

Application for **Free School Meals**

FSM1

Please complete in black ink.

Free School Meals are only available to those pupils whose parent/carers receives one of the benefits listed in the following table. Please indicate which benefit you receive:

Please tick one ✓	Qualifying Benefit
	Income Support
	Income Based Jobseeker's Allowance
	Guarantee element of State Pension Credit
	Child Tax Credit with an annual income, as assessed by the Inland Revenue that does not exceed £16,190.00 and NOT RECEIVING WORKING TAX CREDIT
	Support under Part VI of the Immigration & Asylum Act 1999
	Employment Support Allowance (Income Related) (ESA (IR))

NB: Please do not send original documents as they will not be returned. Children who attend Nursery Schools, Independent Schools or Colleges that provide specific Post -16 courses are not entitled to receive free school meals.

Section 1: Details of the Parent/Carer claiming one of the benefits listed above

Is this your first application?		Surname							
Title (Mr/Mrs/Miss/Ms)		First name/s							
National Insurance Number or NASS (Asylum Seekers) Number									
Date of Birth			D	D	M	M	Y	Y	Y
Address									
Postcode				Telephone number					
Relationship to children			Email address						

Section 2: Details of Children living with the Applicant

Full names of all children that live with you		Date of Birth	Name of school attended on a full time basis
First Name	Surname		

Section 3: Details of your husband/wife/partner if he or she lives with you.

Surname		First Name/s							
Relationship to children		Relationship to applicant							
National Insurance Number or NASS (Asylum Seekers) Number									
Date of Birth									

Wakefield Council now has a facility of checking benefit entitlements with the Department of Work and Pensions, HMRC (Revenue and Customs) and the Home Office. This means that you do not need to send proof of your income at this stage. However, we may request proof of your income if we are unable to establish your entitlement to free school meals through those departments.

If your circumstances change, i.e. your benefits cease or you start receiving Working Tax Credit, you must tell us immediately. If you do not tell us and your child/ren continue/s to receive free school meals whilst not entitled, you will be asked to pay for those meals provided free.

Section 4: Declaration to be signed by the Applicant

I agree that you will use the information I have provided to process my claim for free school lunches, and will 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 any possible entitlement to receive free travel to school. For further details please contact the Home to School Transport Team on 01924 305675 or 305643

I declare that the evidence given on this form is true, and I will tell you if my benefits stop or if I start receiving Working Tax Credit.

Signed

Date

DATA PROTECTION ACT 1998

The City of Wakefield Metropolitan District Council will use the information given on this form for the purpose of processing your application for free school meals. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information for the same purposes, with other organisations which handle public money.

Thank you for filling in this form. Please make sure you have completed all sections. If you need any help please ring us on 01924 305061 / 306784.

Please send the form to:

Wakefield Council
Family Services-FSM
Wakefield One
PO Box 700
Burton Street
Wakefield
WF1 2EB