

# APPLICATION/RENEWAL FOR FREE SCHOOL MEALS

Schools

**PART A – To be completed and signed by the person who receives the qualifying benefit**

Title	First Name	Last Name	Date of birth											
Address:														
Post Code:		Telephone No:												
National Insurance No.								NASS Reference No.						

### CHILDREN YOU ARE CLAIMING FOR

First Name	Last Name	M/F	Date of Birth	School Attending	Relationship To claimant

**DECLARATION OF ENTITLEMENT – Please read carefully before signing.**

I wish to claim Free School Meals for the above child(ren). I currently receive Child Tax Credit and **do not** receive Working Tax credit and my annual income is less than £16,190, or I receive Income Support or income-based Job Seekers Allowance or income-related Employment Support Allowance **or** the Guarantee element of Pension Credit, **or** I am supported by NASS as an asylum seeker. I agree to tell the Education Authority as well as the school if I stop claiming these benefits or if there are any other changes in my circumstances (including my address). I agree that you will use the information I have provided to process my claim for free school lunches and you may contact other sources as allowed by law to verify my initial and ongoing entitlement.

**Signature of Claimant:** \_\_\_\_\_ **Date:**     /     /

**PART B – To be completed and stamped by the Job Centre Plus Office only (if no proof of benefits is available)**

It is confirmed that the person shown in Part A is in receipt of: (please tick)		<b>Official Stamp</b>
Income Support or Guarantee element of Pension Credit	<input type="checkbox"/>	
Income-based Job Seekers Allowance or income-related ESA	<input type="checkbox"/>	
Signed: _____		
Official Position: _____		
Date: _____		

**PART C – To be completed by the School**

**Evidence of eligibility (please send copies with this form and tick box) Is this claim: (please tick)**

**Confirmation letter from Jobcentre/DWP**

**A New Claim**

**Child Tax Credit Award Notice (TC602) all pages**

**A Renewal**

**Part B stamped and ticked by the Jobcentre Plus  
Home Office Papers showing NASS support**

**Change of School**

**FSM Start Date** \_\_\_\_\_

**Have other schools in part A been Contacted? (if applicable)**    **Yes**    **No**

**Signed** \_\_\_\_\_

**School Name** \_\_\_\_\_

**PART D – To be completed by the LA**

**Authorised**

**Review Date**

**Date of cancellation**