

# Application for **Free School Meals**




[Submit by email](#)

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Please fill in all sections so that your child's eligibility for Free School Meals (**or your eligibility if you are applying for yourself**) can be verified. You must indicate the benefit you are receiving. If you have any questions, please call the **Free School Meals Helpline on 01952 383983**.

## 1 Your name and address

Title  Initial(s)  Surname

Address

Postcode  email

Tel:  Mob:  Relationship to child(ren)

## 2 You and your partner (living at the address above)

| Title                | Forename and surname | Date of birth        | National Insurance Number or NASS Number |
|----------------------|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                     |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                     |

## 3 Your children attending a school or sixth form in Telford and Wrekin, for whom you are applying

| Forename             | Surname              | Gender               | Date of birth        | School attended      | Start date           |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## 4 Your benefits - please select the benefit you receive which entitles you to Free School Meals

- |  |   |
|--|---|
| <input type="checkbox"/> Income Support                                    | <input type="checkbox"/> Income-based Jobseeker's Allowance   |
| <input type="checkbox"/> Employment and Support Allowance (income related) | <input type="checkbox"/> Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual household income (as assessed by HM Revenue & Customs) that does not exceed £16,190 |
| <input type="checkbox"/> Guaranteed element of Pension Credit              | <input type="checkbox"/> Support under Part VI, Immigration and Asylum Act 1999   |

## 5 Your declaration

I confirm that as far as I know, the information I have given above is correct. I will tell you immediately if my details or circumstances change. I wish for Telford & Wrekin Council to be able to assess my claim in future by a secure computer link with the Department for Education. I authorise Telford & Wrekin Council to use my information to process my claim for Free School Meals and to contact other sources as allowed by law to verify my initial and continuing entitlement.

Your signature  Date

# Important

## Helpline 01952 383983

You no longer need to reapply for Free School Meals. Once we have your details on record we will do regular checks to see whether you are still entitled. If however you have other children just starting school and wish to claim for them you must complete a new claim form with their details.

In order to perform these checks we need up to date details. It is therefore essential for you to let us know of any changes in benefits or names and addresses of the person in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to Free School Meals.

## How do I qualify ?

If you receive any of these benefits then you will be entitled to Free School Meals:

- Income support
- Employment and Support Allowance (income related)
- Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190
- Income based Jobseekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part V1 of the Immigration and Asylum Act 1999

If you have recently become unemployed but are still receiving Working Tax credits, you may be entitled to Free School Meals, please call 01952 383983 for advice.

## How do I apply ?

1. Fill out the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school. If you have children who go to different schools, the form needs to go to just one of the schools.
3. We will enter your details onto the online system and this will tell us if you are entitled.
4. We will send you a letter with our decision, usually within 5-10 working days.
5. If it states **Entitled** we will inform the school and your child will be able to receive Free School meals
6. If it states **Not Entitled** if you still believe you are entitled please call 01952 383983 for advice. We may need you to send us evidence that you are in receipt of a qualifying benefit.

You do not need to send evidence with this application, if we need evidence at a later date we will contact you.

You can submit your form online at [www.telford.gov.uk/fsm](http://www.telford.gov.uk/fsm)  
by email to [freeschoolmeals@telford.gov.uk](mailto:freeschoolmeals@telford.gov.uk) or you can post it to:  
Revenues & Benefits Service, PO Box 249, Addenbrooke House, Telford TF3 4NT



### For office use only

|                           |                      |                                      |                      |
|---------------------------|----------------------|--------------------------------------|----------------------|
| For school use            | <input type="text"/> | Date other schools (if any) informed | <input type="text"/> |
| Name of school            | <input type="text"/> | Signature of Head or Administrator   | <input type="text"/> |
| Date free meals are given | <input type="text"/> | Name of Head or Administrator        | <input type="text"/> |
| Proof of Benefit attached | <input type="text"/> | Date                                 | <input type="text"/> |