

# Claim form Free school meals

Please use **black ink** to fill in this form.

- Use this form to claim **free school meals**.
  - **Free school meals** are for school pupils up to the age of 16 and for pupils who go to a school sixth form.
- If you are an asylum seeker who is not allowed to claim benefits, do not use this form. Contact your child's school to claim. See **note 3** at the back of the form.
- Claim **free school meals** if you get:
  - Income Support
  - income-based Jobseeker's Allowance
  - the guaranteed part of Pension Credit
  - income-related Employment and Support Allowance
  - Universal Credit (details of this qualifying income may change)  
or
  - Child Tax Credit (CTC) as long as you don't get Working Tax Credit or an amount for childcare paid with your CTC. HM Revenue & Customs must also have worked out your household income as £16,190 a year or less. This income limit lasts until April 2017 but may go up in future years.
- You can also get free school meals if you are entitled to a Working Tax Credit run-on payment for four weeks after stopping work or reducing working hours to under 16 hours a week.
- All **'infants' at school** in Reception, Year 1 and Year 2 get free school meals. Parents of 'infants' still need to claim on this form if you get one of the qualifying incomes above. This is so that your child is counted for extra money for their school (the pupil premium). If you don't get a qualifying income, your child will still get free meals if they are an **'infant'**. **Don't** fill in this form – contact the school for details.
- See **note 3** at the back of the form for more details about education benefits.

## 1 Other benefits

1 Are you or your partner (see **note 1**) already getting Housing Benefit or Council Tax Support from us?

**No**  – Go to question 2.

**Yes**  – Please tell us your benefits number.

You will find it on letters we have sent you.

Benefits number:

Now go to **part 2 – Your details**.

2 Are you or your partner still waiting for our decision on a recent claim for Housing Benefit or Council Tax Support?

**No**  – Go to question 3.

**Yes**  – Go to **part 2 – Your details**.

3 Do you or your partner want to claim Housing Benefit (help with paying your rent)?

**No**

**Yes**  – We will write to you if we need more details.

4 Do you or your partner want to claim Council Tax Support (help with paying your council tax)?

**No**

**Yes**  – We will write to you if we need more details.

## 2 Your details (and your partner's if they live with you)

1 Do you have a partner who lives with you? See **note 1** at the back of the form about partners.

**No**  – Just fill in the boxes in the column headed **You**.

**Yes**  – You must answer all the questions about them, as well as yourself.

2 Surname or family name

**You**

**Your partner**

3 Other names

4 Title (Mr, Mrs, Ms, Miss, other)

5 Address, including room or flat number if you have one

  
  
  

Postcode

6 Daytime phone number

Mobile phone number

7 Date of birth

 /  /  /  /

## 2 Your details (and your partner's if they live with you)

	You			Your partner		
8 Tell us any other names you use or have used.	<input type="text"/>			<input type="text"/>		
9 National insurance number. (We need it to check that you get the benefits you tell us about on this form.)	Letters	Numbers	Letter	Letters	Numbers	Letter
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Do you or your partner get:						
– Income Support	No <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	
– the guaranteed part of Pension Credit?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	
– income-based Jobseeker's Allowance?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	
– income-related Employment and Support Allowance?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	
– Universal Credit?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	

**Have you moved recently?** – If you or your partner get Income Support, the guaranteed part of Pension Credit, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Universal Credit and you've just moved, tell Jobcentre Plus or The Pension Service (whichever applies).

If you don't tell them, it will slow down this claim.

11 Do you or your partner get Child Tax Credit (CTC) and have a joint income of £16,190 a year or less?	No <input type="checkbox"/>	Yes <input type="checkbox"/> – When did you start getting CTC?	<input type="text"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> – When did they start getting CTC?	<input type="text"/>
	Yes <input type="checkbox"/>					
	Do you get an amount for childcare paid with your CTC?			Do they get an amount for childcare paid with their CTC?		
	No <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	
12 Are you or your partner receiving a four-week run-on of Working Tax Credit?	Do you get Working Tax Credit?			Do they get Working Tax Credit?		
	No <input type="checkbox"/>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Please enclose your latest Child Tax Credit award letter as evidence. Send all the pages.			Please enclose their latest Child Tax Credit award letter as evidence. Send all the pages.		
	No <input type="checkbox"/>	Yes <input type="checkbox"/> – When did you start getting it?	<input type="text"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> – When did they start getting it?	<input type="text"/>
13 Are you or your partner waiting to hear about a claim for Income Support, the guaranteed part of Pension Credit, Jobseeker's Allowance, Employment and Support Allowance, Universal Credit or Child Tax Credit?	Please send your letter showing that you get the four week run-on.			Please send their letter showing that they get the four week run-on.		
	No <input type="checkbox"/>	Yes <input type="checkbox"/> – When did you claim?	<input type="text"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/> – When did they claim?	<input type="text"/>
	Which benefit or tax credit are you waiting to hear about?			Which benefit or tax credit are they waiting to hear about?		
	<input type="text"/>			<input type="text"/>		

### 3

## Dependent children who live with you

Child's full name	Relationship to you or your partner	Date of birth	Tick if you get Child Benefit for them	Name and address of their school
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		

Please give us your Child Benefit number. This is on your award letter from the Child Benefit Office.

