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

Contacting us:
By email: freeschoolmeals.benefits@dudley.gov.uk or by telephone: 01384 81 4543

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.

- We do not process claims for **Bromley Pensnett, Castle High, High Arcal** or **Hillcrest School and Community College** – please contact these schools directly.

MAIN BENEFIT CLAIMANT 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

Partner's 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.

If your child/children has/have moved from another Local Authority, please complete the information below.

Previous Local Authority_____ Previous School Name/s_____

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 are 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.	**Universal Credit** (you must have less than £7,400 a year net earned income (after tax - and not including any benefits)	**Yes** ☐	**No** ☐
H.	**I am an Asylum Seeker**	**Yes** ☐	**No** ☐

NASS reference number ☐

FURTHER GUIDANCE

- Once your claim has been assessed, we will notify you of the outcome by post. If your claim is successful we will also inform your child/children's school(s).
- Children awarded free school meals will be awarded them, under current guidance, until at least March 2022. During this period you will not need to notify us of any changes in your income.
- However, please do notify us if you move address or your child stops living with you.
- If this claim is unsuccessful but your circumstances later change to meet the above criteria, please re-apply.
- This application is only valid for the child/children listed overleaf. If you meet the qualifying conditions listed above, a new application form will be required for the following circumstances:
  - For further children reaching school age (Reception)
  - If your child/children move to a Dudley MBC school from another Local Authority
  - For further children who join your household

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

Data Protection Statement – The information you provide on this form is subject to the provision of the Data Protection Law. The information will be held confidentially and will be retained for the purposes of processing your application and meeting our statutory obligations. 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 data protection information can be obtained from the Information Commissioner's website at www.ico.org.uk.

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 Free School Meals Team of the Council may check the information on this form.

Further information on how we use your data is available on the Council's website at this link **www.dudley.gov.uk**.

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