



APPLICATION FOR FREE SCHOOL MEALS

Please complete and return to your school, together with an original proof of the relevant support payment(s) (your proof must be the official documentation that is sent from the Agency).

The relevant support payments are:-

- (1) Income Support/Employment Support Allowance (IR) (ESA(IR))
- (2) Income Based Job Seekers Allowance
- (3) Support under the Immigration & Asylum Act 1999
- (4) Child Tax Credit ((1) provided that Working Tax Credit is not included (2) and that the “annual income for Tax Credit purposes” is within the guidelines set for the financial year)
- (5) The ‘Guarantee’ element of State Pension Credit

Parent/Guardian details:		
Surname	Title	First Names
Address & Postcode		Date of Birth

Please give details of each child, including the school they attend

Full Name	Date of Birth	Address	Name of School

Which benefit are you in receipt of:

	/	Dated From	Dated to	NI/Reference No
Income Support/ESA (IR)				
Job Seekers				
Immigration & Asylum Act				
Child Tax Credit with “the annual income for tax credit purposes” is within this year’s threshold figure (No Working Tax Credit – if unsure pass to school for Assessment)				
‘Guarantee’ element of State Pension Credit				

I declare that the particulars stated on this form are correct and that I am in receipt of one of the relevant support payments for free school lunches. I agree that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial, and ongoing entitlement. I undertake to notify the school immediately I cease to receive or have any changes to the relevant support payment (please note that you will be required to meet the cost of any free meals provided after the date you cease to receive entitlement).

Signature.....Date.....

FOR OFFICE USE ONLY I have checked the free school meal hub/I have viewed the original Award Notice/Letter

Name.....Date.....

..... of children entitled to free school meals. Period of entitlement from.....to.....

ELIGIBILITY FOR FREE SCHOOL MEALS

To colleagues responsible for performing free school meal eligibility checks.

The threshold figure which forms part of the tax credit free school meal eligibility category is £16,190.

Pupils whose parents/carers receive the following support payments are entitled to free school meals (assuming the parent does not receive Working Tax Credit).

Under the current criteria, children who receive, or whose parents receive one or more of the following support payments are entitled to receive free school meals and eligible for two year old funding.

- Income-based and contribution-based Jobseekers Allowance or ESA on an equal basis
- Income Support
- Income Based Jobseekers Allowance
- Income-related employment and support allowance
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.
- Universal Credit

Backdating

Claims for free school meals can only be backdated to the date that the application form is submitted to the school by the parent.