

## Application for free school meals (FM1)

Please complete this form in BLOCK CAPITALS once you have read the notes overleaf to see what evidence you may need to provide before free school meals can be granted.

Once the form has been filled in, simply return it to one of the schools your child(ren) attends with proof of eligibility so they can authorise free school meals. Alternatively, you can send your application form c/o the Free Meals Team to the address given overleaf.

	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Details of claimant</b>		<b>National Insurance No.</b>	
Surname: .....		(Mr/Mrs/Miss/Ms) Date of birth	
First name(s): .....		Relationship to child(ren):.....	
Address:			
.....			
.....			
.....			
Postcode: .....		Telephone no: .....	
address:.....		.....email	
Is this your first application for free meals in East Sussex?    Yes    No			

Details of ALL dependent children for whom you wish to claim free school meals:					
Legal surname	First name	Female or Male	Date of birth	School name	Part or full-time


**To be completed by all claimants:**

I certify that the information given is correct and I will inform the **Free School Meals Section** of any changes in my circumstances that may affect my claim, for example, of change of government benefit. I understand it is fraudulent to give false information.

I **agree** that you will use the information I have provided to process my claim for free school meals and may contact other sources as allowed by the law to verify my initial, and ongoing, entitlement. I **understand** that the results of any free school meal eligibility check may also be used to assess my entitlement to school transport.

Signed: .....

Date:

**Fast track service**

We are now able to check entitlement to free meals via a secure government website. Meals can start as soon as your application has been verified.

School stamp	
<b>1 For schools use only - Electronic checking service</b>	
Date	
ECS - by phone	
ECS - by email	

Continued overleaf

**Proof of benefit**

If the electronic checking service has not been able to verify your application you can supply paper evidence as an alternative. Proof that you receive at least one of the following benefits will be required.

**Income Support/Job Seekers Allowance (income based)/Employment & Support Allowance (income related)**

If you receive Income Support, Job Seekers Allowance (income based) or Employment and Support Allowance (income related) you can have the section below completed and **stamped** by Job Centre Plus as proof of eligibility. As an alternative, you will need to show the school a letter **dated within the last three months** detailing current receipt of one of the these benefits.

<b>2 For Job Centre Plus staff only</b>
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I confirm that the information given is correct and the applicant receives the following qualifying benefit:

**Income Support**

**Job Seekers Allowance (income based)  
Employment and Support Allowance (income related)**

stamp

#### **Child Tax Credit (without Working Tax Credit)**

If you receive Child Tax Credit and your income does not exceed the qualifying amount. The qualifying amount changes each financial year. The threshold for 2010/2011 is £16,190. Please note that free school meals cannot be granted **if you receive any amount of Working Tax Credit**. You will need to show the school your original Tax Credit award notice (TC602) for the current tax year.

#### **Pension Credit – guarantee credit**

If you receive Pension Credit – guarantee credit. You will need to show the school your current award notice. A Pension Credit payment book cannot be accepted as proof of entitlement.

#### **Immigration and Asylum Act 1999**

If you receive financial support under Part 6 of the Immigration and Asylum Act 1999. You will need to provide the school with a letter from NASS (National Asylum Support Service) to confirm you are receiving support.

If you have any questions you can always get in touch with the Free School Meals Team at County Hall by calling 01273 481696 or 481388 or in writing to Free School Meals, Children's Services Department, PO Box 4, County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1SG.

#### **Data Protection Act**

*Personal information that you have provided will be used carefully and may be held on computer systems at the school/college and in the Children's Services Department. These uses of personal information are covered by registration under the data protection legislation. Under this legislation you have the right to obtain a copy of the information we hold about you.*

#### **Supplementary evidence**

Ⓢ For school use only

School stamp

I confirm that the information given is correct and the applicant receives the following qualifying benefit (tick appropriate box). I enclose paper evidence.

- Income Support**  
**Job Seekers Allowance (income based)**  
**Employment and Support Allowance (income related)**  
**Child Tax Credit not exceeding the qualifying amount**  
**Pension Credit- guarantee element**  
**Financial support under the Immigration & Asylum Act**

Date:  
 Initials:

<input checked="" type="checkbox"/> For Benefits Team use only	Date
New / restart (delete as necessary)	
<input checked="" type="checkbox"/> For schools use only	Date
Meals commenced/continued	
Sibling schools informed	
Input of data	
Meals commenced/continued	
Sent to Benefits Team	