will be entitled to free school meals if they are attending state schools and are under 16 years of age on 1st September in the school year. In addition nursery aged pupils attending nursery before and after lunch will also qualify for free school meals if their parent/carer is receiving one of the above qualifying benefits.

Pupils over 16 attending special schools or school sixth forms will also be entitled to free school meals if they or their parents, receive the above benefits.

The County Council is now able to access the Governments benefits eligibility database which will enable an immediate check on your entitlement to free school meals without you needing to produce documentary evidence provided you complete the declaration overleaf. Please be aware that it may take up to 15 working days for your eligibility for benefit to register on the database.

You do not need to complete an application form on an annual basis. Once your children have been awarded free school meals they will continue to receive them throughout their school career unless they cease to be entitled.

ADDRESS OF EDUCATION OFFICES

(The information below is correct as at 1 May 2012)

**(NORTH AREA)
LANCASTER
WYRE
FYLDE**

Education Offices, PO Box 606
White Cross Education Centre
Quarry Road
Lancaster
LA1 3SQ
Tel: Lancaster (01524) 581207

**(SOUTH AREA)
PRESTON
SOUTH RIBBLE
WEST LANCASHIRE
CHORLEY**

Area Education Office
Joint Divisional Offices
East Cliff
Preston
PR1 3JT
Tel: (01772) 531821

**(EAST AREA)
BURNLEY
HYNDBURN/RIBBLEVALLEY
PENDLE
ROSSENDALE**

Area Education Office
The Globe Centre
1 Globe Way
Accrington
BB5 0FQ
Tel: Accrington (01254) 220711