Numbers						Letters	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please also provide evidence that you get Child Benefit for the children you have ticked above. This could be your latest award letter showing your current address, or your recent bank or building society statement (from within the last two months) showing payment of Child Benefit.

### 4

## About your ethnic background

We ask this question because we need to collect information to make sure that we treat all our customers equally. We will keep your details private. We will only use them to produce figures to check that the Benefits Service is working fairly, and to make sure that everyone in the community can use our services.

**Please tick one box to tell us your ethnic background.** Tick the ethnic group that you feel best describes you. It does not mean your country of birth, or nationality.

#### Asian or Asian British

- Asian British
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Vietnamese
- Kashmiri
- East-African Asian
- Any other Asian or Asian British background (Please tell us your origin, for example, Sri Lankan, Malaysian, Thai).

#### White

- White British (English/Welsh/Scottish/Northern Irish)
- Irish
- Traveller of Irish heritage
- Roma
- Any other White background (Please tell us your origin, for example, Polish, French, Danish).

#### Black or Black British

- Black British
- Caribbean
- Somali
- African (other than Somali) (Please tell us your origin, for example, Nigerian, Eritrean).

- Any other Black or Black British background (Please tell us your origin).

#### Mixed ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed or multiple ethnic background (Please tell us your origin).

#### Other ethnic group

- Arab
- Other Middle Eastern
- Any other origin not listed here (Please tell us your origin, for example, Kurdish, Iranian).

## 5 Getting free meals started straight away

Use the tear-off slips on the next page to tell the headteacher of your child's school that you have claimed free school meals. Use a separate slip for each school. For example use two slips if you have two children going to two separate schools. **Fill in the slip and give it to the headteacher so the school can start giving your child free school meals.**

When you give the tear-off slip to the headteacher, the school can start giving free school meals to your children before the school hears from the Benefits Service. You will have to show them evidence of one of the qualifying incomes listed at the top of page 1.

## 6 Your declaration

**Please read this declaration carefully before you sign and date it. You must sign it if you can, even if someone else has filled in the form for you. If you have a partner, they should sign this declaration as well.**

**I understand the following.**

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for education benefits. You may make any enquiries you need to check the information I have given, including checking with other sources within the Council, the Pension Service, Jobcentre Plus, HM Revenue & Customs and other councils.
- You may use any information I have provided in

**I declare** the information I have given on this form is correct and complete.

Your signature:

Partner's signature:

Date:  /  /

**Please fill this part in if you have filled in this form for the person who is claiming**

I have confirmed with the person claiming that the information I have given is correct. I have also explained the declaration above to the person claiming.

The reason I am filling in this form for the person claiming is:

Signature of the person who filled in the form

Name of the person who filled in the form

Relationship to the person claiming, for example son, friend or school secretary

Date

**Only fill in this part of the form if you want to give permission to someone to check where your claim is up to.**

I agree that the Benefits Service can share information about the progress of my claim with the person named below. This permission lasts for a month after you have dealt with my claim.

Name of the person we can give details to

First line of their address

Your signature

Date

## 7 Returning this form

**Please return this form to: The Revenues and Benefits Unit, PO Box 3, Manchester M15 5BA.**

Please send the evidence we ask for. We will send your documents back to you. Or you can bring in your form and evidence – see **note 5**.

Give this free school meals slip to the **headteacher** of your child's school. **Do not send it to the Benefits Service.**

To the headteacher

School:

(fill in name of school)

I receive (please tick the qualifying incomes you get):

- Income Support
- income-based Jobseeker's Allowance
- the guaranteed part of Pension Credit
- income-related Employment and Support Allowance
- Universal Credit
- Child Tax Credit (with no Working Tax Credit and no amount for childcare) and have an income of £16,190 or less a year
- Working Tax Credit run-on

Name of child or children at this school


I have shown you my latest award letter as evidence. I have claimed free school meals from the Benefits Service. Please start free school meals for my child or children while the Benefits Service deals with my claim.

Parent or guardian's signature

Parent or guardian's home address

Date  /  /

Please tear off along the dotted line.

Give this free school meals slip to the **headteacher** of your child's school. **Do not send it to the Benefits Service.**

To the headteacher

School:

(fill in name of school)

I receive (please tick the qualifying incomes you get):

- Income Support
- income-based Jobseeker's Allowance
- the guaranteed part of Pension Credit
- income-related Employment and Support Allowance
- Universal Credit
- Child Tax Credit (with no Working Tax Credit and no amount for childcare) and have an income of £16,190 or less a year
- Working Tax Credit run-on

Name of child or children at this school


I have shown you my latest award letter as evidence. I have claimed free school meals from the Benefits Service. Please start free school meals for my child or children while the Benefits Service deals with my claim.

