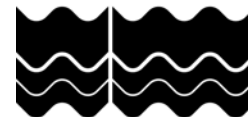


# NEW APPLICATION

# 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.

<b>Details of claimant</b>	<b>National Insurance No.</b> <input style="width:40px;" type="text"/> <input style="width:40px;" type="text"/> <input style="width:20px;" type="text"/>
Surname: .....	(Mr/Mrs/Miss/Ms) <b>Date of birth</b> <input style="width:100px;" type="text"/>
First name(s): .....	Relationship to child(ren):.....
Address: .....	
.....	
Postcode: ..... Telephone no: ..... email address:.....	
Is this your first application for free meals in East Sussex?    Yes <input type="checkbox"/> No <input type="checkbox"/>	

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. **(If confirmed by ECS school must stamp form)**

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

**School stamp**

Family Name:  
Family Ref:

## 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.

② For Job Centre Plus staff only	Job Centre Plus stamp
I confirm that the information given is correct and the applicant receives the following qualifying benefit: <input type="checkbox"/> <b>Income Support</b> <input type="checkbox"/> <b>Job Seekers Allowance (income based)</b> <input type="checkbox"/> <b>Employment and Support Allowance (income related)</b>	

### 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 2011/2012 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 481388 or 481696 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

③ 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. <input type="checkbox"/> <b>Income Support</b> <input type="checkbox"/> <b>Job Seekers Allowance (income based)</b> <input type="checkbox"/> <b>Employment and Support Allowance (income related)</b> <input type="checkbox"/> <b>Child Tax Credit not exceeding the qualifying amount</b> <input type="checkbox"/> <b>Pension Credit- guarantee element</b> <input type="checkbox"/> <b>Financial support under the Immigration &amp; Asylum Act</b>	Date: _____ Initials: _____

④ For schools use only	Date ↓
Sibling schools informed	
Meals commenced/continued	
Sent to Benefits Team	

⑤ For Benefits Team use only	Date ↓
New / restart (delete as necessary)	
Meals commenced/continued	
Input of data	