



**NEW APPLICATION**      **Application for free school meals (FM1)**

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. If you have any queries then you can phone us on 0300 3309472

<b>Details of claimant</b>	<b>National Insurance No.</b> <input style="width:40px;" type="text"/> <input style="width:40px;" type="text"/> <input style="width:20px;" type="text"/>
Surname: .....	(Mr/Mrs/Miss/Ms) <b>Date of birth</b> <input style="width:100px;" type="text"/>
First name(s): .....	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	Gender	Date of birth	School name	Part or full-time

**I certify** that the information given is correct and I will inform the **Free School Meals Section** of any change of address and any changes in my circumstances that may affect my claim, for example, change of benefit. I understand it is fraudulent to give false information. **I agree** that you will use the information I have provided to process my claim for free school meals and may contact other sources as allowed by the law to verify my entitlement. **I understand** that the results of any free school meal eligibility check may also be used to assess my entitlement to school transport.

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

**Data Protection Act**

*Personal information that you have provided will be used carefully and may be held on computer systems at the school/college and in the Children's Services Department. These uses of personal information are covered by registration under the data protection legislation. Under this legislation you have the right to obtain a copy of the information we hold about you.*

**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)**

❶ For schools use only - Electronic checking service	
Date	
ECS - by phone	
ECS - by email	

<p><b>School stamp</b></p>          <p><b>Verified by:</b></p>
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<p><b>Family Name:</b></p>	<p><b>Family Ref:</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.

- **Income Support.** You will need to provide a Jobcentre Plus letter dated within the last 8 weeks stating that you are in receipt of Income Support
- **Income-Based Jobseeker's Allowance.** You will need to provide a Jobcentre Plus letter dated within the last 8 weeks stating that you are in receipt of Income-Based Jobseeker's Allowance
- **Income-Related Employment and Support Allowance.** You will need to provide a Jobcentre Plus letter dated within the last 8 weeks stating that you are in receipt of Income-Related Employment and Support Allowance
- **Support under Part 6 of the Immigration and Asylum Act 1999.** You will need to provide a letter from NASS (National Asylum Support Service) to confirm you are receiving support. Please ensure your NASS number is on this letter
- **Guarantee element of State Pension Credit.** You will need to provide the current award notice. A pension book will not be accepted as proof of benefit
- **Child Tax Credit only,** provided your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190. **Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income.** If two people are on the same Tax Credits award (joint claim) then income levels and tax credit elements will be applicable to both claimants, including Working Tax Credit. You will need to provide your Tax Credit Award notice (TC602) for the current financial year 2014/15
- **Working Tax Credit run-on.** This is the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit. You will need to provide your most recent Tax Credit Award along with a letter from your most recent employer stating that employment has been terminated and what date it was terminated on
- **Universal Credit** (during the initial roll out)

## 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"/> <b>Income Support</b>  <input type="checkbox"/> <b>Job Seekers Allowance (income based)</b>  <input type="checkbox"/> <b>Employment and Support Allowance (income related)</b>  <input type="checkbox"/> <b>Child Tax Credit not exceeding the qualifying amount</b>  <input type="checkbox"/> <b>Pension Credit- guarantee element</b>  <input type="checkbox"/> <b>Financial support under the Immigration &amp; Asylum Act</b>  <input type="checkbox"/> <b>Universal Credit</b> </p>	<p>Date: _____</p> <p>Initials: _____</p>

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

Ⓢ For County Hall use only	
Processed by	
Date Processed	