

Free School Meals Application form

You are entitled to free school meals for your child if you receive certain benefits. Eligibility is electronically checked against a central government database. All sections are mandatory.

Do not use this form if your child is in private or school nursery. To apply for a child in school nursery you must contact the school directly.

Please note: if your child is in Reception, Year 1 or Year 2, they automatically receive a meal under the Universal Free School Meal Scheme but please still complete this form.

	Title	First Name	Last Name	Date of Birth	National Insurance or NASS number
You				DD/MM/YYYY	
Your partner				DD/MM/YYYY	

Address

Postcode:

Telephone number

Email address

I/We receive the following:

- Income Support or Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Universal Credit with an annual net earned income of no more than £7,400
- Working Tax Credit run-on- paid for 4 weeks after your Working Tax Credit ends
- Child Tax Credit (provided you are **not** also entitled to Working Tax Credit and have an annual gross income less than £16,190)

✓

Please detail all children living with you:

First Name	Last Name	Boy/ Girl	Date of Birth	School & start date	Relationship to Child (e.g. Mother)	School Year (e.g. Year 4)
			DD/MM/YYYY			
			DD/MM/YYYY			
			DD/MM/YYYY			
			DD/MM/YYYY			

If you have moved or changed your name in the last 3 years, please give us your previous details:

Declaration

- I understand that if I do not make Trafford Council aware of any change in my circumstances which might affect my claim, or if I or give false information I will have to repay the cost of any free meals to which my children were not entitled and Trafford Council may take court action against me.
- I understand that information I supply may be used by Trafford Council to assess (and inform me of) any entitlement to receive free travel to school for my children.
- I understand that the details I have provided may be used to check my ongoing eligibility for free school meals. I can withdraw consent for my information to be used for this purpose at any time by contacting the Free School Meals team.
- Trafford Council may check some of the information with other sources as allowed by the law.
- Trafford Council may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. Trafford Council may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- We are committed to ensuring that the personal and sensitive data we hold about you is protected and kept safe and secure and have measures in place to prevent the loss, misuse or alteration of your personal information.
- I declare the information I have given on this form is correct and complete.

Signed

Date

/ /

Submitting your application

Once you have completed this form, send it to the Free School Meals Team or hand it in to any Trafford library. Forms received by the Free School Meals Team before midday on Friday will ensure your child receives free meals from the following Monday. **Claims cannot be backdated.**

Contacting the Free School Meals team

- Post: Free School Meals Team, Access Trafford, Sale Waterside, Sale, M33 7ZF
- Telephone: 0161 912 3265
- Email: freeschoolmeals@trafford.gov.uk