Parent or guardian's signature

Parent or guardian's home address

Date  /  /

Give this free school meals slip to the **headteacher** of your child's school. **Do not send it to the Benefits Service.**

To the headteacher

School:

(fill in name of school)

I receive (please tick the qualifying incomes you get):

- Income Support
- income-based Jobseeker's Allowance
- the guaranteed part of Pension Credit
- income-related Employment and Support Allowance
- Universal Credit
- Child Tax Credit (with no Working Tax Credit and no amount for childcare) and have an income of £16,190 or less a year
- Working Tax Credit run-on

Name of child or children at this school


I have shown you my latest award letter as evidence. I have claimed free school meals from the Benefits Service. Please start free school meals for my child or children while the Benefits Service deals with my claim.

Parent or guardian's signature

Parent or guardian's home address

Date  /  /



## Filling in the form

**1** If you have a partner, you only need to fill in one form between you. Please fill in your partner's details where we ask for them on the form.

By 'partner' we mean:

- someone you're married to (including someone of the same sex who you're married to)
- a civil partner (someone who has entered into a formal arrangement with a same-sex partner so they have the same legal status as a married couple)
- someone you live with as if you are civil partners or married to them.

**2** If you need help filling in the form, phone the Benefits Service on 0161 234 5003. Or you can make an appointment with an adviser at the Customer Service Centre, Mount Street Entrance, Ground Floor, Town Hall Extension, Albert Square, M60 2LA or at a benefits surgery at a local library. Phone 0161 234 5003 (9am to 6pm) Monday to Friday, to make an appointment.

The Customer Service Centre can also arrange for an interpreter if you need help in another language to fill in the form. You can also contact any Advice Centre for help filling in the form.

## Education benefits

### **3 Free school meals**

If you receive one of the qualifying incomes listed at the top of page 1 of this form, we tell your child's school to provide a free school meal at lunchtime once we have dealt with your claim. Free school meals are available for state-school (not private) pupils up to the age of 16 and for pupils who go to a state-school sixth form. This includes Academies.

Young people over 16 may get free meals if they go to a further education college (such as the Manchester College, Trafford College) or a sixth-form college (such as Loreto College, Xaverian College). The young person or their parents must receive a qualifying income. You must apply to the college for free meals – **don't** fill in this form unless you also have a child under 16 or in a school sixth form.

#### **Asylum seekers**

If you are an asylum seeker who is not allowed to claim

benefits, there is a separate procedure for claiming free school meals. Your child's school will help you to make a claim – don't use this form. The school will need to see evidence that you are an asylum seeker, for example one of the following documents:

- IS96
- Standard acknowledgement letter (SAL) 1 or 2
- Letter from the Home Office
- Letter from a solicitor
- Application registration card (ARC).

#### **Other financial help**

For information about other help for over 16s staying on in education, please contact your college or school sixth form.

## Changes you must tell us about

**4** Once you've sent the form back, you must tell us **straight away**, \*online or in writing:

- if you leave your present address
- if you stop receiving Income Support, the guaranteed part of Pension Credit, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Universal Credit

- if your Child Tax Credit changes or you start to get Working Tax Credit while you are getting free school meals, including the four-week run-on
- if your child changes school; and
- about any change that could affect your benefits.

This is not a full list!

\*online – tell us at [www.manchester.gov.uk/changetoclaim](http://www.manchester.gov.uk/changetoclaim)

## Returning the form

**5** Please send the form to us with the evidence we ask for. Send it to: **The Revenues and Benefits Unit, PO Box 3, Manchester M15 5BA.**

This is our 'designated office' (our official address) to which you can post forms, or details of changes that may affect your benefit. We have other designated offices (our Customer Service Centre and other reception points across the city) where you can call in to report changes or hand in your form and get your evidence checked.

To find your local reception point visit

#### **[www.manchester.gov.uk/benefits/reception](http://www.manchester.gov.uk/benefits/reception)**

and type in your post code. Or, you could ask at your local library or housing office for your nearest benefits reception point.

If you prefer, you can bring the form and evidence to our Customer Service Centre, Ground Floor, Town Hall Extension, M60 2LA. For satellite navigation systems use M2 5DB. The Customer Service Centre is open Monday to Friday from 9am to 5pm. You don't need an appointment to hand in completed forms and to have your evidence checked there.

## We are the Revenues and Benefits Unit, PO Box 3, Manchester M15 5BA

**Online** [www.manchester.gov.uk/benefits](http://www.manchester.gov.uk/benefits)  
**Email** [benefit.enquiries@manchester.gov.uk](mailto:benefit.enquiries@manchester.gov.uk)  
**Phone** 0161 234 5003 (Monday to Friday from 9am to 6pm)

**Textphone** (if you have hearing difficulties and have a textphone) 0161 953 8301  
**Fax** 0161 455 1130



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CITY COUNCIL

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