

Application Form Free school meals

1 Your name and address:

Mr/Mrs/Miss/Ms Initial(s): _____ Surname: _____

 Address: _____

Post Code: _____ Telephone: _____

Email: _____ Relationship to Child(ren): _____

2 Details about you and your partner (those living at the above address):

Mr/Mrs/ Miss/Ms	Full legal name (First and Surname)	Date of Birth	National Insurance Number									

3 Details about all the children for whom you receive Child Benefit that attend a School or Sixth form College in Devon:

Forenames(s)	M/F	Surname	Date of Birth	Name of School attended	New School? Yes / No	If Yes - start date:

4 Which benefit do you receive? (Please tick box below)

If you receive one of these benefits then you will be entitled to free school meals.

Income support		Child tax credit (without working tax credit) and an annual income below £16,040	
Income based job seekers allowance		Employment and support allowance (income related)	
Guaranteed element of pension credit		Support under part VI of the immigration & asylum act 1999	

Please note: Contributions Based Jobseeker's Allowance, Working Tax Credit and Invalidity Benefit do not qualify; also being in receipt of Child Tax Credit and Working Tax Credit does not qualify.

5 Declaration

**I confirm that as far as I know the information I have given above is correct.
I will tell you immediately if my details above or circumstances change.**

Your signature: _____ Date: _____

I wish for Devon County Council to be able to assess my claim in future via a secure computer link with the Department of Children, Schools and Families. I agree that Devon County Council can use the information I have provided to process my claim for free school lunches and can contact other sources as allowed by law to verify my initial, and continuing, entitlement.

Please post to: Admissions team, One Capital Court, Sowton, Exeter EX2 7FW **Or return to the school**

Important

You no longer need to reapply; once we have your details on record we will do regular checks to see whether you are still entitled.

In order to perform these checks we need up to date details. It is therefore essential for you to let us know of any changes of benefit and name or address of the person, in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to free school meals!

How do I qualify?

Parents/carers who receive any of the following are entitled to free school meals:

- Income Support (IS)
- Employment Support Allowance (Income Related)
- Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,040;
- Income-based Job Seekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999

If you have recently become unemployed but are still receiving working Tax credits, you may be entitled to free school meals, please call us on **0845 155 1019** for advice.

How do I apply?

1. Fill out the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school or send it to: **Admissions team, One Capital Court, Bittern Road, Sowton, Exeter EX2 7FW.**
3. We will then enter your details into the online system and it will tell us if you are entitled or not.
4. We will then send you a letter with our decision, usually within 5-10 working days.
5. If it states **Authorised**: you need to do nothing, we will inform the school and your child will be able to receive free school meals shortly after.
6. If it states **Not Authorised**: If you still believe you are entitled, please call **0845 155 1019** for advice, we may need you to send us evidence that you receive a qualifying benefit in this circumstance.

You do not need to send evidence with this application, if we need evidence at a later date we will contact you.