

Office use only

**North East Lincolnshire Council**  
Education Welfare Benefit  
Civic Offices, Knoll Street  
Cleethorpes  
North East Lincolnshire  
DN35 8LN



## Application for Free School Meals

If you need any help or advice filling in this form please call into one of our Customer Access Points or telephone the Benefit Section direct on: 323732

**The Customer Access points are situated at:**

Municipal Offices  
Town Hall Square  
Grimsby  
DN31 1HU  
Mon to Fri 9.00am to 5.00pm

Civic Offices  
Knoll Street  
Cleethorpes  
DN35 8LN  
Mon to Fri 9.00am to 5.00pm

Immingham Neighbourhood Office  
Pelham Road  
Immingham  
DN40 1QF  
Mon 9.00am to 4.00pm  
Wed 10.00am to 2.00pm  
Fri 9.00am to 4.00pm

**Notes:**

- You can claim Free School Meals if you receive one of the following:
  - Income Support
  - Job Seekers Allowance Income Based
  - Employment and Support Allowance Income Related
  - Child Tax Credit with annual income of less than £16,190 (as assessed by Tax Credits)  
**If you receive both Child Tax Credit and Working Tax Credit, you do not qualify for Free School Meals**
  - Guarantee Pension Credit
  - Support under Part VI of the Immigration and Asylum Act 1999
- You may need to provide evidence of your income if we cannot confirm it electronically
- Please return this form immediately

### Part A – You and your family

	Surname	Other names	National Insurance number	Date of birth
You				
Your partner				

Address including post code	Telephone number	Email address

### Details of dependant children (Don't include foster children where a fostering allowance is paid)

If you are claiming for more than 6 children, give the details for your additional children on an extra sheet.

List the full names of your dependant children and sex (M or F) (If any of your children have been known by more than 1 surname please tell us the name they use at school)	Date of birth	School attending	Full time? Yes/No	Free School Meals Indicate Yes/No
				Meals
M/F				Yes/No
M/F				Yes/No
M/F				Yes/No
M/F				Yes/No
M/F				Yes/No
M/F				Yes/No

If any of the above children are starting school please provide the date they will start receiving school meals

**Part B – Your income**

You or your partner must be in receipt of Income Support (IS), Job Seekers Allowance Income Based (JSAIB), Employment and Support Allowance Income Related (ESAIR), Guarantee Pension Credit (PCGC) or Child Tax Credit (CTC) but **not** Working Tax Credit to qualify for Free School Meals.

If you are not providing documents with this form to confirm income, please fill in this section.

1. Type of Benefit in payment (delete as appropriate)	IS / JSAIB / ESAIR / PCGC / CTC
2. Date Benefit paid from	.....
3. Whose name is the Benefit claim in? (give claimants full name)	.....
4. Are you also claiming Housing/Council Tax Benefit from North East Lincolnshire Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**You must inform the Council straight away if your income changes.**

**Part D – Declaration – to be completed by all applicants**

To the best of my knowledge and belief I declare that the information I have given is correct. I agree that I will provide any additional information which may be required to verify my claim. I will inform the Council's Benefits Section of any change in my circumstances which may affect my entitlement to Free School Meals. I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to receive other benefits, and that you may check the information that I have provided with third parties, or give information to them. These third parties include government departments, other departments within the Authority and other Local Authorities.

Signature of claimant: ..... Date: .....

**If you would like to receive this information in another language or in another format such as Braille, please contact the Benefit Section on telephone number 01472 323710.**