

APPLICATION FOR FREE SCHOOL MEALS

FOR OFFICE USE ONLY	
START DATE	
EXPIRY DATE	
RECORD NO.	

Please complete the following information in **BLOCK CAPITALS**

1

YOURSELF		
TITLE	SURNAME	FORENAME
YOUR PARTNER		
TITLE	SURNAME	FORENAME

ADDRESS	
POST CODE:	
TEL NO:	

2

YOUR CHILDREN OF PRIMARY & SECONDARY SCHOOL AGE ONLY			
SURNAME	FORENAME	DATE OF BIRTH	SCHOOL

3

BENEFIT DETAILS
Are you in receipt of the following benefit?
Income Support Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)
Income-based JobSeeker's Allowance Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)
<p>Please provide your National Insurance Number below:</p> <p style="text-align: center;">▼</p> <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"/>
<p>Child Tax Credit only and annual household income must not exceed £15,575. (Please note that if you are in receipt of Working Tax Credit then you are not entitled to Free School Meals)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)</p>

4

DECLARATION
I declare the above information is true and complete:
Signature:- _____ Date:- _____

FOR OFFICIAL USE ONLY

OFFICIAL STAMP
<p>This box should be stamped <u>only</u> when applicant is in receipt of:-</p> <p style="text-align: center;">Income Support, Or Income-based JobSeeker's Allowance</p>

SCHOOL STAMP
<p>This box should be stamped <u>only</u> after current benefit documents have been seen and authorised</p>

PROOF OF BENEFITS SEEN AT SCHOOL/OFFICE	
<p>ASSESSMENT LETTER (Check document is current & initial)</p>	
<p>CHILD TAX CREDIT ONLY Tax Credit Award Notice (TC602) (Please copy and attach to application)</p>	Office use only

Application for School Meals and Milk

Guidance Notes for Applicants

One application form is sufficient for all children in the family

Free school meals will be granted only to pupils attending school under Local Authority Management whose parent/guardians are in receipt of **Income Support** or **Income-based JobSeeker's Allowance**. You will also qualify if you are in receipt of the **Child Tax Credit only** and your household income is less than £15,575. Please note that if you are in receipt of Working Tax Credit then you are not entitled to Free School Meals regardless of household income.

Milk

Primary school aged pupils, who are in receipt of Free School Meals, are provided with 0.25 litre of milk daily free of charge.

• **If you receive Income Support**, you should follow one of the steps below:-

1. Take the form to the Department for Working Pensions (DWP), JobcentrePlus, West Lothian Council Advice Shop (Bathgate) or any Council Information Service office who will put their stamp in the box provided.
2. Take the form, together with a recent assessment letter to your child's school or to Education & Cultural Services at the address below. The details will then be checked and the documents returned to you immediately.
3. Send the form to Education & Cultural Services at the address below together with a recent assessment letter. The details will then be checked and the documents returned to you by post.

• **If you receive Income-based JobSeeker's Allowance**, you should follow one of the steps below:-

1. Take the form to your local JobcentrePlus or West Lothian Council Advice Shop (Bathgate) who will put their stamp in the box provided.
2. Take the form, together with a recent award letter (please note that all pages are required) to your child's school or to Education & Cultural Services at the address below. The details will then be checked and the documents returned to you immediately.
3. Send the form to Education & Cultural Services at the address below together with a recent award letter (please note that all pages are required). The details will then be checked and the documents returned to you by post.

• **If you receive Child Tax Credit (but not Working Tax Credit)**, you should follow one of the steps below:-

1. Take the form, together with your current Tax Credit Award Notice to your child's school or to Education & Cultural Services at the address below. The notice will then be checked and returned to you immediately.
2. Send the form to Education & Cultural Services at the address below together with your current Tax Credit Award Notice. The details will then be checked and the award notice will be returned to you by post.

(please note that all pages of your Tax Credit Award Notice must be provided, and that a provisional award or one based on estimated income cannot be accepted)

All applicants must ensure that they give their National Insurance Number in section 3 overleaf. If you do not, your award will be delayed, as your application will be returned to you for this information to be provided.

A successful applicant will receive free school meals for a period of 12 months from the starting date providing that they continue to receive Income Support, Income-based JobSeeker's Allowance or Child Tax Credit (**but not Working Tax Credit**). **If you cease to receive any of these qualifying benefits prior to the expiry date you should advise this office immediately.**

When an expiry date draws close we will send you a reminder letter showing the expiry date of your child(ren's) free school meals and enclose an application form, which you should complete and return to this office providing you remain entitled to one of the qualifying benefits.

Should your circumstances change and you wish to claim free school meals & milk in the future, you will require to complete a new application form.

Return completed application to:-

If you require any
assistance to complete this
form, please contact this
Office.

Free School Meals Section
West Lothian Council - Education & Cultural Services
Lindsay House, South Bridge Street
BATHGATE, EH48 1TS
Tel: (01506) 776003
e-mail:- FreeSchoolMeals@westlothian.gov.uk