



Free School Meals Section  
Children & Young Peoples Services  
PO Box 758  
Civic Centre  
Glebe Street  
Stoke-on-Trent.  
ST4 1RU

Tel: 01782 236813  
Fax: 01782 236819  
Minicom: 01782 232331 (for the hearing impaired)  
Please ask for Free School Meals

**Director: Dr Sharon Menghini**

Dear Parent/Guardian

### FREE SCHOOL MEALS APPLICATION

If you get Income Support, or income-based Job Seekers Allowance, or the Guarantee element of Pension Credit, or income-related Employment Support Allowance, or if you get Child Tax Credit (but do not get Working Tax Credit) and have an annual income (as assessed by Her Majesty's Revenue and Customs) of £16,190 or less, or you are being supported the National Asylum Support Service as an asylum seeker your child(ren) are eligible for free school meals. To apply, please complete Part A overleaf.

**You will need to provide proof of eligibility in one of the following ways:**

1. by providing a copy of a recent letter (less than three months old) from the Department of Works & Pensions Office or the Jobcentre Plus confirming the type of benefit received (please send the entire letter). If you do not have a recent letter you can get one by calling 0845 6088673 for Income Support or income-based Jobseekers' Allowance or income-based Employment Support Allowance or 0845 6060265 if you get the guarantee element of Pension Credit.
2. by getting part B of the application form stamped by your local Jobcentreplus office; call them first to see if you need an appointment.
3. by providing a photocopy of **all pages** of your most recent TC602 Tax Credit Award Notice
4. by providing a Home Office letter proving you are supported by NASS

PLEASE NOTE: If you are entitled because you receive Income Support, income-based Jobseekers' Allowance, income-based Employment Support Allowance, or the guarantee element of Pension Credit, please use method 1 or 2 above. If you cannot get evidence, call us on 01782 236813 for advice.

Your completed application form and evidence should be given to the school, or post it to C&YPS, Free School Meals Section, Floor 2, PO Box 758, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1RU.

Written confirmation of free school meals will be sent as soon as possible. You must tell us if you stop receiving benefits or your benefits change, if you change your address, or your child(ren) change schools.

If you have any queries, please telephone Free School Meals Section on 01782 236813.

Yours faithfully

*Gill Baughen and Mike Turner*

Mrs G Baughen & Mr M Turner  
Education Benefits Officers  
Free School Meal Section