



**CONFIDENTIAL**

**Cornwall Local Authority  
New Application Form  
Free School Meals for Schools In Cornwall**

**DO YOU QUALIFY FOR FREE SCHOOL MEALS ?** To qualify you must be in receipt of one of the following benefits. **PEOPLE RECEIVING WORKING TAX CREDITS CANNOT APPLY FOR FREE SCHOOL MEALS.**

- Income Support
- Income Based Job Seekers Allowance ( not contribution based)
- Income Related Employment and Support Allowance (not contribution based)
- Child Tax Credit (CTC) with an annual income as shown on your award letter from the Inland Revenue (TC602), of no more than £16,190. **If you receive Working Tax Credit you do not qualify.**
- Guarantee element of State Pension Credit
- Support under part VI of Immigration and Asylum Act 1999 (IAA) – please contact the Free School Meals Team if this applies to you.

**PLEASE PROVIDE THE FOLLOWING DETAILS.** (To be completed by the parent/guardian in receipt of a qualifying benefit)

- a) National Insurance Number \_\_\_\_\_
- b) Surname \_\_\_\_\_ (Mr/Mrs/Ms/Miss) (Please delete those which do not apply)
- c) Fore Name/Names \_\_\_\_\_
- d) Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_
- f) Telephone contact Number (you must provide a contact no) \_\_\_\_\_

**We need to know the following details about your child (ren) – the child(ren) must be living with the claimant**

Surname	Fore Names	Date of Birth	Name of School

**We can now check your entitlement to Free School Meals (FSM) using a new on-line checking system (HUB).** You **no longer** have to send or take your application form to the Jobcentre Plus Office to be stamped or send us paper proof of your benefits. To check your eligibility for Free School Meals please complete the declaration below as we need your authorisation so we can share your data.

"I agree that Cornwall Council can use my data to check my eligibility for FSM using the on-line FSM HUB"  Claimants Date of Birth----- N.I. Number -----  Claimants Signature -----	
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*I certify that the above information is correct and I agree to inform the Free School Meals Service immediately of any changes to these details. I also agree that the Benefits Agency can reveal computer held information for verification purposes only. Please also note that your details will be placed on our computer database. Your data will be used in accordance with the principles set out in the Data Protection Act (DPA) 1998. This data will only be used for internal LEA purposes and for mailing information to you as and when required.*

Please Post or Fax The Completed Form To:  
**Free School Meals, Student Services, Camel Building, County Hall, Truro TR1 3AY**  
**For Further Help and Advice Please Telephone 01872 324411. Fax Number 01872 323839**  
**Our Office Opening Hours are 10am to 4pm to accept personal callers**

**IMPORTANT** Please note that you must let us know as soon as possible if any of your or your family's details change. **Failure to let us know of the end of your benefit will lead to you being invoiced for any "free" meals served after this. Examples are given below:**

- If you come off Income Support/IBJSA, ESA (IR) or if your entitlement to Child Tax Credit ceases
- If you start to receive Working Tax Credit
- If the person receiving benefit changes
- Your entitlement to Guarantee Element of Pension Credit ceases
- If one or more of your children changes school
- If your address has changed. You will not receive your Free School Meals renewal form which could lead to your child (ren)'s meal being cancelled. **We no longer offer Emergency Meals.**

### **Renewal Process**

A Renewal Form will be sent to your home address **one month** before your entitlement to Free School Meals expires.

It is the Parents/Guardians responsibility to renew on time. Failure to renew your entitlement will mean you are responsible for feeding your child/children. This will lead to you being invoiced for any "free" meals served after this.

