



Free School Meals Section
Children & Young Peoples Services
PO Box 758
Civic Centre
Glebe Street
Stoke-on-Trent.
ST4 1RU

Tel: 01782 236813
Fax: 01782 236819
Minicom: 01782 232331 (for the hearing impaired)
Please ask for Free School Meals

Director: Dr Sharon Menghini

Dear Parent/Guardian

FREE SCHOOL MEALS APPLICATION

If you get Income Support, or income-based Job Seekers Allowance, or the Guarantee element of Pension Credit, or income-related Employment Support Allowance, or if you get Child Tax Credit (but do not get Working Tax Credit) and have an annual income (as assessed by Her Majesty's Revenue and Customs) of £16,190 or less, or you are being supported the National Asylum Support Service as an asylum seeker your child(ren) are eligible for free school meals. To apply, please complete Part A overleaf.

You will need to provide proof of eligibility in one of the following ways:

1. by providing a copy of a recent letter (less than three months old) from the Department of Works & Pensions Office or the Jobcentre Plus confirming the type of benefit received (please send the entire letter). If you do not have a recent letter you can get one by calling 0845 6088673 for Income Support or income-based Jobseekers' Allowance or income-based Employment Support Allowance or 0845 6060265 if you get the guarantee element of Pension Credit.
2. by getting part B of the application form stamped by your local Jobcentreplus office; call them first to see if you need an appointment.
3. by providing a photocopy of **all pages** of your most recent TC602 Tax Credit Award Notice
4. by providing a Home Office letter proving you are supported by NASS

PLEASE NOTE: If you are entitled because you receive Income Support, income-based Jobseekers' Allowance, income-based Employment Support Allowance, or the guarantee element of Pension Credit, please use method 1 or 2 above. If you cannot get evidence, call us on 01782 236813 for advice.

Your completed application form and evidence should be given to the school, or post it to C&YPS, Free School Meals Section, Floor 2, PO Box 758, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1RU.

Written confirmation of free school meals will be sent as soon as possible. You must tell us if you stop receiving benefits or your benefits change, if you change your address, or your child(ren) change schools.

If you have any queries, please telephone Free School Meals Section on 01782 236813.

Yours faithfully

Gill Baughen and Mike Turner

Mrs G Baughen & Mr M Turner
Education Benefits Officers
Free School Meal Section

APPLICATION/RENEWAL FOR FREE SCHOOL MEALS

FSM 1W

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)		<div style="border: 1px solid black; padding: 10px; min-height: 100px;">Official Stamp</div>
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	Change of School
Home Office Papers showing NASS support	
FSM Start Date _____	Have other schools in part A been Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed _____	Contacted? (if applicable)
School Name _____	

PART D – To be completed by the LA

Authorised	Review Date	Date of cancellation
------------	-------------	----------------------