



APPLICATION FOR FREE SCHOOL MEALS

You do not need to complete this form if you are getting or wish to claim Housing Benefit and/or Council Tax Reduction, you will be notified of your entitlement automatically.

If you are **not** receiving Housing Benefit/Council Tax Reduction please enclose your Child Benefit award letter showing your current address and the names of the children you wish to claim free school meals for.

You can claim Free School Meals if you receive one of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Income-Related Employment Support Allowance
- Child Tax Credit and income of less than £16,190 (but not if you are in work and receiving Working Tax Credit)
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration & Asylum Act 1999
- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)

If you are a child and receive Income Support, Income based Job Seekers Allowance, Income Related Employment and Support Allowance or Universal Credit for yourself you can apply for your own free school meals. Please complete this form and put your own details in all the sections.

THE PERSON RECEIVING THE QUALIFYING BENEFITS MUST COMPLETE THIS FORM:

Your details:

Title	Surname	First Name(s)	Date of Birth	National Insurance Number
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Your partner's details:

Title	Surname	First Name(s)	Date of Birth	National Insurance Number
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Current Address:

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Postcode.....

Day time telephone number

Mobile number.....

Email address

Give details of any changes of surname or address

PLEASE ENTER BELOW DETAILS OF SCHOOL AGE CHILDREN WHO LIVE WITH YOU

Surname	First Name	Date of birth	Relationship to you or your partner	School name	School Year (e.g. year 7)

PARENT/CARER DECLARATION:

Please read the declaration below. We will not be able to process your application without a signed declaration.

- I confirm that the information given on this form is complete and correct.
- I will inform you immediately if any of the details on the form change.
- **I will inform you immediately if my financial circumstances change.**
- 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. I understand that the results of any free school meals eligibility check may also be used to assess my entitlement to receive school transport if appropriate.
- **I understand that I will have to pay for the cost of the meals taken if I do not tell you about any change of circumstances and my child/ren receive free school meals that they were not entitled to.**

General Data Protection Regulations

The information that you give on this form will be used for the purpose of processing your application for free school meals. The Local Authority is under a duty to protect the public funds it handles and may use the information you have provided to prevent and detect fraud. We also share this information, for the same purpose, with other government departments that handle public funds.

Signature: **Date:**

When you have completed the form, sign it and bring it in with proof to one of our One Stop Shops or post the form to: Knowsley MBC, Benefits Section, Municipal Buildings, Archway Road, Huyton L36 9YU.

You can contact us by telephone on 0151 443 4042 if you need any advice.

You can also get this information in other formats. Please phone us on 0151 443 4031, or email customerservices@knowsley.gov.uk