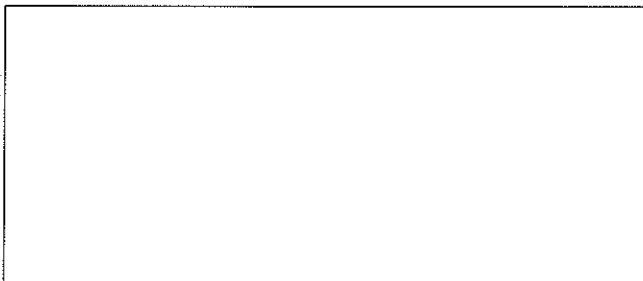


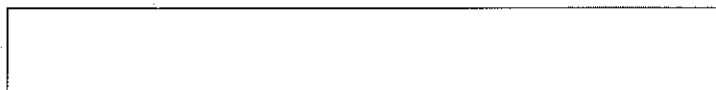
LONDON BOROUGH OF ENFIELD APPLICATION FOR FREE SCHOOL MEALS



Please return to:

**Director of Education
(Pupil Benefits)
Civic Centre
ENFIELD
EN1 3XQ**

**This form should be returned
to the Pupil Benefits office by:**



Please read all information carefully before completing the reverse side of this form.

1. Parents must receive Income Support, Income Based Jobseekers Allowance, Employment and Support Allowance (IR) or assistance as an Asylum Seeker. You would also qualify for free meals if you receive Child Tax Credit **only**, and have an annual income of less than £16,190, or receive the guarantee element of State Pension Credit. **If you do not receive one of these benefits we cannot award free school meals. Please note Working Tax Credits are not a qualifying benefit.**
2. Please make your application by post to the Pupil Benefits office at the address shown above.
3. The form should be completed using black ink/biro and block capitals.
4. If the form is not signed it will be returned to you.
5. We cannot offer an award until we have received acceptable evidence of parental benefit. You should enclose one of the following to confirm any benefit you receive:

- ⇒ **A photocopy of your Tax Credit award letter** The Tax Credit letter from the Inland Revenue must be current and include pages 1, 2, 3 and 4.
- ⇒ **A photocopy of a letter from the Department for Work and Pensions or Job Centre** The letter from the DWP or Job Centre must be less than three months old or be accompanied by a recent full bank statement.
- ⇒ **A photocopy of a letter from the National Asylum Support Service (NASS) or Social Services** The letter must be less than three months old
The name and address of **all** those receiving help must be shown
The letter must describe the help that is being provided

If this is a first application for any of the children named overleaf, you must also provide proof of your Child Benefit by sending a photocopy of the Inland Revenue letter awarding Child Benefit naming your children, or photocopies of their birth certificates.

For more information regarding free school meals, please telephone 020 8379 5367

FOR OFFICE USE ONLY

PERIOD:	BENEFIT CONFIRMATION DETAILS			
	DWP	NINO	DATE	INITIALS
CHILD TAX CREDITS <input type="checkbox"/>	<input type="checkbox"/>			

DETAILS OF PARENT(S) OR GUARDIAN(S) (if two people are maintaining a household as husband and wife, whether married or not, details are required from both people)

MOTHER

FATHER

Surname Mrs/Miss/Ms

Surname

First Name

First Name

National Insurance No.

National Insurance No.

Date of Birth

Date of Birth

ADDRESS:

Postcode Tel.

IS THIS A FIRST APPLICATION?

YES

NO

PUPILS: Please give below details of children for whom you are claiming free school meals

Surname	First Name	Date of Birth	Male/ Female	School

DECLARATION TO BE SIGNED BY BOTH PARENT(S) OR GUARDIAN(S) (AS APPLICABLE)

I/we confirm that the information given in this application is correct to the best of my/our belief and undertake to inform the Education Group of any change to my/our financial circumstances.

I/we understand that the Council may make enquiries to check the information given on this form.

The local authority must protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. They may also share the information, for the same purposes, with other organisations which handle public funds.

YOU MUST TELL US IMMEDIATELY IF ANY OF THE FOLLOWING DETAILS CHANGE:

- YOUR ADDRESS
- THE SCHOOL ATTENDED BY YOUR CHILD
- IF YOU STOP RECEIVING INCOME SUPPORT, INCOME BASED JOBBEEKERS ALLOWANCE, EMPLOYMENT AND SUPPORT ALLOWANCE (IR), HELP AS AN ASYLUM SEEKER THROUGH NASS OR SOCIAL SERVICES OR A QUALIFYING TAX CREDIT.

Signed

Date: ___/___/___

Signed

Date: ___/___/___