

**DURHAM COUNTY COUNCIL
EDUCATION DEPARTMENT**

APPLICATION FOR FREE SCHOOL MEALS

If your family is getting **Income Support** or **Income Based Jobseekers Allowance** or **Guarantee element of State Pension Credit**, or if you are in receipt of **Child Tax Credit** and your annual family income does not exceed **£14,155**, your children under 19 and in full-time education may get a free school meal. The name of the person who gets the Income Support, Income Based Jobseekers Allowance, Guarantee element of State Pension Credit or Child Tax Credit is the name that should be used on this form.

1. You only need to fill in ONE form to claim for all the children in your care

2. Pupils complete the following details:

Claimant's Name: (Surname) (Forenames).....

Relationship to child(ren): (e.g. Father, Mother, Guardian)

Address:
.....

Postcode: **Telephone No:**

N.I. Number:

3. List ALL the children in your care in the box below who are at school:

Name	Boy/Girl	Date of Birth	School Attended

4. Sign below to declare that you have given the correct information and that you will tell the Authority as soon as any of your circumstances change; including if you are no longer in receipt of Income Support, Income Based Jobseekers Allowance, Guarantee element of State Pension Credit, Child Tax Credit (without Working Tax Credit) or, while in receipt of Child Tax Credit, your annual family income exceeds £14,155. It is your responsibility to confirm at the beginning of the school year that your circumstances enable you to continue to receive free school meals for your child(ren).

Signed: **Date:**

Details of your claim may be held on computer but will be regarded at all times as confidential. The school(s) and the County Council are registered with the Data Protection Registrar.

5. Please take this completed form along with your Income Support Book, Pension Credit M1000 Award Notice, the letter of award from the DSS that shows who is entitled to Income Support/Income Based Jobseekers Allowance or your Tax Credit Award Notice to the school of your youngest child, so that your children can receive free school meals. The details concerning children at other schools will be sent on by the school which receives this form.

FOR OFFICE USE ONLY	Start Date:	End Date:	Authorised at
Signed			Sch. No.

