



# Application for Free School Meals

EFSM - F1

Person Number: \_\_\_\_\_

Please indicate as applicable, if you are submitting this application as a result of your child(ren) moving into Redcar & Cleveland from another Local Authority.

YES / NO

If yes, please indicate if your child(ren) was receiving free school meals before they left their previous school.

YES / NO

Please note Free School Meals cannot be backdated. Applications can only be considered from the date the Local Authority receives your form. This form should be completed in ink or biro and only where parents/guardians receive one of the benefits listed below.

Please indicate which benefit you are currently in receipt of:

- Universal Credit with an annual net earned income of no more than £7,400 (as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Jobseekers Allowance (Income Based)
- Pension Credit (Guaranteed Credit)
- Employment and Support Allowance (Income Related)
- Support under part VI of the Immigration and Asylum act 1999
- Child Tax Credit with a joint annual gross income of no more than £16,190  
(Providing you are not entitled to Working Tax Credit on a regular basis)
- A 'Run-On' of Working Tax Credit (Paid for 4 weeks after you stop qualifying for Working Tax Credit)

## Parent or Guardian Details (All sections must be completed in CAPITAL LETTERS)

Mr/Mrs/Miss/Ms \_\_\_\_\_ National Insurance/Asylum Seeker Number \_\_\_\_\_

First Names(s) \_\_\_\_\_ Surname \_\_\_\_\_

Maiden or previous surnames that you have been known by \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone Number \_\_\_\_\_

If you wish to receive correspondence by email please provide your email address \_\_\_\_\_

## Details of your Partner, if living at the same address

Mr/Mrs/Miss/Ms \_\_\_\_\_ National Insurance/Asylum Seeker Number \_\_\_\_\_

First Names(s) \_\_\_\_\_ Surname \_\_\_\_\_

Maiden or previous surnames that you have been known by \_\_\_\_\_

Date of birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Your Child(ren)'s Details- Please complete details below for ALL dependent children that you wish to claim free school meals for. They may attend different Redcar & Cleveland schools. Also include any child who is in Reception, Year 1 and Year 2.**

First Name	Surname	Date of birth	Name of School	Relationship to Child

**Declaration**

I CERTIFY that the information given on this form is correct to the best of my knowledge and belief, and **I will notify the Council immediately of any change in circumstances.**

I agree that you will use the information I have provided to process my claim for Free School Meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement. I understand that the results of any Free School Meals eligibility check may also be used to assess my entitlement to receive free travel to school. I also understand that the information contained in this form maybe passed to a third party if they are involved in the provision of free school meals.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

The data you have provided to Redcar & Cleveland Borough Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we may use your data, including privacy notices, please visit [www.redcar-cleveland.gov.uk/Free School Meals](http://www.redcar-cleveland.gov.uk/Free School Meals).

Applicants are advised that it is a criminal offence to knowingly make an untrue statement or other false information to obtain a grant, contribution or other financial benefit from the Council. This Council is under a duty to protect the public funds it administers and to this end may use the information on this form within the authority for the prevention and detection of fraud.

Completed application forms can either be returned to your child's school, emailing to **educationalbenefits@redcar-cleveland.gov.uk** or posting to Redcar & Cleveland Borough Council, Department of Corporate Resources, Educational Benefits, Redcar & Cleveland House, Kirkleatham Street, Redcar, Yorkshire TS10 1RT.

**OFFICE USE ONLY: -**  
 Date ECS Checked \_\_\_\_\_  
 Notes: \_\_\_\_\_



## Free School Meals Applications Important Notes

Parents/Guardians will no longer be required to send a copy of their benefit evidence to support their claim.

We will check your entitlement on the Free School Meals Eligibility Checking Service where data is held by the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs and the Home Office. If the Department for Education's Eligibility Checking Service is unable to confirm that you are entitled to Free School Meals, it will be necessary for us to ask you to provide evidence.

If you are in receipt of one of the following you may qualify for Free School Meals: -

Universal Credit - with an annual net earned income of no more than £7,400 (as assessed by earnings from up to three of your most recent assessment periods)

Income Support

Income Based Jobseekers Allowance

Income Related Employment and Support Allowance

The Guaranteed Element of Pension Credit

Support under part V1 of the Immigration and Asylum Act 1999

Child Tax Credit - provided you are not also entitled to Working Tax Credit and have an annual gross income as assessed by Her Majesty's Revenue and Customs of no more than £16,190

A 'Run On' Working Tax Credit – paid for 4 weeks after you stop qualifying for Working Tax Credit

**It should be noted that if you are entitled to Working Tax Credit on a regular basis you will not qualify for free school meals.**

### Transitional Protection

From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time.

In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period.

Once Universal Credit is fully rolled out, any existing claimants that no longer meet the above eligibility criteria at that point will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary). Transitional Protection applies to all children whether eligible through legacy benefits or Universal Credit.

Transitional Protections are put in place on an individual child basis, not on a family basis. This means that younger children will not become entitled to free school meals simply because their older sibling is in receipt of transitional protection. The younger child must meet the eligibility criteria at the time the application is made to become eligible for free school meals.

The Universal Credit rollout is expected to be completed by March 2023.

**this is Redcar & Cleveland**

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Alternatively you can contact Educational Benefits on 01642 774774 and an application form can be completed over the telephone.

If you have any questions about Free School Meals you can contact us by:

Telephoning – 01642 774774

Emailing – **educationalbenefits@redcar-cleveland.gov.uk**

Visiting - Visiting Customer Services at Redcar & Cleveland House, Kirkleatham Street, Redcar / Low Grange District Centre, Normanby Road, Southbank or Belmont House, Rectory Lane, Guisborough.