



CONFIDENTIAL

**Cornwall Local Authority
New Application/Replacement Form for
Free School Meals for Schools In Cornwall**

PLEASE REMEMBER TO SIGN THIS FORM IN BOX A, if not it will be returned to you

Do you qualify for Free School Meals for your children? Please follow the instructions on the back of this form

Please provide the following details (To be completed by the parent/guardian in receipt of a qualifying benefit)

- a) This is a **new claim** **replacement form** (Please tick as appropriate)
- b) National Insurance number of person receiving **IS, IBJSA, CTC, GPC or ESA (IR)** _____
- c) Surname _____ (Mr/Mrs/Ms/Miss) (Please delete those which do not apply)
- d) Fore Name/Names _____
- e) Relationship to Child (ren):- Parent/Guardian (Delete as Appropriate)
- f) Address: _____
 _____ Postcode: _____
- g) Telephone contact Number _____ Mobile Number _____
- h) E-mail address _____

We need to know the following details about your child (ren) - see Step 2 on the back of this form

Surname	Fore Names	Date of Birth	Name of School your child is attending	
			This term	Next Term

I certify that the above information is correct and I agree to inform the Free School Meals Service immediately of any changes to these details. I also agree that the Benefits Agency can reveal computer held information for verification purposes only. Please also note that your details will be placed on our computer database. Your data will be used in accordance with the principles set out in the Data Protection Act (DPA) 1998. This data will only be used for internal LEA purposes and for mailing information to you as and when required.

BOX A - SIGNED: _____ **DATE:** _____

We can now check your entitlement to Free School Meals (FSM) using a new on-line checking system (HUB) if you receive Income Support, Income Based Job Seekers Allowance, Child Tax Credit, Guarantee element of Pension Credit or Employment Support Allowance (Income Related). You no longer have to send or take your application form to the Jobcentre Plus Office to be stamped or send us paper proof of your benefits.

If you would like us to check your eligibility for Free School Meals please complete the declaration below as we need your authorisation so we can share your data.

"I agree that Cornwall Council can use my data to check my eligibility for FSM using the on-line FSM HUB" Claimants Date of Birth----- N.I. Number -----	
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For Child Tax Credit Only: Your Income must be less than £16,040. If you receive **WORKING TAX CREDIT** you **DO NOT** qualify for Free School Meals.

If you do not wish to give us your authorisation to check your benefits using the on-line checking system, please contact the Free School Meals team on 01872 324411 or 01872 323409.

STEP 1. DO YOU QUALIFY? To qualify for Free School Meals you should be in receipt of one of the following qualifying benefits. **People receiving Working Tax Credit cannot apply for Free School Meals.**

- Income Support
- Job Seeker's Allowance (Income-based) (**IBJSA**)
- Income-related employment and support allowance
- Child Tax Credit (**CTC**) with an annual income, as shown on your award letter from the Inland Revenue (TC602), of no more than £16,040
- Guarantee element of Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999 (**IAA**) – **Please contact the Free School Meals Team if this applies to you**

STEP 2. You may include the name of a child who will start school full time next term – please use the right hand column for this. **Any child claimed for must live with the claimant**

Please send the completed form with the relevant proof to:

Free School Meals, Student Services, Camel Building, County Hall, Truro TR1 3AY
For further help and advice please telephone Truro (01872) 324411 or 323409

IMPORTANT Please note that you must let us know as soon as possible if any of your or your family's details change. Failure to let us know of the end of your benefit may lead to your being charged for any "free" meals served after this. Examples are given below:

- If you come off Income Support/IBJSA, ESA (IR) or if your entitlement to Child Tax Credit ceases
- If the person receiving benefit changes
- Your entitlement to CTC or Guarantee Element of Pension Credit ceases
- If one or more of your children changes school
- If your address has changed. You will not receive your Free School Meals renewal form which could lead to your child (ren)'s meal being cancelled

Clothing grants

Is your child transferring from a junior (Year 6) to a
Local Authority secondary school (Year 7) next September?

All applicants in receipt of Free School Meals on 1st July will automatically be sent a payment of £35