

**Application for free school meals - new entrant September 2011**

To get free school meals for your child, you or your partner must get a **qualifying** benefit:

- For more information or to see if you qualify - check the conditions overleaf;
- To apply, fill in this form and take it to your local customer service centre; or
- You can post it to us at the address overleaf.

**About you and your partner**

First name	Last name	Date of birth	National insurance number	Date your qualifying benefit started

**Address**

	Postcode
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**Phone number**

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**Email address**

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**New entrant details**

First name	Last name	M/F	Date of birth	Name of school	Approximate school start date

**Other children at school**

First name	Last name	M/F	Date of birth	Name of school

**Declaration**

I/we declare the information given on this form is correct and complete.  
 I/we understand that if the information given is incorrect or incomplete, you may take action against me/us.  
 I/we understand that you may check the information given on this form.  
 I/we know that if my/our circumstances change after I/we make this claim then I/we must tell you.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Forms must be returned by **mid – July**. Any returned after this date for September entrants may not be processed for the start of term. This means that you will have to pay for your child's meals for at least the first week, but you may be able to claim this back. See overleaf.

## Qualifying conditions for free school meals

**To get free school meals for your child you or your partner must get one of the following qualifying benefits:**

- Income Support, income-based Jobseekers Allowance or income-related Employment Support Allowance;
- The Guarantee element of State Pension Credit;
- Child Tax Credit - but **not** Working Tax Credit or work over 16 hours per week and your total annual household income must be low enough - we can tell you more about this;
- Working Tax Credit during the four-week period immediately after your employment finished or after you start to work less than 16 hours per week; or
- Support under Part VI of the Immigration and Asylum Act 1999.

**You or your partner must also get Child Benefit for your child and live in the Rochdale Borough.**

**If you no longer meet any of these qualifying conditions, you must tell us straightaway.**

## Proof of your qualifying benefit

You no longer need to provide proof of your qualifying benefit with this application form, as we'll check entitlement for free school meals via a secure government website.

## Claiming a refund, if you've paid for meals we later award you

If we award free school meals for a period of time that you've already paid for and want a refund, **you must contact the school direct.**

## 16 - 18 years old and still at school

You can claim free school meals as long as you get Income Support, income-based Job Seekers Allowance or income-related Employment Support Allowance.

## Other financial help for pupils aged 16 - 19

Other help is available for students aged 16-19 in full-time education, from the Local Education Authority.

If your child is struggling with the costs of learning they should speak to student services at their school, college or training provider for more information.

Or contact Rochdale Connexions, free on **0800 195 8528**.

## Help and advice

Our leaflet '**free school meals**' has full details of the scheme and is available from any of our customer service centres or local housing offices. You can hand in your form and get more help and advice at these offices.

You can phone us on: **0845 121 2970**

**Monday to Friday, 8am to 8pm and Saturday, 9am to 1pm.**

Post the form to: **Customer and Communications Service, RMBC, PO Box 490, Rochdale, OL16 9AJ**

For other help and advice you can contact the citizens advice bureau (see your phone book for details).

You can also visit our website [www.rochdale.gov.uk](http://www.rochdale.gov.uk) for more information.