

Free School Meals Claim Form

**Leeds City Council Welfare and Benefits Service in partnership with Children's Services,
providing extra help for foster parents & family network carers**

DO I QUALIFY FOR HELP?

If you have one or more school-age children in your long-term care and you receive financial support from Social Services you can now claim **Free School Meals** for them as long as you receive one of the following benefits:-

- **Income Support, Guarantee Credit, Income-based Job Seekers Allowance, Income-related Employment Support Allowance, Working Tax Credit Run-On and Child Tax Credit ONLY where your Annual Taxable Income does not exceed £16,190** (this figure will be shown on your Tax Credit Award letter). If you get any amount of Working Tax Credit apart from Run-On you do **not** qualify for help.

HOW DO I GET FREE SCHOOL MEALS?

You can claim **Free School Meals** if you have any children in your care who attend school full-time. This includes those in the sixth form, those attending Pupil Referral Units and Specialist Inclusive Learning Centres and those below Reception age who have full day nursery places. We will notify the schools of your entitlement- all you need to do is advise them when you want to start taking them up.

HOW DO I FILL OUT THE FORM?

Simply complete the questions, making sure that you give us the following details: - your name, address and daytime telephone number, details of yourself and your partner including both your National Insurance Numbers, and details of all children under your care, including which schools they attend. Please do not include your own children here. Next, tell us which of the qualifying benefits you receive. In most cases we will have proof already so you won't need to provide any documents unless we ask you. Finally, read and sign the declaration at the end.

WHERE DO I SEND IT?

Once you have filled in the form, you can return it to us at the following address:


Welfare and Benefits Service
Selectapost 15
Leeds
LS2 8BA

WILL MY OTHER BENEFITS BE AFFECTED?

If you have already applied for and are receiving Housing or Council Tax Support these will not be affected. You will automatically be assessed for Free School Meals for your own children if you are receiving these benefits.

If you have any questions or you need help to complete the form, please phone 0113 2243929 or 0113 3951721 during normal office hours.

FREE SCHOOL MEALS CLAIM FORM FOR FOSTER PARENTS AND FAMILY NETWORK CARERS



Leeds City Council
Welfare And Benefits Service
Selectapost 15,
Leeds, LS2 8SW

For office use only

Existing Claim number
Date issued
Date returned
(Office stamp)

Your name and address

Your phone number

You do not have to tell us your phone number if you do not want to, but it will help us to contact you quickly if we have a question about your claim.

Please give details below about you and your partner.

	<u>First Names</u>	<u>Surname</u>	<u>D.O.B.</u>	<u>N.I. Number</u>
You	/ /
Your partner	/ /

Please list below all the children under your long-term care that you currently receive Social Services payments for. List the children in order of age, oldest first. Do not list your own children.

	<u>First Names</u>	<u>Surname</u>	<u>D.O.B.</u>	<u>Name of School</u>
1st child
2nd child	/ /
3rd child	/ /
4th child	/ /
5th child	/ /
6th child	/ /

Please state in the box below which of the following qualifying benefits you are currently in receipt of (eg Income Support, Pension Guarantee Credit, Income-based Job Seekers Allowance, Income-related Employment Support Allowance, Working Tax Credit Run-On or Child Tax Credit).

If you are already getting help with your rent or Council Tax costs, please tick here

Please read this declaration before you sign it

I declare that all the information provided is correct and complete to the best of my knowledge and I authorise the Council to make any enquiries necessary to verify it.
I will tell you immediately of any changes in my circumstances which might affect my entitlement to the Benefits I am claiming and realise that if I fail to report such changes or give information which is incorrect I may be prosecuted.

Signature of person claiming **Date** / /