



Directorate of Education and Children's Service
 School Meals Support Team
 Telephone: 0118 9374285
 Email: school.meals@reading.gov.uk
www.Reading.gov.uk

APPLICATION FOR FREE SCHOOL MEALS

Please complete this form *only if you are eligible under the categories listed overleaf* and your child attends a Reading School.

PART A

Please provide the following information (PRINT)

Full name of claimant:										(Mr/ Mrs/ Miss/ Ms)					
Address:															
Postcode:						Telephone:									
National Insurance Number:										Date of Birth:				/ /	
NASS Reference Number:															

Children for whom you are claiming

Surname	Other Names	M/F	Date of Birth	School Attended	Relationship to child
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		
			/ /		

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 on-going entitlement	
Signature:	Date:

DATA SECURITY

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

FREE MEALS CANNOT COMMENCE UNTIL THIS FORM IS COMPLETED, RETURNED AND AUTHORISED

PART B – to be completed by the School

Declaration by School not using ECS

I confirm that I have seen proof that the applicant is currently in receipt of Income Support; Income Based Job Seekers Allowance; Income Related Employment and Support Allowance, Child Tax Credit whose annual taxable income (as assessed by Inland Revenue) does not exceed £16,190 and are not in receipt of Working Tax Credit, or are in receipt of Guarantee element of State Pension Credit or Evidence of Asylum Seeker Status/ Parent/ Legal Carer status (copy attached)

Signature:	Name:	Position Held:	Date:
------------	-------	----------------	-------

Providing Evidence to support the claim if electronic checking not being used

Criteria	Documentary Evidence Accepted
Income Support or Income Based Job Seekers Allowance Or income Related Employment and Support Allowance:	<ul style="list-style-type: none"> A recent letter or bank statement, less than one year old confirming the applicant's entitlement to either Income Support or Income based Job Seekers allowance or Income Related Employment and Support Allowance. Letter and/ or statement must show the current name and address Bank statement must record the payment as 'DWP I/S' www.jobcentreplus.gov.uk
Child Tax Credit but not Working Tax Credit:	<ul style="list-style-type: none"> A copy of Tax Award Credit Notice (Form TC 602), Final Award Notice from the Inland Revenue that confirms the household's entitlement to Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's office Revenue and Customs) that does not exceed £16,190 <p>Note: within Working Tax Credit there is an element for child care, this element forms part of WTC and therefore precludes entitlement to claim FSM with the exception of where this is paid for the first four weeks of unemployment before transferring to other benefits. www.hmrc.gov.uk</p>
Guarantee Element of State Pension Credit:	<p>Pension Credit Award Credit Notice (M1000) from The Pensions Service, which is less than a year old and must clearly state the Guarantee Element. www.thepensionsservice.gov.uk</p>
Support under part VI of The immigration and Asylum Act 1999 AND Parent/ Legal Carer status	<p>You will need to confirm asylum seeker status and your legal responsibility for the child/ children. Acceptable forms of evidence are :</p> <ul style="list-style-type: none"> Home office documentation confirming Asylum seeker status and port of entry and/or Home office Reference number, OR If applicable, National Asylum Support Service (NASS) documentation including reference AND Evidence that you are the parent/ legal carer responsible for the child/ children you wish to claim Free School Meals for e.g. Home Office documentation/ NASS documentation/ IND Application Registration Cards www.asylumsupport.info/nass.htm www.opsi.gov.uk/ACTS/acts2002/20020041.htm

Confirmation of Eligibility

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

Change of Circumstance

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