

APPLICATION FORM- FREE SCHOOL MEALS / UNIVERSAL INFANT FREE SCHOOL MEALS

Before completing this application form, **please read the following notes:**

1. If you receive any of these benefits then you may be entitled to Free School Meals:
 - **Income Support**
 - **Job Seekers Allowance - Income Based**
 - **Employment and Support Allowance – Income Related**
 - **Support under part VI of the Immigration and Asylum Act 1999**
 - **Guarantee element of State Pension Credit**
 - **Universal Credit (Paper proof will be required)**
 - **Child Tax Credit, provided you are not entitled to Working Tax Credit ** and have an annual income that does not exceed **£16,190****
** Note: From 1 May 2009, children are eligible for Free School Meals for a four week period immediately after the parent/carer becomes unemployed, or reduces their hours to less than 16 hours a week, but is still in receipt of Working Tax Credit.
2. You **MUST** provide all the information we have requested so that we can undertake a benefit check against the relevant benefit departments. **Please list all of your children on this form, even if they attend different schools.** The information obtained will then be used to assess the eligibility for Free School Meals provision. If we cannot confirm your entitlement through this process we will communicate further to ascertain if you have more evidence for the benefit/s you receive.
3. If your child/ren are eligible to a free school meal they have the option of not taking this up but **every valid claim will assist your child/ren's school** as it enables them to access the governments pupil premium fund.
4. We will send written notification to both you and your child/ren's school whether or not your child/ren are entitled to a Free School Meal and the date the provision starts. The date of entitlement starts when we receive a valid application and the eligibility is confirmed. **Your claim cannot be backdated** and will be reviewed on a regular basis. We will not notify you on any applications made for Key stage 1 pupils qualifying under the Universal Infant Free School Meal provision. This detail will be held at the school.
5. Your child/ren will receive Free School Meals whilst you are in receipt of one or more of the qualifying benefits listed above. If your benefit stops, or your Tax Credit is reassessed, you must inform us immediately. You may be required to repay the cost of any meals received from the date your benefit ceased or is reassessed.
6. Whilst your child/ren are eligible for Free School Meals, **you must tell us of any changes in your circumstances as this may affect your entitlement.**

If you have any questions take a look at our website at www.worcestershire.gov.uk click on the Free School Meals section under the Apply heading; contact us on 01905 678154 / 678200 or you can email us at primefreeschoolmeals@babcockinternational.com

When completed please return this form by either handing into your child's school or sending it to Babcock Prime, Prime House, Unit 1, Woodbury Lane, Norton, Worcester. WR5 2PT.

	YOUR DETAILS				YOUR PARTNERS DETAILS			
Title (please circle)	Mr	Mrs	Ms	Miss	Mr	Mrs	Ms	Miss
First Name								
** Surname								
** Date of Birth								
** National Insurance Number								
Relationship to child (Parent/Guardian)								
Address								
	Postcode							
Telephone Number(s)								

** A BENEFIT CHECK CANNOT BE CARRIED OUT WITHOUT THESE DETAILS

Current circumstances (Please tick box below)			
Joint Family Income Under £16,190	<input type="checkbox"/>	Over £16,190	<input type="checkbox"/>
Recently lost your job and receiving the 4 week run on of Working Tax Credit	<input type="checkbox"/>		
Currently in receipt of Working Tax Credit	<input type="checkbox"/>		
Not in receipt of benefits but would like to apply for the Universal Infant Free School Meal for my child in Key Stage 1 - Note: If this box is ticked only the school will retain this form for their use.	<input type="checkbox"/>		

Which benefit do you receive? (Please tick box below)			
Income Support	<input type="checkbox"/>	Guaranteed Element of State Pension Credit	<input type="checkbox"/>
Job Seekers Allowance – Income related	<input type="checkbox"/>	Universal Credit	<input type="checkbox"/>
Employment and support allowance – Income related	<input type="checkbox"/>	Support under Part VI of the Immigration & Asylum Act 1999	<input type="checkbox"/>
Child Tax Credit (without Working Tax Credit) and an annual income below £16,190	<input type="checkbox"/>		

Details about all the children who you receive Child Benefit for that attend a school in Worcestershire			
SURNAME	FIRST NAME	DATE OF BIRTH	PRESENT SCHOOL

I certify that the information given is correct, and I will notify you immediately of any changes in my personal or benefit details. I agree that you will use the information I have provided to process my claim for Free School Meals, and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.

I understand the detail provided and results of the Free School Meal eligibility check are confidential so will be held securely and the check can be used by other Worcestershire County Council and Babcock Prime departments to assess my entitlement to receive other services.

Signature of Applicant.....Date.....

FOR OFFICE USE ONLY

CHECKED BY	AWARD DATES	
	From	To