

Free School Meals & School Clothing Allowance Application Form

Children can get Free School Meals and/or School Clothing Allowance if you get any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Pension Credit (Guarantee Credit)
- Employment & Support Allowance (Income Based)
- Child Tax Credit (but **NOT** Working Tax Credit*) with an income of less than the amount set by the government yearly.

* Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to Free School Meals for this period.

AND they must attend a state school full time.

IMPORTANT: This form can **ONLY** be used to claim Free School Meals and/or School Clothing Allowance. If you need help with your rent and or Council Tax you must complete a Council Benefits Application Form.

Part 1: Details of parent / guardian

Last name	<input type="text"/>	Other names	<input type="text"/>
Title	<input type="text"/>	Gender	<input type="text"/>
Date of Birth	<input type="text"/>	National Insurance number	<input type="text"/>
Address	<input type="text"/>		
	Postcode:		
Mobile number	<input type="text"/>	Landline number	<input type="text"/>
Email address	<input type="text"/>		

By supplying us with a phone number or email address we can contact you quickly to tell you the result of your claim.

Part 2: Details of each dependent child you are applying for

Surname	Other names	Date of birth	School name and address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please read and sign the declaration overleaf

Produced by the External Liaison and Business Development teams

Part 3: Please read this declaration before you sign it

WARNING - it is an offence to give false information

- This is my claim for Free School Meals and/or School Clothing Allowance ONLY.
- I declare that I am the parent or guardian of the child / children that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I authorise the Revenues & Benefits Service to make any necessary enquiries to verify the information on this form.
- I authorise the Revenues & Benefits Service to cross check the information I have given with other Council departments, other 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 the Revenues & Benefits Service in writing immediately of any changes in my circumstances which might affect my entitlement to Free School Meals and/or School Clothing Allowance.
- I understand that information taken from this form will be held on computer. The Council is registered to do this under the Data Protection Act 1998. A copy of the Council's Registration is held for inspection.
- I understand that the information I have provided on this form may be used by the council to prevent and detect fraud.

Your signature

Date

Post the completed form to:

Benefits, Britannia House, Hall Ings, Bradford, BD1 1HX.

What happens next?

- We will check your eligibility via a secure government website.
- We will let you and your child's school know if you qualify for free school meals. We aim to do this within one working day.
- If you qualify for a school clothing voucher(s) we aim to send this to you within seven working days.