

## APPLICATION FORM- FREE SCHOOL MEALS / UNIVERSAL INFANT FREE SCHOOL MEALS

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

### Privacy Notice

The information you provide will be used for administering Free School Meal applications, which are processed using an automated decision making tool. We will store this information for as long as you remain eligible plus 4 years, after which it will be securely disposed of. A full privacy notice detailing how we use your personal information in line with GDPR will be available on our website.

1. If you receive any of these benefits then you may be entitled to Free School Meals:
  - Universal Credit provided they have an annual net earned income not exceeding £7,400 (616.67 per month)
  - Income Support
  - Income-based Jobseeker's Allowance
  - Income-related Employment and Support Allowance
  - Support under Part 6 of the Immigration and Asylum Act 1999
  - The guarantee element of Pension Credit
  - Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC
  - Working Tax Credit **run-on**-paid for 4 weeks after you stop qualifying for Working Tax
2. You **MUST** provide all the information we have requested so that we can undertake a benefit check against the relevant benefit departments. **Please list all of your children on this form, even if they attend different schools.** If we cannot confirm your entitlement through this process we will contact you to provide paper proof of the benefit you receive.
3. If your child/ren are eligible to a free school meal they have the option of not taking this up but **every valid claim will assist your child/ren's school** as it enables them to access the governments pupil premium fund.
4. We will send written notification to you and your child/ren's school with the date the provision starts. The date of entitlement starts when we receive a valid application and the eligibility is confirmed. **Your claim cannot be backdated** and will be reviewed on a regular basis. We will **not** notify you on any applications made for Key stage 1 pupils qualifying under the Universal Infant Free School Meal provision. This detail will be held at the school.
5. Your child/ren will continue to receive Free School Meals until the end of the Universal Credit rollout period. This will apply even if your earnings rise above the new threshold or if you stop being entitled to Universal Credit. The rollout period is currently scheduled to end in March 2022. Once Universal Credit is fully rolled out, your child will keep their free school meal until the end of their current phase of education i.e. primary or secondary.

If you have any questions take a look at our website at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) click on the Free School Meals section under the Apply heading; contact us on 01905 678154 or you can email us at [primefreeschoolmeals@babcockinternational.com](mailto:primefreeschoolmeals@babcockinternational.com)

When completed please return this form by either handing into your child's school or sending it to Free school meals at Babcock Prime, Prime House, Unit 1, Woodbury Lane, Norton, Worcester. WR5 2PT.

	YOUR DETAILS				YOUR PARTNERS DETAILS			
Title (please circle)	Mr	Mrs	Ms	Miss	Mr	Mrs	Ms	Miss
First Name								
** Surname								
** Date of Birth								
** National Insurance Number								
**National Asylum Support Service number								
Relationship to child (Parent/Guardian)								
Telephone number								
Address								
	Postcode							

\*\* A BENEFIT CHECK CANNOT BE CARRIED OUT WITHOUT THESE DETAILS

Current circumstances (Please tick box below)			
Joint Family Income Under £16,190	<input type="checkbox"/>	Over £16,190	<input type="checkbox"/>
Recently lost your job and receiving the 4 week run on of Working Tax Credit	<input type="checkbox"/>		
Currently in receipt of Working Tax Credit	<input type="checkbox"/>		
Not in receipt of benefits but would like to apply for the Universal Infant Free School Meal for my child in Key Stage 1 - <b>Note:</b> If this box is ticked only the school will retain this form for their use.	<input type="checkbox"/>		

Which benefit do you receive? (Please tick box below)			
Income Support	<input type="checkbox"/>	Guaranteed Element of State Pension Credit	<input type="checkbox"/>
Job Seekers Allowance – Income related	<input type="checkbox"/>	Universal Credit with an annual net earned income of no more than £7,400	<input type="checkbox"/>
Employment and support allowance – Income related	<input type="checkbox"/>	Support under Part VI of the Immigration & Asylum Act 1999	<input type="checkbox"/>
Child Tax Credit (without Working Tax Credit) and an annual income below £16,190	<input type="checkbox"/>		

Details about all the children who you receive Child Benefit for that attend a school in Worcestershire			
SURNAME	FIRST NAME	DATE OF BIRTH	PRESENT SCHOOL

I certify that the information given is correct, and I will notify you immediately of any changes in my personal or benefit details. I understand that you will use the information I have provided to process my claim for Free School Meals, and will contact other sources as allowed by the law to verify my initial, and ongoing, entitlement.

I understand the detail provided and results of the Free School Meal eligibility check are confidential so will be held securely and the check can be used by other Worcestershire County Council, Babcock Prime departments and schools to assess my entitlement to receive other services.

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

FOR OFFICE USE ONLY

CHECKED BY	AWARD DATES	
	From	To