



DERBY CITY COUNCIL

Application for Free Meals for Full-Time Pupils

1. Details of Applicant – Parent/Guardian

Surname _____ Mr / Mrs / Miss / Ms *Delete as appropriate* First Name _____

National Insurance Number of Applicant Date of Birth of Applicant ___/___/___

Relationship to child/children _____

Present Address _____

Postcode Telephone number _____

Is this your first claim in Derby? Yes No

Please state any previous address or change of name since your last claim? _____

Please state if lone parent family? Yes No

2. Details of all persons resident in the home. Please complete Section A and B.

A. Children at school or full time nursery

Surname	First name	Date of Birth	Name of school/nursery	Age

B. Partner/Guardian and children under school age

Surname	First name	Date of Birth

3. Proof that you are eligible to claim free meals must be produced with the application. Please read the information on Support Payments overleaf, which tells you what documents we need to see. Continued...

Address of DWP Office you are claiming from _____

DWP Stamp / NASS
Verification

For completion by DWP Office Continuously in receipt of income support or Income-Based Job Seeker's Allowance

From ___/___/___ DWP Signature _____ Date _____

Support Payments entitling parents/guardians to make a claim for free meals are:

- **Income Support – IS**

Please provide a recent Department for Work and Pensions (DWP) letter about your Income Support (no more than 6 months old) **OR** the DWP can stamp your form for you **OR** you can provide your most recent Tax Credit Award Notice.

- **Income Based Jobseekers Allowance - IJSA**

Please provide a recent letter about your Jobseekers Allowance (no more than 6 months old) **OR** the DWP or Jobcentre can stamp your form for you. NB. We cannot accept signing on cards.

- **Support under Part VI of the Immigration and Asylum Act 1999**

Please provide a recent Home Office Letter (no more than 6 months old) or ask your Housing Association to stamp the form for you.

- **Child Tax Credit (but NOT Working Tax Credit)**

You can make a claim under this category if your annual income (as assessed by the Inland Revenue) does not exceed £14,155 AND you do not receive Working Tax Credit. Please provide your most recent Tax Credit Award Notice.

- **Guarantee Element of State Pension Credit**

Please provide your most recent Pension Credit M1000 Notice.

NB. Photocopies are not accepted

It is advised that you do not to leave your completed form at the DWP Office.

Declaration

I understand that my entitlement to free meals will only continue as long as I receive one of the Support Payments.

I will inform you immediately if my entitlement to any of the Support Payments is terminated.

I understand that if I do not inform you and my child/children continues to receive free meals I will have to repay the cost of any meals taken.

I will inform you immediately if I change my address.

I declare that I am legally responsible for the child/children I am claiming for.

I certify that the above statement and information given by me on this form is complete and true and I authorise the City Council to take such steps, as they consider necessary to verify the same.

I understand that this may involve the Free Meals Team contacting the Department for Work and Pensions for confirmation of my/our entitlement.

Date ____/____/____

Signature of Applicant/Claimant_____

A deliberate false statement may lead to prosecution

Notes

1. Free meals are only available to pupils whose parents/guardians are receiving one of the Support Payments for the child/children named or for pupils receiving IS or IJSA.
2. This form must be completed by the person who claims the Support Payment in the household.
3. Where pupils attend different schools within Derby City, you should complete one form for each household. Some Foundation Schools deal with their own free meals so a separate form is required. Please contact the individual school directly.

Please return completed form to: Free School Meals
Derby City Council
PO Box 1
Council House
Corporation Street
Derby DE1 2XG



01332 255114

Email: freeschoolmeals@derby.gov.uk