

**Free school meals application form**

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

- Information and a list of qualifying benefits can be found overleaf.
- To apply, fill in this form, and post the form to us at the following address.

**Customer and Communities Service, RMBC, PO Box 490, Rochdale, OL16 9AJ.**

**About you and your partner**

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

**Address**

**Postcode**

**Phone number**

**Email address**

**Your dependant children - list all your children**

First name	Last name	M/F	Date of birth	School attended	Date started

**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 \_\_\_\_\_

## Qualifying benefits 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 and your partner must also get Child Benefit for your child and live in the Rochdale Borough.**

**If you no longer get any of these qualifying benefits, you must tell us straightaway.**

## Proof of your qualifying benefit

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

## 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.

## New starters

If your child is due to start school for the first time, please fill in a new entrant form a few weeks before they start school. These are available from the school or you can contact us, our details are at the end of this page.

## 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.**

## Other financial help for pupils aged 16 - 19

Other help is available for pupils 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

For more information on '**free school meals**' you can:

Phone us on:

**0845 121 2970, Monday to Friday, 8am to 8pm and Saturday, 9am to 1pm.**

Or visit our website:

**[www.rochdale.gov.uk](http://www.rochdale.gov.uk).**

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

To return the form please post to:

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