

# Free School Meals

**You MUST be in receipt of one of the following benefits:**

- Child Tax Credit ONLY – Income below £16,190 (Families receiving Working Tax Credit are not eligible)
- Income Support
- Income Related Employment and Support Allowance
- Income Based Job Seekers Allowance
- Guaranteed Element of State Pension Credit
- The Immigration & Asylum Act 1999



**Please complete YOUR details below:**

<b>Title:</b>	<b>Address:</b>
<b>Forename(s):</b>	
<b>Surname:</b>	
<b>NI Number:</b>	
<b>Date of Birth:</b>	
<b>Telephone:</b>	<b>Postcode:</b>

**Please complete your CHILD'S details below:**

<b>Surname:</b>	<b>Forename(s):</b>	<b>Date of Birth:</b>	<b>M/F</b>	<b>Name of School Attended:</b>	<b>Relationship to Child:</b>

We may be able to obtain confirmation of your benefit electronically, however if the electronic checking system cannot confirm your entitlement we will contact you requesting you supply the required evidence.

## NORTHUMBERLAND

Northumberland County Council

# Declaration

## Please Read Carefully

I certify that the information given in this application is correct to the best of my knowledge and belief.

I agree that you will use the information I have provided to process my claim for free school meals and that you will contact other appropriate sources (Department of Works and Pensions & Her Majesty's Revenue & Customs) as allowed by the law to verify my initial, and ongoing, entitlement.

I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to receive free school milk. I understand that the information I have provided will not be used for any other purpose or be shared with any third party without my agreement.

I undertake to notify the Free School Meals office of any change in my circumstances relating to benefit changes or change of address. I understand that if I fail to notify you of these changes I will have to pay for all meals taken when no entitlement has been authorised by this office.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

If you have any queries about this form, or would like to give your details over the phone so your meals can be started with immediate effect, please contact the Free School Meal Team on 01670 623592 or [FSM@northumberland.gov.uk](mailto:FSM@northumberland.gov.uk).

**Return this form to: Free School Meals, Revenue and Benefit Section,  
Wansbeck Square, Ashington, NE63 9XL**

### For Official Use Only

Approved: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Approved By: \_\_\_\_\_ Officer: \_\_\_\_\_ Date: \_\_\_\_\_

DfE Benefit Check: \_\_\_\_\_ Found: \_\_\_\_\_ Not Found: \_\_\_\_\_

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