

We will need to see currently dated proof of benefit to accept your claim. A late claim cannot be back dated.

Staffordshire County Council, Additional Needs Service, Children and Lifelong Learning, Tipping Street, Stafford, ST16 2DH

APPLICATION FOR FREE MEALS

This form must be signed by the person claiming the qualifying benefit

Full Name of Claimant:	(Mr/Mrs/Miss/Ms)								
Address:									
Postcode:	Telephone:								
National Insurance Number:									

Children for whom you are claiming

First name(s)	Surname	M/F	Birth date	School Attending	Relationship

Declaration of entitlement – Please read carefully before signing

I wish to claim Free School Meals for the above child(ren). I currently receive Child Tax Credit and do not receive Working Tax Credit and my annual income is less than £14,495, I receive Income Support or Income-Based Job Seekers Allowance, I am an Asylum Seeker or I receive the Guarantee element of State Pension Credit. I will tell the Education Authority and the school if I stop receiving these benefits or if there are any other relevant changes in my circumstances (such as my address) and I recognise that if I provide false information in this form I could be committing a criminal offence.

Signature of Claimant: _____ Date: _____

If you do not have proof of benefit, contact the Benefits Agency and ask them to send you a letter confirming the benefit you receive.

Option A - To be completed by the Job Centre or Benefits Agency at 1-15 Stafford Street, Hanley Stoke-on-Trent (01782 216600) if no proof of benefit is available, and then return this form to the above address.

It is confirmed that the person shown in Part A is in receipt of (please tick)	<input type="checkbox"/>	Official Stamp
Income Support		
Guarantee element of State Pension Credit		
Income-based Job Seekers Allowance		
Signed: _____ Date: _____		
Official Position: _____		

Option B - Return your currently dated proof of benefit with this completed and signed application form to the above address.

Evidence of eligibility - your options are:
A Bank Statement dated in the last 3 months with the initials IS printed by the amount
A letter dated in the last 3 months from the Benefits Agency or Job Centre
A current Child Tax Credit Award Notice (TC602) All pages
The Pension Credit M1000 Award Notice

School or LEA Notes:

A new claim (please put start date) _____	<input type="checkbox"/>
A renewal	<input type="checkbox"/>
A previously cancelled claim	<input type="checkbox"/>

To be completed by the LEA Student entitled: Granted until: Assessed by: