

APPLICATION FOR FREE SCHOOL MEALS

- You must be in receipt of one of the benefits shown below to be eligible for Free School Meals for your child or children.
- Free meals are available to eligible children that **attend school within Wiltshire, on a full-time basis**. This includes nursery children (of compulsory school age) who attend school full-time and sixth form students (but NOT college or Further Education level students). If you live in Wiltshire, but your child attends schools in another Local Authority area (e.g. Somerset, Hampshire or Swindon), you should apply via that Local Authority.
- We are now able to check entitlement to free school meals via a secure government website, which links to your benefit providers. However, if the eligibility checking service (ECS) has not been able to verify your entitlement, we will then need to contact you to ask for evidence to show you are currently in receipt of one of the eligible benefits.
- We cannot backdate claims. The date of entitlement is the date that we confirm your eligibility, using the ECS or paperwork supplied, and successfully process your application.

I confirm that I am currently in receipt of one of the benefits below. Please tick the box to indicate which benefit you are currently in receipt of. **Without this information we cannot process your claim.**

<input type="checkbox"/>	Income Support
<input type="checkbox"/>	Income Related Employment and Support Allowance (NOT Contribution Based ESA)
<input type="checkbox"/>	Income Based Job Seekers Allowance (NOT Contribution Based JSA)
<input type="checkbox"/>	Child Tax Credit (but NOT getting Working Tax Credit) and combined annual, income as assessed by HMRC, is not above £16,190 (as at 6 April 2011)
<input type="checkbox"/>	Guarantee Element of Pension Credit
<input type="checkbox"/>	National Asylum Seekers Support (NASS)

If you currently receive Working Tax Credit you are not eligible to claim Free School Meals. However, if you become unemployed or reduce your weekly working hours below 16 you can claim free school meals for a 4 week period after employment ceases or when hours reduce.

YOUR DETAILS (Parent/Carer) please complete **all sections** as clearly as possible

Mr/Mrs/Miss/Ms									
Legal First Name									
Legal Surname*									
Address							Post Code		
Date of Birth*				Telephone Number					
				Mobile Number					
National Insurance Number or NASS Number* (this can be found on your benefit letter or tax credit notice)									

* We cannot process your application without these

Please complete details below for **ALL dependant children** that you wish to claim free school meals for (they may go to different Wiltshire schools).

Legal First Name	Legal Surname	Date of Birth	Male or Female	School Name	Your relationship to the child

I sign to certify that the information I have given is correct and I understand it is fraudulent to give false information.

I agree that you will use the information provided to assess my current and ongoing eligibility to claim Free School Meals. I understand this information may be shared with organisations you work with to provide services to me. I understand that my entitlement to Free School Meals will continue only for as long as I receive one of the qualifying benefits. I agree to inform the Free School Meals team **IMMEDIATELY** if my benefit or tax credit entitlement changes or if I change my name or address.

Signed.....Date.....

The completed form can be returned to your child's school. They will forward it to us on your behalf. If you prefer, you can send it direct to:

 Free School Meals, Research & Statistics Team, DCE, Wiltshire Council, County Hall, Trowbridge, Wiltshire BA14 8JN

 (Tel) 01225 713780

 (Fax) 01225 713812

 (Email) fsm@wiltshire.gov.uk

 (Web) www.wiltshire.gov.uk/freeschoolmeals

Office Use Only
From: _____ To: _____
Parent notified
School notified
Entered on system