

### APPLICATION FOR FREE SCHOOL MEALS

- You must be in receipt of one of the benefits shown below to be eligible for Free School Meals for your child or children.
- Free meals are available to eligible children that **attend school within Wiltshire, on a full-time basis.** This includes nursery children (of compulsory school age) who attend school full-time and sixth form students (but NOT college or Further Education level students). If you live in Wiltshire, but your child attends schools in another Local Authority area (e.g. Somerset, Hampshire or Swindon), you should apply via that Local Authority.
- We are now able to check entitlement to free school meals via a secure government website, which links to your benefit providers. However, if the eligibility checking service (ECS) has not been able to verify your entitlement, we will then need to contact you to ask for evidence to show you are currently in receipt of one of the eligible benefits.
- We cannot backdate claims. The date of entitlement is the date that we confirm your eligibility, using the ECS or paperwork supplied, and successfully process your application.

I confirm that I am currently in receipt of one, or more, of the benefits below. Please tick the box(es) to indicate which benefit(s) you are currently in receipt of. **Without this information we cannot process your claim.**

<input type="checkbox"/>	<b>Income Support</b>
<input type="checkbox"/>	income-based <b>Job Seekers Allowance</b> (NOT contribution based JSA)
<input type="checkbox"/>	income-related <b>Employment and Support Allowance</b> (NOT contribution based ESA)
<input type="checkbox"/>	support under <b>Part VI of the Immigration and Asylum Act 1999</b> - National Asylum Seekers Support (NASS)
<input type="checkbox"/>	the guarantee element of <b>State Pension Credit</b>
<input type="checkbox"/>	<b>Child Tax Credit</b> (you must NOT be entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (April 2012))
<input type="checkbox"/>	<b>Working Tax Credit 'run-on'</b> - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit
<input type="checkbox"/>	<b>Universal Credit</b> (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

If you currently receive Working Tax Credit (other than the 'run-on') you are not eligible to claim.

**YOUR DETAILS (Parent/Carer)** please complete **all sections** as clearly as possible

<b>Mr/Mrs/Miss/Ms</b>										
<b>Legal First Name</b>										
<b>Legal Surname*</b>										
<b>Address</b>								<b>Post Code</b>		
<b>Date of Birth*</b>					<b>Email</b>					
					<b>Telephone Number</b>					
					<b>Mobile Number</b>					
<b>National Insurance Number or NASS Number*</b> (this can be found on your benefit letter or tax credit notice)										

\* We cannot process your application without these

Please complete details below for **ALL dependant children** that you wish to claim free school meals for (they may go to different Wiltshire schools).

Legal First Name	Legal Surname	Date of Birth	Male or Female	School Attended	Your relationship to the child

I sign to certify that the information I have given is correct and I understand it is fraudulent to give false information.

I agree that you will use the information provided to assess my current and ongoing eligibility to claim Free School Meals. I understand this information may be shared with organisations you work with to provide services to me. I understand that my entitlement to Free School Meals will continue only for as long as I receive one of the qualifying benefits. I agree to inform the Free School Meals team **IMMEDIATELY** if my benefit or tax credit entitlement changes or if I change my name or address.

We will keep and use your personal information in line with the requirements of the General Data Protection Regulations 2016. Please see our privacy notice below which explains with whom we are obliged to share your data with.

Signed.....Date.....

The completed form can be returned to your child’s school. They will forward it to us on your behalf. If you prefer, you can send it direct to:

 Free School Meals, Revenues and Benefits, Wiltshire Council, County Hall, Trowbridge, Wiltshire BA14 8JN

 (Tel) 01225 713780

 (Email) fsm@wiltshire.gov.uk

 (Web) www.wiltshire.gov.uk/freeschoolmeals

## Privacy Notice

Wiltshire Council will keep and use your personal information in line with the requirements of the General Data Protection Regulations 2016 and we are the data controller for the information provided on this form.

The Council's Data Protection Office can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk)

The information you have provided to the Council will be used by the Benefits Department to determine entitlement to Free School Meals in conjunction with other welfare benefits that the council administers. Information will only be shared among officers and other agencies where it is necessary and lawful. We will not share your data with any other third parties unless we are required or permitted to do so by law.

We may use the information you have provided on this form within this Authority for the prevention and detection of fraud. We may also share this information with other bodies administering or in receipt of public funds, such as HM Revenues and Customs.

The Council participates in data matching exercises through the National Fraud Initiative. These exercises match the data held by the Council with that of other agencies, including other local authorities and government departments to:

- Prevent or detect benefit fraud or any other crime;
- Support national fraud initiatives; and
- Protect public funds

For more information about how your personal data is used, including your rights as a data subject, please see our privacy notice at <http://www.wiltshire.gov.uk/benefits-privacy-benefits>