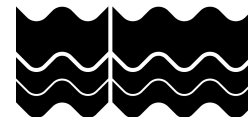


**NEW APPLICATION**

**Application for free school meals (FM1)**



Please complete this form in **BLOCK CAPITALS** and return it to your child(rens) school. Alternatively you can send this form to Free School Meals, Children's Services Department, PO Box 4, County Hall, St Anne's Crescent, Lewes, East Sussex BN7 1SG. If you have any queries then you can phone us on 01273 481388 or 01273 481696.

<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: 40px;" 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: .....	

<b>Details of ALL CHILDREN for whom you wish to claim free school meals:</b>					
Legal surname	First name	Gender	Date of birth	School name	Part or full-time

**I certify** that the information given is correct and I will inform the **Free School Meals Section** of any change of address and any changes in my circumstances that may affect my claim, for example, change of 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 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:** .....

**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.*

**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 -</b> Electronic checking service	
Date	
ECS - by phone	
ECS - by email	

<p><b>School stamp</b></p>     <p><b>Verified by:</b></p>
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<p><b>Family Name:</b></p>	<p><b>Family Ref:</b></p>
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## 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**
- **Income Based Jobseeker's Allowance**
- **Income-Related Employment and Support Allowance**

If you are in receipt of any of these benefits then you can have the section below stamped by the Job Centre or you can provide a copy of your **most recent letter detailing current receipt** of one of these benefits.

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

- **Child Tax Credit** provided you are **not entitled to Working Tax Credit** and your annual household income (as assessed by HM Revenue & Customs) **does not exceed £16,190**. You will need to provide your Tax Credit Award notice (TC602) for the current financial year 2013/14.
- **Guarantee element of State Pension Credit**. You will need to provide the current award notice. A pension book will not be accepted as proof of benefit.
- **Support under Part 6 of the Immigration and Asylum Act 1999**. You will need to provide a letter from NASS (National Asylum Support Service) to confirm you are receiving support. Please ensure your NASS number is on this letter.

## Supplementary evidence

<b>3 For school use only</b>	<b>School stamp</b>
<p>I confirm that the information given is correct and the applicant receives the following qualifying benefit (tick appropriate box). I enclose paper evidence showing their entitlement.</p> <p><input type="checkbox"/> <b>Income Support</b></p> <p><input type="checkbox"/> <b>Job Seekers Allowance (income based)</b></p> <p><input type="checkbox"/> <b>Employment and Support Allowance (income related)</b></p> <p><input type="checkbox"/> <b>Child Tax Credit not exceeding the qualifying amount</b></p> <p><input type="checkbox"/> <b>Pension Credit- guarantee element</b></p> <p><input type="checkbox"/> <b>Financial support under the Immigration &amp; Asylum Act</b></p>	Date: _____ Initials: _____

<b>4 For schools use only</b>	Date
Sibling schools informed	
Meals commenced/continued	
Sent to County Hall	

<b>5 For County Hall use only</b>	
Processed by	
Date Processed	