



## 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) Universal Credit with an annual net earned income of no more than £7,400
- (2) Income Support
- (3) Income-based Jobseeker's Allowance
- (4) Income-related Employment and Support Allowance
- (5) Support under Part 6 of the Immigration and Asylum Act 1999
- (6) The guarantee element of Pension Credit
- (7) Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- (8) Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

**Parent/Guardian details:**

<b>Surname</b>	<b>Title</b>	<b>First Names</b>
<b>Address &amp; Postcode</b>		<b>Date of Birth</b>

**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				
Jobseeker's Allowance				
Working Tax Credit run-on				
Immigration & Asylum Act				
Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190				
Universal Credit				
'Guarantee' element of Pension Credit				
Income-related Employment and Support Allowance				

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 Jobseeker's Allowance
- Income Support
- Income-related Employment and Support Allowance
- Child Tax Credit, (with no Working Tax Credit) with an annual income, of no more than £16,190
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Support under part 6 of the Immigration and Asylum Act 1999
- Universal Credit with an annual net earned income of no more than £7,400

### **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.