

**This form should only be completed if you are in receipt of the one of the qualifying benefits detailed on the back. Failure to provide the information requested below will delay your claim.** The information requested below will enable to us to confirm whether you are eligible for assistance through the automated checking system provided by the Department for Work and Pensions. We will not therefore require documents as proof of benefits unless we specifically ask you for them. Any original documents that are attached to forms will not be returned.

**A) Your Full Name:** (Mr./Mrs./Ms./Miss) .....

Date of Birth.....

Relationship to child(ren).....

Full Address: .....

Postcode..... Telephone number (inc. code):.....

Email: .....

Please state your National Insurance Number:     

.....

Please state your NASS Number: (*Asylum Seekers*) \_\_\_\_/\_\_\_\_/\_\_\_\_

**B) Please tick box below to indicate which benefit you are entitled to:**

Income Support       Income-Based JSA       Child Tax Credit (not Working Tax)

Guaranteed Pension Credit       Employment & Support Allowance (Income related)

Asylum Seeker Support

**C) Please enter the details of each dependent child living at the above address for whom you are requesting free school meals:**

Surname	First Name	Date of Birth	School Attended

**D) Declaration:**

I certify that the information given is correct to the best of my knowledge and belief. I accept that it is my responsibility to ensure that my entitlement is continuous and will inform the Transport and Benefits Team directly of any changes in circumstances, such as: address, benefit, school, claimant etc.

I understand that if I agree that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by the laws to verify my initial and ongoing entitlement.

I understand that the results of any free school lunch eligibility check may also be used to assess my entitlement to receive any additional benefits.

Your signature: ..... Date: .....

(*Parent/Guardian*)

**It is important that you read the following notes before you fill in the application form**

**1) Who qualifies?**

To claim free school meals you must currently receive one of the following benefits:

- Income Support,
- Income-Based Jobseekers Allowance (if you receive contribution-based jobseekers allowance you will not qualify.)
- Support under part VI of the Immigration & Asylum Act 1999,
- Child Tax Credit, provided you are **not** entitled to Working Tax Credit and have an annual household income (as assessed by Her Majesty's Revenue and Customs) that **does not** exceed £16,190
- The Guarantee element of State Pension Credit
- Income related Employment and Support Allowance
- Parents receiving Working Tax Credit for four weeks after their employment finishes are entitled to free school meals during that period. This also applies to parents who start working less than 16 hours per week

Your child must also be in full-time education in a state school from 'rising five' age onwards, including sixth form pupils at school. If your child attends a further education or tertiary college, you will need to contact the college directly.

If you wish to make a claim, please complete this form and return it to the Transport and Benefits Team at the address shown below. If it is more convenient you can visit this office at Shire Hall, Westgate Street, Gloucester, between 8.30am and 5.00pm from Monday to Friday and ask for the Transport and Benefits Team.

**2) Maintaining your entitlement**

If your application is successful the entitlement will start from when we received your form. Claims are not backdated. Your claim will be reviewed periodically and you will be notified if it is found that your entitlement to free school meals has ceased. Your child's school may request payment for any meals provided after that date. **It is therefore important that you notify this office immediately of any change of circumstances such as: address, benefit, school, claimant etc.**

**Please return the completed form to: Transport and Benefits Team, Children & Young People's Directorate, Shire Hall, Westgate Street, Gloucester GL1 2TP.**

Tel: (01452) 425434/425390, Fax: (01452) 425399 or email [pupilbenefits@gloucestershire.gov.uk](mailto:pupilbenefits@gloucestershire.gov.uk).

Information relating to free school meals and other assistance that may be available can be found on our website [www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk)

**DATA PROTECTION ACT:** This information is being collected to assess your entitlement to free school meals for your child/ren. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern regarding this, please contact the Transport & Benefits Manager at the address overleaf, or the telephone number, fax number or email address above.

FOR OFFICE USE ONLY	
	Approved by:
Proof / BS dated:	FSM start:
Recpt / Date Rec'd:	Letter sent:
DCSF Entitled:	Assessed by: <span style="float: right;">Date: / /</span>