

HOW TO APPLY FOR FREE SCHOOL MEALS

Complete all parts of this form and take it to the child's school. We will check your entitlement to Free School meals via a secure government website. If your details are not found on the secure website then we will ask you to provide paper based evidence to the school for verification. Please allow up to 5 working days for your application to be processed.

If you have not completed the form correctly your claim may be delayed and you will be charged for each meal taken.

Claims for free meals cannot be backdated unless you are applying for a new benefit, and then only backdated to the date the application form was first received in school.

If you are asked to provide paper evidence the following will be accepted as proof:

- a letter from the benefits agency or job centre dated within the last eight weeks
- your most recent form TC602 Tax Credit Award Notice from HM Revenue and Customs showing your tax credit award
- Pension Credit M1000 Award notice showing how your pension credit has been worked out
- a letter from the Home Office with the claimant and their dependants listed confirming asylum status.

You **must** inform the school of any change in circumstances. If you stop receiving your qualifying benefit or begin to receive Working Tax Credit, or the child no longer lives with you, please inform the school as soon as possible.

Your claim will be renewed automatically by Plymouth City Council, using the information you have provided. If there are any problems with this automatic checking you will be asked by the school to provide paper proof of entitlement to a qualifying benefit.

PARENT OR GUARDIAN PRIVACY NOTICE

The information given on this form will be used to see if you are eligible to claim free school meals. We may also let you know about other Council services or ask for your views about Council activities.

The personal information you provide will be held securely and will only be shared for planning or providing a service, seeking your views or auditing Council activities. Anonymous statistical information may be passed to other organisations for planning and monitoring services.

We must cooperate with the prevention and detection of crime that may result in information about you being passed to others.

The data controller for Plymouth City Council is the Corporate Information Manager, who can be contacted about the use of your personal information by emailing information.governance@plymouth.gov.uk