

Northumberland County Council Application for Free School Meals

To qualify for free school meals for a family the applicant must be in receipt of **CHILD TAX CREDIT (CTC)** with an annual income that does not exceed £16,190 (as assessed by the Inland Revenue), **Income Support, Income Related Employment and Support Allowance, Income Based Job Seekers Allowance, Guaranteed State Pension Credits, or Support under Part VI of the Immigration & Asylum Act 1999**

Please note: applicants receiving **any** part of WORKING TAX CREDIT with their CTC will **NOT** qualify for free school meals.

(By law, no other category of support payment or combination of tax credits qualify for Free School Meals)

ONCE WE HAVE RECEIVED CONFIRMATION OF YOUR QUALIFYING BENEFIT YOUR MEALS WILL START ON THE NEAREST MONDAY TO THE DAY WE RECEIVED YOUR APPLICATION

Title Mr/Mrs/Ms/Miss	FORENAME/S	SURNAME	Relationship to Pupil
Address: _____ Post Code: _____			
Telephone Number	Claimant's Date of Birth	National Insurance Number	

Please Supply proof of **one** of the following

Enclosed

To Follow

Child Tax Credit (not Working Tax Credit)[TC602 all pages]

(tick box) ☐

(tick box) ☐

Income Support [recent letter]

(tick box) ☐

(tick box) ☐

Income Related Employment and Support Allowance[recent letter]

(tick box) ☐

(tick box) ☐

Income Based Job Seekers Allowance [recent letter]

(tick box) ☐

(tick box) ☐

Guaranteed Element of State Pension Credit [M1000 award notice]

(tick box) ☐

(tick box) ☐

The Immigration & Asylum Act 1999[NASS reference]

(tick box) ☐

(tick box) ☐

IMPORTANT: If evidence is not immediately available please do not wait to return your application. Tick the *To Follow* box and forward it as soon as you receive it.

We may be able to obtain confirmation of your benefit electronically. However if the electronic system cannot confirm your benefit we may need to contact you requesting you supply the required evidence.

Please give details of dependant children who are entitled to Free School Meals. (obtaining FSM may allow the child to access other entitlements)

[illegible]

Part 2 - Declaration (please read carefully)

This Part Must Be Signed and Dated By All Applicants

I certify that the information given in this application is correct to the best of my knowledge and belief.

I agree that you will use the information I have provided to process my claim for free school meals and that you will contact other appropriate sources (Department of Works and Pensions & Her Majesty's Revenue & Customs) 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 receive free school milk. I understand that the information I have provided will not be used for any other purpose or be shared with any third party without my agreement.

I undertake to notify the Free School Meals office of any change in my circumstances relating to benefit changes or change of address. I understand that if I fail to notify you of these changes I will have to pay for all meals taken when no entitlement has been authorised by this office.

WARNING: THE GIVING OF FALSE INFORMATION CAN LEAD TO LEGAL PROCEEDINGS

Signed: _____ Dated: _____

Please return this form to Free School Meals, People Group, County Hall, Morpeth Northumberland NE61 2EF

If you have not received a reply to this application within 10 working days please contact this office on 01670 533033

FOR OFFICIAL USE ONLY

FSM Granted FROM _____ TO _____

Signed _____ Date _____

Computer Checked Benefit ☐

The authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.