



## APPLICATION FOR FREE SCHOOL MEALS

To be completed by the Parent/Legal Guardian for the Child/ren for whom Free School Meals is/are being claimed.  
**NB. Free School Meals are granted only to those applicants who are in receipt of INCOME SUPPORT, JOBSEEKERS ALLOWANCE (Income-Based) EMPLOYMENT SUPPORT ALLOWANCE (Income-Related), SUPPORT UNDER PART VI OF THE IMMIGRATION & ASYLUM ACT 1999 or MINIMUM INCOME GUARANTEE ELEMENT OF STATE PENSION CREDIT or CHILD TAX CREDIT ONLY, where household income does not exceed £16,190 p.a.**

**PLEASE NOTE : WORKING TAX CREDITS DOES NOT QUALIFY, EVEN IF RECEIVED IN ADDITION TO THE ABOVE BENEFITS.**

**\*\* SEE ALSO COMPLETION NOTES OVERLEAF\*\***

**NOTE: UP TO DATE PROOF OF BENEFITS REQUIRED IN ALL CASES.**

**SECTION A This Section must be completed by the person who is IN RECEIPT of benefits.**

TITLE:	FIRST NAME:	SURNAME:	RELATIONSHIP TO PUPIL(S):
<input type="text" value="Mr./Mrs./Ms./Miss"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PARENTS/GUARDIAN DATE OF BIRTH	NATIONAL INSURANCE NUMBER:	TELEPHONE NUMBER:
<input type="text"/>	<input type="text"/>	STD:( <input type="text"/> ) NO: <input type="text"/>

ADDRESS:

POST CODE:

**PLEASE TICK WHICH BENEFIT APPLIES TO YOU**

INCOME SUPPORT:	<input type="checkbox"/>	CHILD TAX CREDIT ONLY, WHERE THE HOUSEHOLD INCOME DOES NOT EXCEED £16,190 P.A.:	<input type="checkbox"/>
INCOME-BASED JOBSEEKERS ALLOWANCE:	<input type="checkbox"/>	MINIMUM INCOME GUARANTEE ELEMENT OF STATE PENSION CREDIT:	<input type="checkbox"/>
INCOME-RELATED EMPLOYMENT SUPPORT ALLOWANCE	<input type="checkbox"/>	SUPPORT UNDER PART VI OF THE IMMIGRATION & ASYLUM ACT 1999	<input type="checkbox"/>

**Note: In accordance with current regulations year 7 pupils in receipt of free meals are eligible for a school uniform grant.**

**SECTION B This section is for the child/ren in full time attendance at School for whom you receive Child Benefit for.**

NAME AND SURNAME:	DATE OF BIRTH:	NAME OF SCHOOL:	IS EACH CHILD LIVING WITH YOU? YES/NO:

**SECTION C Please read the following statement carefully and sign the declaration at the bottom of the page.**

This Authority is under duty to protect public funds and to this end may use the information you have provided for the protection and detection of fraud.

I declare that the information given is correct and I will notify the Authority immediately of any changes in my income and circumstances. You may check or verify some of this information with other sources both within the council i.e. Housing, Council Tax and Housing Benefits and with other outside agencies for example the Department for Work and Pensions, or Jobcentre Plus.

SIGNATURE OF APPLICANT:	DATE:
<input style="width:90%;" type="text"/>	<input style="width:90%;" type="text"/>

1. Section A must be completed by the applicant in receipt of benefits. The qualifying benefits are Income Support or Jobseekers Allowance (Income-Based) or Employment Support Allowance (Income-Related) or Support under part VI of the Immigration act 1999 or Guarantee Element of State Pension credits or Child Tax Credits only where household income does not exceed £16,190 p.a.

**Please Note: working tax credit does not qualify,  
even if received in addition to the above benefits**

2. Proof of benefit **must be sent** with the application.  
Examples of proof can include:

A recent letter from the Benefits Agency confirming Income Support or JSA (IB)  
These letters need to be dated within 6-8 weeks prior to date of application and have to clearly show what benefits are being received.

The enclosed Benefits Confirmation Form signed and dated by the Job centre.

A photocopy of all pages of your TC602 Tax credit award notice, dated within the current financial year.

A recent copy of bank statements which identifies what benefits are being paid in. If it does not state what benefits are being paid these will not be accepted.

**Please Note: If proof of benefits does not meet the above criteria the application will be returned to you, resulting in a delay of your application.**

**DO NOT SEND PAYMENT BOOK OR GIRO PAYMENT VOUCHER BY POST**

IF YOU DO NOT HAVE ANY OF THE ABOVE PLEASE CONTACT YOUR NEAREST DEPARTMENT FOR WORKS AND PENSIONS INDICATED BELOW.

Department for Works and Pensions  
Crown Buildings  
Town Hall Square  
Llanelli  
SA15 3TH

**Please return this form with proof to the address below:**

**Revenue Services (Free School Meals)  
Pembrokeshire County Council  
North Wing  
County Hall  
Haverfordwest  
Pembrokeshire  
SA61 1TP  
Tel No. (01437) 764551 Ext. 6262**