FORM FSM 1

DURHAM COUNTY COUNCIL
CHILDREN AND YOUNG PEOPLE'S SERVICES

APPLICATION FOR FREE SCHOOL MEALS

If your family is getting **Income Support** or **Income Based Jobseekers Allowance** or **Guarantee element of State Pension Credit** or **income-related employment and support allowance**, or if you are in receipt of **Child Tax Credit (without Working Tax Credit except for the 4 week 'run on' period after a parent has become unemployed or reduced their hours to less than 16 per week) and your annual family income does not exceed £16,190**, your children under 19 and in full-time education may get a free school meal. The name of the person who gets the Income Support, Income Based Jobseekers Allowance, Guarantee element of State Pension Credit, income-related employment and support allowance or Child Tax Credit is the name that should be used on this form.

1. You only need to fill in ONE form to claim for all the children in your care

2. Please complete the following details:

Claimant's Name: (Surname) (Forenames)

Relationship to child(ren): (e.g. Father, Mother, Guardian)

Address:

Postcode:

Telephone No:

N.I. Number:

3. List ALL the children in your care in the box below who are at school:

Name	Boy/Girl	Date of Birth	School Attended

4. Sign below to declare that you have given the correct information and that you will tell the Authority as soon as any of your circumstances change; including if you are no longer in receipt of Income Support, Income Based Jobseekers Allowance, Guarantee element of State Pension Credit, income-related employment and support allowance, Child Tax Credit (without Working Tax Credit except for the 4 week 'run on' period after a parent has become unemployed or reduced their hours to less than 16 per week) or, while in receipt of Child Tax Credit, your annual family income exceeds £16,190. It is your responsibility to confirm at the beginning of the school year that your circumstances enable you to continue to receive free school meals for your child(ren).

Signed: **Date :**

Details of your claim may be held on computer but will be regarded at all times as confidential. The school(s) and the County Council are registered with the Data Protection Registrar.

5. Please take this completed form along with your Income Support Book, proof of your income-related employment and support allowance, Pension Credit M1000 Award Notice, the letter of award from the DSS that shows who is entitled to Income Support/Income Based Jobseekers Allowance or your Tax Credit Award Notice to the school of your youngest child, so that your children can receive free school meals. The details concerning children at other schools will be sent on by the school which receives this form.

FOR OFFICE USE ONLY	Start Date:	End Date:	Authorised at
Signed			Sch. No.

DURHAM COUNTY COUNCIL

Making a difference where you live

FREE SCHOOL MEAL ELIGIBILITY CHECK AUTHORISATION

FULL NAME OF CHILD:	
SCHOOL NAME:	
SCHOOL CONTACT:	
SURNAME (PARENT):	
NATIONAL INSURANCE NUMBER (PARENT):	
NATIONAL ASYLUM SUPPORT SERVICE REFERENCE NUMBER (PARENT):	
DATE OF BIRTH (PARENT):	

I **agree** that **Durham County Council** will use the information provided to process my claim for Free School Meals to verify my initial and ongoing entitlement

I understand that this information will not be passed onto any other third party or be used for any other purpose than to check my eligibility in relation to claiming Free School Meals.

SIGNED:

DATE:

Office Use Only

Y/N
SIGNED
DATE

Fax the completed form to School Meals Section County Hall on 0191 3834455