

**Return address:**  
 Free School Meals  
 Premises and Planning  
 Children and Young People's Services  
 The Guildhall  
 Frankwell Quay  
 Shrewsbury. SY3 8HQ.



## APPLICATION FORM FOR FREE SCHOOL MEALS

Before completing this application form, **please read the following notes.**

1. Free School Meals can only be awarded if you or your partner are claiming either:
  - Income Support
  - Income Based Job Seekers Allowance
  - Employment Support Allowance (Income Related)
  - Guaranteed element of State Pension Credit
  - Child Tax Credit - (provided you are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,040 (as assessed by H.M. Revenue and Customs). From the 6 April 2010 the annual income increases to £16,190.
  - *Note: From 1 May 2009 where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment stops, or after they start to work less than 16 hours per week, their children will be entitled to free school meals.*
  - Support under Part V1 of the Immigration and Asylum Act 1999
2. You are required within this free school meal application form to give your name, date of birth and national insurance number. With this information we will check your free school meal eligibility on line. Once your details have been confirmed, your free meal award date will start from that day. If you wish to query your free meal start date, please contact the Free School Meals team on 01743 254331.
3. If your free meal eligibility details are not confirmed and you still wish to pursue your free meal application, you will be required to provide an up to date copy of your letter or award notice showing you are receiving one of the benefits mentioned above. If you are in any doubt, please contact the Free School Meals team on 01743 254331.
4. You only need to complete one application form for all of your children, even if they attend different schools.
5. **Whilst your child or children are receiving Free School Meals please let us know if:**
  - You change address
  - Your name changes or your child or children's legal name change
  - The person claiming benefit changes
  - The type of benefit you receive changes
6. **Your free school meal award will be reviewed and checked every 6 months.**

**WHEN COMPLETED PLEASE RETURN TO THE ADDRESS AT THE TOP OF THIS FORM  
 OR HAND IN TO YOUR CHILD or CHILDREN'S SCHOOL**



For further help or assistance in completing this application,  
 please contact:  
 Customer Services Centre Help Line  
 0345 678 9000

Fax: (01743) 254500  
 e-mail: [fsm@shropshire.gov.uk](mailto:fsm@shropshire.gov.uk)  
[www.shropshire.gov.uk](http://www.shropshire.gov.uk)

**Section A – (Applicant’s details)**

Full name of person claiming benefit:  
 (Mr/Mrs/Miss/Ms):.....

Date of Birth: .....

National Insurance Number (NI No.):                       

Address: .....

.....

Post Code: .....                      Contact Telephone Number: .....

Relationship to child or children eg. Parent/Carer: .....

**Section B – Dependent Children:** are those who you receive Child Benefit for, who live with you and are in full-time attendance at school. I wish to claim Free School Meals for the following:

Surname	First Name(s)	Date of Birth	Present School

**Please read and sign the Declaration below:**

I declare that I am in receipt of a qualifying benefit to receive Free School Meals and that the information given is true and correct. I understand that giving false information may lead to legal proceedings.

I acknowledge that the information I have given will be placed on a computer and will be used for the purpose of ascertaining my free school meal eligibility. By signing this form, I will be giving my consent to transfer information to other Agencies and Schools.

Signature of Applicant: .....                      Date: .....

**And finally, please check you have completed Sections A and B correctly and signed this form**