

# Application Form for Free School Meals



**Important:** Please fill in **all** sections. This information is needed to check your eligibility for Free School Meals. Missing information may lead to delays in processing your application.

## 1 Details about the person in receipt of a qualifying benefit

Mr/Mrs/ Miss/Ms	Legal Surname	First Name	Date of birth	National Insurance Number Or NASS reference

## 2 Your address

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone number(s): \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to child(ren): \_\_\_\_\_

## 3 Details of all dependent children for whom you wish to claim Free School Meals

Legal Surname	First Name	Date of birth	School Name

## 4 Which benefit do you receive? (Please tick box below)

If you receive **any** of these benefits then you would be entitled to Free School Meals

<b>1.</b> Income Support	<input type="checkbox"/>	<b>5.</b> Support under Part VI of the Immigration & Asylum Act 1999	<input type="checkbox"/>
<b>2.</b> Income based Jobseeker's Allowance	<input type="checkbox"/>	<b>6.</b> Guaranteed Element of Pension Credit	<input type="checkbox"/>
<b>3.</b> Employment & Support Allowance (income related)	<input type="checkbox"/>	* <b>7.</b> 28 Day Working Tax Credit run on	<input type="checkbox"/>
<b>4.</b> Child Tax Credit (without Working Tax Credit) & an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190	<input type="checkbox"/>	* Please send evidence of benefit 7 with this application form	

## 5 Declaration: I confirm that as far as I know the information I have given above is correct. I will tell you immediately if my details above or circumstances change.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that Suffolk County Council will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by law to verify my initial, and continuing, entitlement.



**Post completed forms to your area office address shown on the final page of this application**

**Please note:**

**You do not need to send evidence of benefits with this application (except for 28 Day Working Tax Credit run on). If we need evidence at a later date we will contact you.**

**How do I qualify?**

If you receive **any** of these benefits then you will be entitled to Free School Meals:

- Income Support (IS)
- Employment and Support Allowance (income related)
- Child Tax Credit **without** Working Tax Credit and an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Income based Jobseeker's Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

If you have recently become unemployed or, now work less than 16 hours per week but are still receiving Working Tax Credits as a 28 day run on, you may be entitled to Free School Meals.

**How do I apply?**

1. Fill out the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school or send it to your area office address shown on the final page of this application.
3. We will enter your details onto the online system and it will tell us if you are entitled or not.
4. We will send you a letter with our decision.
5. If the online checking system confirms your entitlement we will inform the school and your children will be able to receive Free School Meals.
6. If the online checking system cannot confirm your entitlement and if you still believe that you are eligible, we will need you to send us evidence that you are in receipt of a qualifying benefit.

**Important**

**You no longer need to reapply. Once we have your details on record we will carry out regular checks to see if you are still entitled to Free School Meals for your children. If our checks have not been successful in confirming your entitlement we will contact you.**

**In order to perform these checks we need up to date details. It is therefore essential for you to tell us of any changes in benefit or names and addresses of the person in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to Free School Meals for your children.**

If you need any further assistance in completing the form please telephone your Local Area Office as shown on the map below and ask for Free School Meals.



Please check the town/village where you live on the map above and send your application to the office which deals with your area:

**Southern & Northern Area**  
Education Office, Free School Meals  
Constantine House  
5 Constantine Road  
Ipswich  
IP1 2DH

**Western Area**  
Education Office, Free School Meals  
West Suffolk House  
Western Way  
Bury St Edmunds  
IP33 3YU

**Telephone:**  
01473 260989

**Telephone:**  
01284 758883

Alternatively, you can hand your application in to our Service Centre:

**Customer Service Direct**  
Mid Suffolk District Council Offices  
131 High Street  
Needham Market  
IP6 8DL