Application for Free School Meals

Please post your application to: Benefits Services Division, Council House, Priory Road, Dudley DY1 1HF
Or take it to the Benefit Services Enquiry Counter at Dudley Council Plus, Castle Street, Dudley DY1 1LQ

Entitlement to Free School Meals could gain your school extra funding through the Pupil Premium

To claim Free School Meals you must be in receipt of one of the Qualifying Benefits listed overleaf.

MAIN BENEFIT CLAIMANTS DETAILS

Title (please tick) Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Last name

Date of birth

Partner's full name

Date of birth

Your current Address

Post Code **Telephone No**

Your National Insurance Number

Partners National Insurance Number

DETAILS OF DEPENDANT CHILDREN

Child's full name	Gender	Child's Date of Birth	Name of the school that the child attends	What is the child relationship to you	Do you receive Child Benefit for each child

Please answer **ALL** of the questions **AND** sign the declaration overleaf.

We use a secure Government website, which links to your benefit provider to check entitlement to Free School Meals.

Please confirm if we can check your entitlement **Yes** ☐ **No** ☐

If no, could you provide evidence to show you are in receipt of one of the benefits below.

Please tick the income that you receive:

A.	**Income Support.**	**Yes** ☐	**No** ☐
B.	**Jobseekers Allowance (income-based)**	**Yes** ☐	**No** ☐
C.	**Employment and Support Allowance (income-related)**	**Yes** ☐	**No** ☐
D.	**State Pension Credit (guaranteed element)**	**Yes** ☐	**No** ☐
E.	**Child Tax Credits (provided you're not also entitled to working Tax Credit and have an annual gross income of no more than £16,190)**	**Yes** ☐	**No** ☐
F.	**Working Tax Credit Run-on paid for 4 weeks after you stop Qualifying for Working Tax Credit**	**Yes** ☐	**No** ☐
G.	**I am an Asylum Seeker**	**Yes** ☐	**No** ☐
	NASS reference number	☐	

REMEMBER to tell us about any changes in your circumstances as soon as they occur. The type of changes that the Free School Meals team need to be told about are as follows:

- **You move to another address**
- **A child stops living with you**
- **A child leaves school**
- **You stop getting Income Support, Job Seekers Allowance (income based) or Employment & Support Allowance (income related)**
- **You stop getting Child Tax Credit**
- **You stop getting Pension Credit (guaranteed element)**
- **You or your partner jointly work 24 hours or more a week, with one of you working at least 16 hours or more**
- **You are a single parent and work 16 hours or more each week**
- **You start to receive Working Tax Credit**
- **Your annual gross income as assessed by HM Revenue & Customs, increases above £16,190**
- **If you start to receive Fostering Allowance**

YOU ARE ADVISED TO PROVIDE YOUR CHILD/CHILDREN WITH A MEAL UNTIL YOU HEAR THE OUTCOME OF YOUR FREE SCHOOL MEALS APPLICATION

Declaration and Authorisation

I declare that the information I have given on this form is correct and complete. I understand that if I give information that is incorrect or incomplete, you may take action against me. I understand that the Benefit Services Division of the Council may check the information on this form.

The information you provide will be used to help us deal with your claim. It may be shared with other Council Services and partner organisations to prevent and detect fraud, ensure that our records are accurate and to help us to identify services you may be entitled to or be interested in. Further information on how we use your data is available on the Council's website at this link **www.dudley.gov.uk.**

Contacting us:
By email: freeschoolmeals.benefits@dudley.gov.uk or by telephone: 01384 814988

YOUR SIGNATURE _____ **DATE**_____/_____/_____