



Schools' Personnel Service
Specialist advice and support
for schools and academies

APPLICATION FORM for FREE SCHOOL MEALS - Schools' Personnel Service

STEP 1: Please note - if you are receiving WORKING TAX CREDIT, YOU DO NOT QUALIFY for Free School Meals

STEP 2: Your child/children who are attending a maintained school are entitled to receive meals free, **IF** you are in receipt of one of the following benefits.

Please tick which benefit you receive:-

- INCOME SUPPORT
- INCOME-RELATED JOB SEEKERS ALLOWANCE
- GUARANTEED ELEMENT OF PENSION CREDIT
- CHILD TAX CREDIT (without WORKING TAX CREDIT) and annual income below £16,190
- EMPLOYMENT AND SUPPORT ALLOWANCE (income-related)
- SUPPORT UNDER PART VI of the IMMIGRATION & ASYLUM ACT 1999

STEP 3: In **CAPITALS** please complete **ALL** details of the **BENEFIT APPLICANT** e.g. Parent:

Title: (Mr/Mrs/Miss/Ms)	Forenames:	Surname:
Full Home Address:		Email Address:
Post Code:	Daytime contact number:	Date of birth:
National Insurance Number:		Relationship to pupil e.g. mother

STEP 4: In **CAPITALS** please complete details for the child/children you wish to receive Free School Meals

Child's FORENAMES	SURNAME	Male/ Female	Date of Birth	SCHOOL Name and Address

STEP 5: DECLARATION and SIGNATURE

- A. I wish my child/children to receive school meals free of charge while I am receiving one of qualifying benefits listed above.
- B. I will inform the SPS Free School Meals Service if there are any charges to my claim, i.e new claimant, different address, change in marital status (name), change of school or I cease to receive any of the above benefits.
- C. I confirm that the information that I have given is correct. I understand that the SPS Free School Meals Service will make enquiries on behalf of KCC to check the
- D. 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 the law to verify my initial, and ongoing, entitlement.

Signature of Benefit Applicant:	Date:
--	--------------

STEP 6: PLEASE NOTE: The Authority reserves the right to review an award made at anytime. Missing information on the form may lead to a delay in processing the claim, please complete in full.

STEP 7: Please Return the FULLY COMPLETED form to:

Free School Meals Service Schools' Personnel Service 30 Kings Hill Avenue, West Malling Kent ME19 4AE
Telephone contact: 03000 415123
Email contact: FreeSchoolMeals@kent.gov.uk