

FREE SCHOOL MEALS / UNIVERSAL INFANT FREE SCHOOL MEALS - APPLICATION FORM

Before completing this application form, please read the following notes.

1. If you receive any of these benefits then you may be entitled to Free School Meals:
 - Universal Credit provided they have an annual net earned income not exceeding £7,400 (616.67 per month)
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under Part 6 of the Immigration and Asylum Act 1999
 - The guarantee element of Pension Credit
 - Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC
 - Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax
2. You MUST provide all the information we have requested so that we can undertake a benefit check against the relevant benefit departments. Please list all of your children on this form, even if they attend different schools. If we cannot confirm your entitlement through this process we will contact you to provide paper proof of the benefit you receive.
3. If your child/ren are eligible to a free school meal they have the option of not taking this up but every valid claim will assist your child/ren's school as it enables them to access the governments pupil premium fund.
4. We will send written notification to you and your child/ren's school with the date the provision starts. The date of entitlement starts when we receive a valid application and the eligibility is confirmed. Your claim cannot be backdated and will be reviewed on a regular basis. We will not notify you on any applications made for Key stage 1 pupils qualifying under the Universal Infant Free School Meal provision. This detail will be held at the school.
5. Your child/ren will continue to receive Free School Meals until the end of the Universal Credit rollout period. This will apply even if your earnings rise above the new threshold or if you stop being entitled to Universal Credit. The rollout period is currently scheduled to end in March 2022. Once Universal Credit is fully rolled out, your child will keep their free school meal until the end of their current phase of education i.e. primary or secondary.

If you have any questions take a look at our website at www.worcestershire.gov.uk click on the Free School Meals section under the Apply heading; or contact us on 01905 845280 or email:

Freeschoolmeals@worcschildrenfirst.org.uk

When completed please return this form by either handing into your child's school or sending it to Free School Meals Team, Worcestershire Children First, County Hall, Spetchley Road, Worcester, WR5 2NP.

	Your Details	Your Partners Details
Title		
First Name		
Surname**		
Date of Birth**		
National Insurance Number**		
National Asylum Support Service Number		
Relationship to Child (Parent/ Guardian)		
Telephone Number		
Email		
Address		
Postcode		

**A benefit check cannot be carried out without these details

Which benefit do you receive? (Please tick box below)			
Income Support	<input type="checkbox"/>	Guaranteed Element of State Pension Credit	<input type="checkbox"/>
Job Seekers Allowance – Income related	<input type="checkbox"/>	Universal Credit with an annual net earned income of no more than £7,400	<input type="checkbox"/>
Employment and support allowance – Income related	<input type="checkbox"/>	Support under Part VI of the Immigration & Asylum Act 1999	<input type="checkbox"/>
Child Tax Credit (without Working Tax Credit) and an annual income below £16,190			<input type="checkbox"/>

Details of all the children who you receive Child Benefit for that attend School in Worcestershire			
Surname	First Name	Date of Birth	School

I certify that the information given is correct, and I will notify you immediately of any changes in my personal or benefit details. I understand that you will use the information I have provided to process my claim for Free School Meals, and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.

I understand the detail provided and results of the Free School Meal eligibility check are confidential so will be held securely and the check can be used by other Worcestershire County Council departments and schools to assess my entitlement to receive other services.

Signature of Applicant.....Date.....



For office use only

Checked by	Award Date From	Award Date To