



Application for Free School Meals

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

Alternatively you can download an Application Form from www.dudley.gov.uk & email it to directly to: freeschoolmeals.benefits@dudley.gov.uk

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

To claim Free School Meals you must receive one of the Benefits listed overleaf *as well as* receiving Child Benefit for all children shown on this form.

APPLICANT'S DETAILS (PLEASE WRITE CLEARLY in Black ink)

Title (please tick) Mr Mrs Miss Ms Other

First name

Last name

Date of birth

Partner's full name

Your current address

Post Code

Telephone No

Your 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.

You do not have to provide evidence of your benefits. We use a secure government website, which links to your benefit providers to check entitlement to Free School Meals. However, if we are unable to verify your entitlement we may need to contact you to ask for evidence to show you are in receipt of one of the eligible benefits.

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 ONLY, with no entitlement to Working Tax Credit
Gross annual income £16,190 or less as assessed by
HM Revenue & Customs. Yes No
- F. 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 telephone: 01384 814988 by email: freeschoolmeals.benefits@dudley.gov.uk

YOUR SIGNATURE _____ DATE _____ / _____ / _____