Application for Free School Meals

Submit by email

Print form

Please fill in all sections so that your child's eligibility for Free School Meals **(or your eligibility if you are applying for yourself)** can be verified. You must indicate the benefit you are receiving. If you have any questions, please call the **Free School Meals Helpline on 01952 383983.**

1 Your name and address

Title | Initial(s) | Surname

Address

Postcode | email

Tel: | Mob: | Relationship to child(ren)

2 You and your partner (living at the address above)

Title	Forename and surname	Date of birth	National Insurance Number or NASS Number

3 Your children attending a school or sixth form for whom you are applying

Forename	Surname	Gender	Date of birth	School attended	Start date

4 Your benefits - please select the benefit you receive which entitles you to Free School Meals

- ☐ Income Support
- ☐ Employment and Support Allowance (income related)
- ☐ Guaranteed element of Pension Credit
- ☐ Income-based Jobseeker's Allowance
- ☐ Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual household income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- ☐ Support under Part VI, Immigration and Asylum Act 1999

5 Your 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 or circumstances change. I wish for Telford & Wrekin Council to be able to assess my claim in future by a secure computer link with the Department for Education. I authorise Telford & Wrekin Council to use my information to process my claim for Free School Meals and to contact other sources as allowed by law to verify my initial and continuing entitlement.

Your signature | Date

a co-operative council

Telford & Wrekin COUNCIL

Important
Helpline 01952 383983

You no longer need to reapply for Free School Meals. Once we have your details on record we will do regular checks to see whether you are still entitled. If however you have other children just starting school and wish to claim for them you must complete a new claim form with their details.

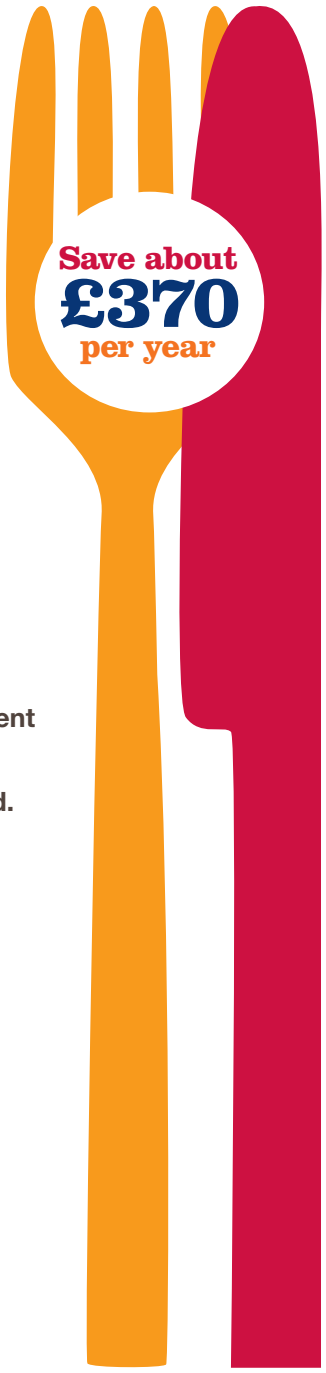
In order to perform these checks we need up to date details. It is therefore essential for you to let us know of any changes in benefits or names and addresses of the person in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to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

How do I qualify ?

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

- **Income support**
- **Employment and Support Allowance (income related)**
- **Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190**
- **Income based Jobseekers Allowance (IBJSA)**
- **Guaranteed Element of State Pension Credit**
- **Support under Part V1 of the Immigration and Asylum Act 1999**

If you have recently become unemployed but are still receiving Working Tax credits, you may be entitled to Free School Meals, please call 01952 383983 for advice.



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. If you have children who go to different schools, the form needs to go to just one of the schools.**
3. **We will enter your details onto the online system and this will tell us if you are entitled.**
4. **We will send you a letter with our decision, usually within 5-10 working days.**
5. **If it states Entitled we will inform the school and your child will be able to receive Free School meals**
6. **If it states Not Entitled if you still believe you are entitled please call 01952 383983 for advice. We may need you to send us evidence that you are in receipt of a qualifying benefit.**

You do not need to send evidence with this application, if we need evidence at a later date we will contact you.

You can submit your form online at www.telford.gov.uk/fsm
by email to freeschoolmeals@telford.gov.uk or you can post it to:
Revenues & Benefits Service, PO Box 249, Addenbrooke House, Telford TF3 4NT

For office use only

For school use		Date other schools (if any) informed	
Name of school		Signature of Head or Administrator	
Date free meals are given		Name of Head or Administrator	
Proof of Benefit attached		Date	