



Income Support

Universal Credit - **with a household net income of less than £7,400 a year**

Job Seekers Allowance - **Income Based Only**

Employment and Support Allowance – **Income Related Only**

Pension Credit – Guaranteed Element (including Child Tax Credit)

Support under **Part VI** of the Immigration and Asylum Act 1999

Child Tax Credit only – with an annual income of less than £16,190

(**NOT** including Working Tax Credit – check your latest Tax Credit Awards Notice if you are unsure)

Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

Please tick this box if you are not sure whether your joint family income is over £16,190, but you would still like us to check if your child is eligible. Please now continue to Section 3.

If you ticked 'No', please tick the relevant box if you are in receipt of any of the benefits listed below.

**Section 3: Details of parent/legal guardian - All sections (except your email address)
MUST be completed in CAPITAL LETTERS in BLACK ink**

Title

Surname

Title

First Name

DOB

**Relationship to child(ren)
(Mother/Father/Legal Guardian etc.)**

National Insurance Number or NASS Ref Number of Parent/Guardian/Claimant – this MUST be provided

Address and postcode

Contact Phone No.

Email Address:

PLEASE ENSURE YOUR EMAIL ADDRESS IS WRITTEN DOWN CLEARLY AND CORRECTLY TO ENABLE IF REQUIRED, CORRESPONDENCE TO BE SENT

Section 4: Your Consent

COMPLETE YOUR CONSENT AND SIGN THE DECLARATION BELOW PLEASE

I agree that you will use the information I have provided to process my claim for free school meals to verify my initial, and ongoing, entitlement; and that you may contact other sources, such as the Department for Education (DfE) as allowed to confirm this. We may also recheck your application again if your initial check claim was unsuccessful.

Please note that where successful, your details will be passed to the applicable school.

If you do not consent to the above we cannot proceed with your application, so please ensure that you have read and ticked the box before submitting this application form.

The Data Controller for the information held about you for this purpose is Sandwell Metropolitan Borough Council, Sandwell Council House, Freeth Street, Oldbury B69 3DB. Phone 0121 569 2200.

The Data Protection Officer can be contacted at the above address and through email at DP.Officer@sandwell.gov.uk

The information on this form, where you have given us consent to use, will ONLY be used for that purpose and for no other. Where you have not provided us with consent, the information will not be used by the council.

The information provided under consent will only be used and shared for the purposes outlined on this form. However, when a legal duty is placed upon the council then the council will consider the sharing of your information in accordance with that duty (e.g. police etc.).

At any point, you have the right to withdraw your consent by contacting the office below.

To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at <http://www.sandwell.gov.uk/privacynotices>

Section 5: Your Declaration

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:

In accordance with our service standards, eligible claims will be processed within five working days from receipt of completed application forms. However, if you require further information or assistance, please contact the Free School Meals Team on 0121 569 8186 or 8189 OR email; education_benefits@sandwell.gov.uk.

Please return your completed form to Education Benefits, Sandwell Council House, Freeth Street, Oldbury B69 3DB