Application Form for Free School Meals

This application form can be used by the following individuals:

1. Parents or carers who live outside Leeds but have children who attend a school or Academy in Leeds.
2. Parents or carers who live in Leeds but who do not have any direct Rental or Council Tax liability (for example they are living with relatives or friends or are temporarily homeless).
3. Any parent who wishes to claim Free School Meals for children they are fostering or acting as a Family Network Carer under an arrangement sponsored by Social Services.
4. Parents or carers already in receipt of Housing Benefit and/or Council Tax Support who wish to claim Free School Meals for their children now attending school in Leeds.

If you wish to claim help with your rent and/or Council Tax for an address in Leeds, you should complete the full Leeds City Council benefits application form. This will also allow you to claim Free School Meals for all the children under your direct care. You can apply online at www.leeds.gov.uk/benefits/housing-benefits

If you have children who live with you but attend schools or Academies outside Leeds, we cannot award Free Meals to them- you must make a separate claim to the Local Authority in which their school is located.

DO I QUALIFY FOR HELP?
You can claim Free School Meals for any child who normally lives with you and who is classed as being under your parental care. To get Free School Meals you must receive one of the following benefits:

- Universal Credit (and your net combined household income is less than £7,400 a year after tax)
- Income Support, Pension Guarantee Credit, Income-based Job Seekers Allowance.
- Income-related Employment Support Allowance
- Child Tax Credit Only (With No Working Tax Credit) and your Annual Taxable Income does not exceed £16,190.
- Asylum Support under Part VI of the Immigration and Asylum Act 1999

WHICH CHILDREN GET FREE SCHOOL MEALS?
You can claim Free School Meals if you have any children in your care who attend a non-fee paying school full-time. This includes Academies and Free Schools, those in the sixth form (except those that are classed exclusively as Sixth Form Colleges), those attending Pupil Referral Units and Specialist Inclusive Learning Centres and those below Reception age who have full day places at nurseries attached to an LEA maintained school (that is they attend nursery both before and after lunch).

HOW DO I FILL OUT THIS FORM?
Simply complete the questions on the other side of this sheet, making sure that you give us the following details: - your name, address and daytime telephone number, details of yourself and your partner including both your National Insurance Numbers, and details of all children under your care who attend schools or Academies in Leeds, including the name of each establishment. Please do not include children attending a school outside Leeds. Tell us which of the qualifying benefits you receive. We will verify your eligibility using the Government's secure ECS website. If we are unable to determine entitlement using this service, we will write to you to request paper proof of benefit. Finally, read and sign the declaration at the end.

WHERE DO I SEND IT?
Once you have filled in the form, you can hand it back at your child's school, return it to any Council One Stop Centre or Community Hub in the city, or post it to us directly at the following address:

Welfare and Benefits (FSM Claims)
Leeds City Council
PO Box 911
Leeds
LS1 9WJ

Or you can email the completed form to lcc.benefits@leeds.gov.uk

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Parent's Name _____

Address _____

Postcode _____ Telephone number _____

Please provide the following details below about you and your partner (if you have one). We use this information to check your eligibility via a secure government website. If we cannot confirm your details, we will contact you. You may have to provide proof of the qualifying income you receive if we cannot confirm your eligibility (your full award letter). If you provide your telephone number, we can ring you:

Title	First Names	Surname	Date of birth	National Insurance number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please tick the box below to tell us which qualifying benefit you are currently in receipt of:

- ☐ Universal Credit
- ☐ Income Support
- ☐ Income-based Job Seekers Allowance
- ☐ Asylum Seeker. Please tell us your nationality _____
  Please provide your National Asylum Support Service number _____
- ☐ Income-related Employment Support Allowance
- ☐ Child Tax Credit (but not Working Tax Credit)
- ☐ Guaranteed Pension Credit

Please list below the children who you want to claim free school meals for – they must normally live with you and attend schools within Leeds. Do <u>not</u> list children who attend schools outside of Leeds:

Title	First Name	Surname	Date of birth	National Insurance number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Title	First Name	Surname	Date of birth	National Insurance number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Title	First Names	Surname	Date of birth	Date started	Name of School
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please read the statement below and then sign and date the form:

- This is my claim for Free School Meals **ONLY**.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I authorise Leeds Welfare & Benefits Service to make any necessary enquiries to verify the details I have provided and to cross check them with other council departments, councils and benefit authorities.
- I understand that if I give information which is incorrect, or fail to report any changes which may affect my entitlement to benefit I may be prosecuted.
- I am aware that I have a duty to notify Leeds Welfare & Benefits Service in writing immediately of any changes in my circumstances which might affect my entitlement to Free School Meals, including change of income, change of address or change of school.
- I understand that the information I have provided on this form may be used by Leeds City Council to prevent and detect fraud.

Date: _____

Signature of person claiming: _____