

## Application for Free School Meals

Applications can be made online via <https://www.cloudforedu.org.uk/ofsm/sims> if you are unable to do this, please complete this form and return it to reception and we will make the application on your behalf. Please complete the form fully and accurately as mistakes or omissions may delay the submission.

Part A

**Please provide the following information**

Full name of Claimant (the person in receipt of benefit):  Mr/ Mrs/ Miss/ Ms									
Address:									
Postcode:					Home telephone number:				
Mobile telephone number:									
Email Address:									
National Insurance Number:								Date of Birth: / /	
NASS Reference Number									

**Child for whom you are claiming:**

Surname	Other names	Date of birth	Relationship (mother/ father etc.)

**Declaration by Claimant**

I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial and ongoing entitlement.	
Signature:	Date:

### Data Security

Personal data provided on this form will be held on a computer and is therefore subject to the Data Protection Act 1998. It will only be used for the intended purpose of determining eligibility for FSM.

**Free School Meals will only commence once eligibility has been verified.**

## GUIDANCE NOTES FOR PARENTS AND GUARDIANS

### ELIGIBILITY FOR ENTITLEMENT

If you are in receipt of any of the following you will be entitled to Free School Meals for your child:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income Based Job Seekers Allowance
- Income related Employment Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service)
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you're **not also entitled to Working Tax Credit**) and have an annual income of no more than £16,190

*Note: If you are in receipt of Working Tax Credit during the four week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your child/children are entitled to free school meals*

### CONFIRMATION OF ELIGIBILITY

Your application may be checked using The Department for Education Free School Meals Eligibility Checking Service using the information you have provided in Part A of this form. The results will be a yes/no confirmation and your child's school will be informed of this.

### DOCUMENTARY EVIDENCE

You may be requested by the school to provide documentary proof of entitlement.

### CHANGE OF CIRCUMSTANCE

You must inform the school immediately of any change in your benefit entitlement.