

TRAFFORD COUNCIL

Free School Meals Application form

You are entitled to free school meals for your children if you are in receipt of certain benefits. We will check your eligibility electronically against a central government database. Your application will be delayed if you do not provide all information marked with an *.

	Title	First Name	Last Name*	Date of Birth*	National Insurance Number* or NASS reference*
You				DD/MM/YYYY	
Your partner				DD/MM/YYYY	

Address*

Postcode:

Telephone number

Email address

Have you or your partner applied for free school meals before?

I have My partner has No

I/We receive the following:

- Income support
- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit but NOT Working Tax credit, with household income under £16,190
- Guarantee Element of Pension Credit

✓

Please detail all children living with you, including those under school age:

First Name	Last Name	Boy/ Girl	Date of Birth	School & start date	Relationship to child (e.g. father)
			DD/MM/YYYY		
			DD/MM/YYYY		
			DD/MM/YYYY		
			DD/MM/YYYY		
			DD/MM/YYYY		

If you have moved or changed your name in the last 3 years, please give us your previous details:

Declaration

- I understand that if I do not make Trafford Council aware of any change in my circumstances which might affect my claim, or if I or give false information I will have to repay the cost of any free meals to which my children were not entitled and Trafford Council may take court action against me.
- I understand that information I supply may be used by Trafford Council to assess (and inform me of) any entitlement to receive free travel to school for my children.
- I understand that the details I have provided may be used to check my ongoing eligibility for free school meals. I can withdraw consent for my information to be used for this purpose at any time by contacting the Free School Meals team.
- Trafford Council may check some of the information with other sources as allowed by the law.
- Trafford Council may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. Trafford Council may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- I declare the information I have given on this form is correct and complete.

Signed*

Date*

/ /

Submitting your Application

Once you have completed this form, send it to the Free School Meals Team or hand it in to any Trafford library. Forms which reach the free school meals team before midday on Friday will ensure your child receives free meals from the following Monday. **Claims cannot be backdated.**

You can also **check your eligibility** and **apply online** directly through Trafford's website:
<http://www.trafford.gov.uk/educationandlearning/schools/freeschoolmeals/>

Contacting the Free School Meals team

- Post: Free School Meals Team, Access Trafford, Sale Waterside, Sale, M33 7ZF
- Telephone: 0161 912 3265
- Email: freeschoolmeals@trafford.gov.uk

For office use only:

CRM:

Date Received:

Revised August 2012