

Hartlepool Borough Council Benefits Section

Private and Confidential

FREE SCHOOL MEALS CLAIM APPLICATION

Date Received



This form is issued by:

THE BENEFITS DEPARTMENT

Hartlepool Borough Council, Civic Centre, Victoria Road,
HARTLEPOOL TS24 8AY Tel: 01429 284188

OFFICE OPENING TIMES

MON-THURS 8.30 – 5.00

FRI 8.30 – 4.30

ANY ENTITLEMENT TO FREE SCHOOL MEALS CAN ONLY BE AWARDED FROM THE DATE THE BENEFITS SECTION RECEIVE AN APPLICATION

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- The Guarantee Element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit

UNIVERSAL CREDIT

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year?...

(Your net earned income is your household income after taxes and deductions, It does **not** include income through Universal Credit or other benefits that you may receive)

Please place an X in the appropriate box

YES

NO

UNSURE

To make a free school meal claim over the phone please contact the Benefits Section on 01429 284188.

Parent/Guardian 1

Parent/Guardian 2

Surname

Forename(s)

Date of birth

National Insurance number

Letters Numbers Letter

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Letters Numbers Letter

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National Asylum Support Service (NASS) Number

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Daytime Telephone Number:

Mobile Number:

Address

(including room or flat number)

Do not tell us your partner's address if it is the same as yours.

Postcode:

Postcode:

E-mail address:

Child's First name	Child's Last name	Date of Birth			Name of School Child Attends
		DD	MM	YYYY	

WHO IS ELIGIBLE?...

- Children of Nursery school age who receive a school meal due to attending a morning and afternoon session on the same day
- Children aged 5-16 who attend school full time
- Children aged 16-19 who attend English Martyrs / Catcote or Dyke House schools

If you are not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box

DECLARATION

The Council currently processes your personal information to assess and administer any entitlement there may be to Free School Meals. We will process the information you provide on this form in accordance with the General Data Protection Regulations (GDPR) in order to comply with our legal obligations in relation to:

The Education Act 1996, associated Orders and Statutory Instruments. The Free School Lunches and Milk, and School and Early Years Finance (Amendments Relating to Universal Credit)(England) Regulations 2018.

For more information on how the Council processes your information please see our privacy notice at: www.hartlepool.gov.uk/privacy-notices

National Fraud Initiative

The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the purposes listed above in the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [www.hartlepool.gov.uk/fair-processing notice](http://www.hartlepool.gov.uk/fair-processing-notice)

Alternatively if you have any questions on how we process your data please contact:

The Data Protection Officer, Hartlepool Borough Council, Civic Centre, Hartlepool TS24 8AY

Te.: **01429 523087** or email dataprotection@hartlepool.gov.uk

I declare the information given on this form is correct and complete

Customer Signature:

Date:

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ONCE YOU HAVE COMPLETED THIS FORM PLEASE SEND IT TO THE BENEFITS SECTION, CIVIC CENTRE, VICTORIA ROAD, HARTLEPOOL TS24 8AY