

Application for Free School Meals



If you would like your child(ren) to receive free school meals, please fill in this form (using CAPITAL LETTERS).

Your last name: Your first name:
Title (Mr., Mrs., Miss., Ms): Tel no.: Your date of birth:
Address:
Post code: Your National Insurance No.:

The children for whom you wish to claim Free School Meals:

First Child

Surname: First name:
Name of School: Date child started at this school
Child's date of birth: Male/Female:

Second Child

Surname: First name:
Name of School: Date child started at this school
Child's date of birth: Male/Female:

Third Child

Surname: First name:
Name of School: Date child started at this school
Child's date of birth: Male/Female:

Fourth Child

Surname: First name:
Name of School: Date child started at this school
Child's date of birth: Male/Female:

(if you are claiming for more than 4 children please supply their details on a separate sheet and attach to this one)

Your Income;

Do you receive Child Benefit for each of the children you are claiming for? Yes No

If yes, please give your Child Benefit number:

Do you receive any of the following? (please tick):

Income Support
Jobseekers Allowance
ESA
Pension Credit
Incapacity Benefit
Child Tax Credits

Do you and/or your partner work? Yes No If Yes, does your combined earned income exceed £16,190 per year? Yes No

Do you or your partner receive Working Tax Credits? Yes No

Data Protection Act 1998.

The London Borough of Barking & Dagenham (LBBD) is required by law to protect the public funds it administers. It may share information provided to it amongst its own departments and with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud, and for other lawful purposes. We will only share information where the law permits us to do so.

I declare that the information given on this form is correct and complete. I know I must tell you about any change in my circumstances which might affect my claim.

Signed: Date:

General Notes

When completed this form can be:

1. Handed into your child's school to be passed on to Revenue Benefits Services.
2. Taken to our drop-in centres at One Stop Shop Dagenham Library – 1 Church Elm Lane Dagenham RM10 9QQ or Barking Learning Centre 2, Town Square, Barking, IG11 7NB
3. Posted to Revenue Benefits Services, PO Box 48, Dagenham, RM10 7DE

If you would like to discuss any aspect of this Free School Meal claim you can telephone 020 82272970 or you can email us on benefits@lbbd.gov.uk

It is very likely that when you first claim for any child you will be given a **Temporary Award** for up to 4 weeks providing you meet the broad criteria. Before this Temporary Award ends you will be informed whether the award will continue or end. If you have not heard from us before the 4 weeks have ended you are advised to contact us as soon as possible.

Once a claim has been approved we will write to your child's school and advise them.

WHO MAY QUALIFY FOR FREE SCHOOL MEALS?

1. Children of parents whose primary income is one of the benefits listed overleaf.
2. Children of parents whose combined earned income is £16,190 or less per annum.
3. Children of Asylum Seekers.
4. Children attending a school in Barking & Dagenham who meet the previous criteria but live outside of this borough

WHO IS UNLIKELY TO QUALIFY FOR FREE SCHOOL MEALS?

1. Children of parents whose combined earned income exceeds £16,190 per annum
2. Children of parents who are in receipt of Working Tax Credits
3. Children who live in Barking & Dagenham but attend a school outside the borough (any application for Free School Meals should be made to the local authority where the school is located).

FOR OFFICE USE ONLY

HUB check completed by:.....Date:.....

Temporary award given by:.....Date:.....