

# Application for Free School Meals

Please fill in all sections so that your child's eligibility for Free School Meals (**or your eligibility if you are applying for yourself**) can be verified. You must indicate the benefit(s) you are receiving. If you have any questions, please call the Education Helpline on **0845 155 1019**.

## 1 Your name and address

Title	<input type="text"/>	Initial(s)	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
Postcode	<input type="text"/>	email	<input type="text"/>		
Telephone	<input type="text"/>	Relationship to the child(ren)	<input type="text"/>		

## 2 You and your partner (living at the address above)

Title	Forename and Surname	Date of Birth	National Insurance Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3 Your children for whom you are applying, attending a school or sixth form in Devon\*

Forename	Surname	Gender	Date of Birth	School	Start date
<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"/>	<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"/>

## 4 Your benefits - please select the benefit(s) you receive which entitles you to Free School Meals

- |   |  |
|---|--|
| <input type="checkbox"/> Income Support   | <input type="checkbox"/> Employment and Support Allowance (income-related)   |
| <input type="checkbox"/> Income-based Jobseeker's Allowance                           | <input type="checkbox"/> Guaranteed element of State Pension Credit  |
| <input type="checkbox"/> Support under Part VI of the Immigration and Asylum Act 1999 | <input type="checkbox"/> Child Tax Credit <b>without</b> Working Tax Credit and annual income below £16,190 a year |

## 5 Your benefits - declaration

I confirm that as far as I know, the information I have given above is correct. I will tell you immediately if my details or circumstances change. I wish for Devon County Council to be able to assess my claim in future by a secure computer link with the Department for Education. I authorise Devon County Council to use my information to process my claim for Free School Meals and to contact other sources as allowed by law to verify my initial and continuing entitlement.

Your signature	<input type="text"/>	Date	<input type="text"/>
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## Please post completed forms to:

Admissions Team, Room L102, County Hall, Exeter EX2 4QD or email to [freeschoolmeals@devon.gov.uk](mailto:freeschoolmeals@devon.gov.uk) or return it to your child's school.

**Helpline 0845 155 1019**

## Important

**You no longer have to reapply** as we are able to carry out an audit check from time to time on your eligibility status. However, as soon as your circumstances change, for example, if you start to receive **Working Tax Credits** or you **stop receiving any of the qualifying benefits**, you **must** notify us by phoning **0845 155 1019**. We will then inform your child(ren)'s school.

**We are not informed automatically if your circumstances change and you no longer qualify for Free School Meals.**

\*Applications for Free School Meals are administered by Devon County Council for state-funded schools. You should apply to Devon if your child(ren) attend a Devon school - with the exception of **Colyton Grammar School** and **Bickleigh-on-Exe Primary School**, to which you must apply direct.

Devon is also responsible for Free School Meals applications for **Plymstock School**, **Coombe Dean School** and **Oreston Community Academy**. If your child attends one of these schools, you need to apply to Devon.

## How do I qualify?

If you receive **any** of these benefits you will be entitled to Free School Meals:

- \* Income Support (IS)
- \* Employment and Support Allowance (income-related)
- \* Child Tax Credit (**without** Working Tax Credit) and with an annual taxable income assessed by HM Revenue and Customs to be less than £16,190
- \* Income-based Jobseeker's Allowance (IBJSA)
- \* Guaranteed element of State Pension Credit
- \* Support under Part VI of the Immigration and Asylum Act 1999

If you have recently become unemployed and are still receiving Working Tax Credits, you may still be eligible for Free School Meals for a four week period only. Please call us on **0845 155 1019** for advice.

## How do I apply?

1. Fill out the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school or email it to [freeschoolmeals@devon.gov.uk](mailto:freeschoolmeals@devon.gov.uk) or post it to the Admissions Team, Room L102, County Hall, Exeter EX2 4QD.
3. We will then enter your details into an online Eligibility Checking Service which will tell us whether or not you are eligible for Free School Meals.
4. We will then send you a letter with the decision, usually within 5-10 working days.
5. If the letter states **Authorised**, we will inform the school and your child will be able to receive Free School Meals.
6. If the letter states **Not Authorised**, we will inform the school and your child will not be able to receive Free School Meals. If you believe you are eligible, please call **0845 155 1019** for advice. We may need you to send us evidence that you are in receipt of a qualifying benefit.

**You do not need to send evidence of your qualifying benefit(s) with this application. If we need evidence at a later date, we will contact you.**