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# This item is also available in Welsh/ Mae’r eitem hon ar gael yn Gymraeg hefyd

# **Application for Free School Meals**

To be completed by the parent/legal guardian for the child/ren for whom free school meals is/are being claimed. NB. Free school meals are granted only to those applicants who are in receipt of:

* Income support
* Jobseekers allowance (income based)
* Employment support allowance (income related)
* Universal Credit (provided your household has an annualised net earned income of no more than £7,400)
* Support under part VI of the Immigration and Asylum Act 1999
* Minimum Income Guarantee element of State Pension Credit
* Child Tax Credit only (where household income does not exceed £16,190 pa)
* Working Tax Credit ‘run on’ – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

**Please note:** Working Tax Credits does not qualify, even if received in addition to the above benefits

\*Also see completion notes overleaf\*

\*\* Up to date proof of benefits required in all cases \*\*

## **Section A**

**Please note:** This section must be completed by the person who is in receipt of benefits.

### **Parent/Guardian details: (please write in)**

Title: Mr/Mrs/Ms/Miss:

First Name:

Surname:

Date of birth:

Address:

Post code:

Telephone number:

e-mail:

National Insurance number:

Relationship to pupil(s):

### **Please tick which benefit applies to you:**

* Income support
* Child Tax credit only (where the household income does not exceed £16,190 pa
* Universal Credit (provided your household has an annualised net earned income of no more than £7,400)
* Income based jobseekers allowance
* Minimum income guarantee element of State Pension Credit
* Support under Part VI of the Immigration and Asylum Act 1999
* Income-related Employment Support Allowance
* Working Tax Credit (4 week run on)

**Note:** In accordance with current regulations Year 7 pupils in receipt of free meals are eligible for a school uniform grant

## **Section B**

**Please note:** This section is for the child/ren in full time attendance at school for whom you receive Child Benefit

### **Child one**

Name and surname:

Date of birth:

Name of school:

Does the child live with you?: Yes/No

### **Child two**

Name and surname:

Date of birth:

Name of school:

Does the child live with you?: Yes/No

### **Child three**

Name and surname:

Date of birth:

Name of school:

Does the child live with you?: Yes/No

### **Child four**

Name and surname:

Date of birth:

Name of school:

Does the child live with you?: Yes/No

### **Child 5**

Name and surname:

Date of birth:

Name of school:

Does the child live with you?: Yes/No

## **Section C**

**Please read the following statement carefully and sign the declaration**

This Authority is under duty to protect public funds and to this end may use the information you have provided for the protection and detection of fraud.

I declare that the information given is correct and I will notify the Authority immediately of any changes in my income and circumstances. You may check or verify some of this information with other sources both within the council i.e. Housing, Council Tax and Housing Benefits and with other outside agencies for example the Department for Work and Pensions, or Jobcentre Plus.

Signature of applicant:

Date:

## **Notes on completion**

Meals must be paid for at the school until confirmation of entitlement is given.

1. Section A must be completed by the applicant in receipt of benefits. The qualifying benefits are Income Support or Jobseekers Allowance (Income-Based) or Employment Support Allowance (Income-Related) or Support under part VI of the Immigration act 1999 or Guarantee Element of State Pension credits or Child Tax Credits only where household income does not exceed £16,190 p.a.

**Please note:** Working Tax Credit does not qualify, even if received in addition to the above benefits

1. Proof of benefit **must be sent** with the application. Example of proof can include:

A recent letter from the Benefits Agency confirming Income Support or JSA (IB)

These letters need to be dated within 6-8 weeks prior to date of application and have to clearly show what benefits are being received.

The enclosed Benefits Confirmation Form signed and dated by the Job centre.

A photocopy of all pages of your TC602 Tax credit award notice, dated within the current financial year.

A recent copy of bank statements which identifies what benefits are being paid in. If it does not state what benefits are being paid these will not be accepted.

**Please note:** If proof of benefits does not meet the above criteria the application will be returned to you, resulting in a delay of your application

**\*Do not send payment book or giro payment voucher by post\***

If you do not have any of the above, please contact your nearest department for Works and Pensions indicated below

Department for Works and Pensions

Crown Building,

Town Hall Square,

Llanelli

SA15 3TH

**Please return this form with proof to the address below:**

Revenue services (Free school meals)

Pembrokeshire County Council

County Hall

Haverfordwest

Pembrokeshire

SA61 1TP

Tel no: (01437) 764551 ext 6262