



#### 4 – Declaration

- I understand that my entitlement to free school meals will only continue as long as I receive one of the relevant Support Payments (see notes below).
- 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 School Meals Team contacting the HMRC or the Department for Work and Pensions for confirmation of my/our entitlement.

**A DELIBERATE FALSE STATEMENT MAY LEAD TO PROSECUTION**

<b>Signature:</b>	<b>Date:</b>
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#### Notes

1 - Free meals are only available to pupils whose parents/guardians are receiving one of the following Support Payments for the child/children named:

- Income Support
- Income Based Job Seekers Allowance (JSA - IB)
- Income Related Employment and Support Allowance (ESA - IR)
- Child Tax Credits (but NOT Working Tax Credit), and your annual income is no more than £16,190.
- Pension Credit (Guarantee Credit element only)
- Support under Part VI of the Immigration and Asylum Act 1999

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.

4 - All claims are checked on an online checking system provided by the Department of Education. This only confirms or denies your eligibility to claim free school meals: it does not give us any other information. When your eligibility has been confirmed and your application processed, you will be sent a confirmation letter and we will contact the school directly regarding your child's eligibility.

Please return completed form to:

By post: Free School Meals  
Derby City Council  
Saxon House  
Heritage Gate  
Friary Street  
Derby DE1 1AN

By hand: Customer Services  
1 Albion Street  
Derby  
DE1 2PR



01332 643425



[freeschoolmeals@derby.gcsx.gov.uk](mailto:freeschoolmeals@derby.gcsx.gov.uk)

 All information provided will be treated in accordance with the Data Protection Act 1998. The Council may wish to share the information you supply with other departments within the Council. If you do not wish the Council to use the information you have supplied in this way please tick the box: