



## Application for free school meals

Please complete this form in **BLOCK CAPITALS** and return it to your child(rens) school.  
Alternatively you can send this form to: Free School Meals, Children's Services Department,  
PO Box 4, County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1UE.

<b>Details of claimant</b>	<b>National Insurance No.</b>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Surname: .....		(Mr/Mrs/Miss/Ms)	<b>Date of birth</b> <input type="text"/>		
First name: .....		Relationship to child(ren):.....			
Address: .....					
.....					
.....Postcode:.....					
Telephone no: .....email address: .....					

Details of all children under your <b>parental responsibility</b> whom you wish to claim free school meals for:			
Legal surname	First name	Date of birth	School name

**I certify** that the information I have given is correct and **I consent** to the collection and use of my personal data to process my claim for free school meals. **I consent** to sharing my personal data with third parties as allowed by law to verify my entitlement. **I understand** that the results of any free school meal eligibility check may also be used to assess any entitlement to school transport.

You have the right to withdraw this consent at any time. If your personal details change, please help us to keep your information up-to-date by notifying us.

**Signed:** ..... **Date:** .....

### **Use of Personal Data**

*Personal information that you have provided will be stored on computer systems at the school/college and in the Children's Services Department at East Sussex County Council. Your details will be held until your child leaves compulsory education or school sixth form, whichever comes first.*

*You have the right to ask for a copy of the information we hold about you. If you wish to see a copy of the information we hold then please contact The Data Protection officer, East Sussex County Council, County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1UE. Further information about your rights in connection with your personal data can be found at [www.eastsussex.gov.uk/dataprotection](http://www.eastsussex.gov.uk/dataprotection)*

### **Fast track service**

We are now able to check entitlement to free meals via a secure government website. Meals can start as soon as your application has been verified. **(If confirmed by ECS school must stamp form)**

<b>For schools use only - Electronic checking service</b>	
Date	
ECS - by phone	
ECS - by email	

<p><b>School stamp</b></p>          <p><b>Verified by:</b></p>
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## Proof of benefit

If the electronic checking service has not been able to verify your application you can supply paper evidence as an alternative. Proof that you receive at least one of the following benefits will be required.

- **Universal Credit** (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- **Income Support**
- **Income-Based Jobseeker's Allowance**
- **Income-Related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The Guarantee element of Pension Credit**
- **Child Tax Credit** (provided you're not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- **Working Tax Credit run-on** – paid for four weeks after you stop qualifying Working Tax Credit

For further information please visit our website at [www.eastsussex.gov.uk/schoolmeals](http://www.eastsussex.gov.uk/schoolmeals)

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## Supplementary evidence

For school use only	School stamp
<p>I confirm that the information given is correct and the applicant has provided proof of one of the following eligible benefits. The proof is enclosed with this application.</p> <p><input type="checkbox"/> Universal Credit</p> <p><input type="checkbox"/> Income Support</p> <p><input type="checkbox"/> Income-Based Jobseeker's Allowance</p> <p><input type="checkbox"/> Income-Related Employment and Support Allowance</p> <p><input type="checkbox"/> Support under Part VI of the Immigration and Asylum Act</p> <p><input type="checkbox"/> The Guarantee element of Pension Credit</p> <p><input type="checkbox"/> Child Tax Credit</p> <p><input type="checkbox"/> Working Tax Credit run-on</p>	<p>Date: _____</p> <p>Initials: _____</p>

For schools use only	Date
Sibling schools informed	
Meals commenced/continued	
Sent to County Hall	