



APPLICATION FORM FOR EDUCATION BENEFITS

CONDITIONS:

- Only families in receipt of Income Support or Income-Based Job Seekers Allowance, or Employment Support Allowance (income related), or in receipt of Child Tax Credit with annual earnings of below £16,040 and no Working Tax Credit allowance or Claimants who will receive 4 week Working Tax Credit 'Run on' (see reverse of form for details) are eligible for free school meals for children in full time education.
- **Your entitlement will be checked against the DCSF Database.**
- If you cease to receive these DSS Benefits, please inform this office immediately on tel. 01724 297217

PART A ABOUT YOURSELF AND YOUR FAMILY

APPLICANT'S DETAILS:

Surname Mr/Mrs/Miss/Ms
 Married / Single / Widowed / Separated or Divorced (delete as appropriate)

Forename(s) Applicant
 Spouse/Partner.....

Address.....

.....

.....

Post Code.....

Telephone Number.....

Please state last previous address.....

.....

This form when completed should be returned to:
NORTH LINCOLNSHIRE COUNCIL
P.O. BOX 35
HEWSON HOUSE
STATION ROAD
BRIGG
NORTH LINCOLNSHIRE
DN20 8XJ

DETAILS OF DEPENDENT CHILDREN
 Only include children in full time education

Surname and Forename(s) in age order, oldest first BLOCK LETTERS	Date of Birth DD / MM / YY	Relationship of applicant to this child ie. Parent, Step Parent, etc	School Attending	Meals (please tick)

Continue overleaf =>

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Number of children entitled to free meals..... expiry date.....

Number of children entitled to clothing..... expiry date.....

Computer input date/...../.....

HOW TO FILL IN THIS FORM AND GET YOUR EDUCATION BENEFITS

Please do not forget to sign the form.

If you wish to hand in your form personally, this can be done at:

- Ashby Local Link Office, Ashby Turn
- Barton Local Link Office, Old Magistrates' Court
- Brigg Local Link Office, Hewson House
- Crosby Local Link Office, 146 Frodingham Road
- Crowle Local Link Office, Crowle Community Resource Centre
- Epworth Local Link Office, Epworth Library
- Scunthorpe Local Link Office, Church Square House
- Winterton Local Link Office, Winterton Library

Please note:

Opening times are
Subject to change.

This form can be returned either to a Local Link Office as shown above, or directly to Hewson House in Brigg

The onus is on you to report any change in circumstances.

Do not assume that any other person or agency will report changes on your behalf.

Continue completing here ↓

PART B ABOUT THE DSS BENEFIT TO YOU/YOUR PARTNER

You or your partner must be in receipt of Income Support/Income Based Job Seekers Allowance, Employment Support Allowance (Income related), and Child Tax Credit award, without Working Tax Credit (earnings must be under £16,040 per annum).

Income Support / Income Based Job Seekers Allowance / ESA(IR)/Child Tax Credit paid to.....

National Insurance number for above named person.....

Date of Birth of above person.....

FOR OFFICE USE ONLY	
Documents seen.....	
Initials	
Date	

Please note: We can only confirm your entitlement to receive free school meals on the DCSF database if your benefits are in payment. Therefore, if you have made a new Claim for the above benefits there may be a delay in awarding your free school meals whilst this is being processed. If you receive confirmation of your entitlement during this time, it may quicken your application if you forward this to us.

If you have recently been made redundant or your hours have been reduced to less than 16 per Week, and you were previously in receipt of Working Tax Credit, you may be entitled to a 4 week 'run on' of Working Tax Credit whilst your new benefits are being assessed. During these 4 weeks you will be entitled to receive Free School Meals. We will need to see proof of entitlement:- Statement from HMRC (Child Tax Credit Office) Informing you of this 'run on' period or Letter of termination of employment or reduction of working hours from your employer with your most recent Child Tax Credit Notification showing Working Tax Credit.

Please tick if you are in receipt of Working Tax Credit 'Run on'
(enclose proof with your claim)

PART C DECLARATION

- I understand that the results of any free school lunch eligibility check may also be used to assess my entitlement to receive additional Educational benefits e.g. free travel to school; uniform grant.
- I agree that you will use the information I have provided to process my claim for free school lunches and will contact other sources, Including the DCSF Database, as allowed by the law to verify my initial, and ongoing, entitlement.

Statement from North Lincolnshire Council

North Lincolnshire Council will hold the information you have provided for the purpose of assessing and paying your education benefits. It may be disclosed to your child's school for their information. We must protect the public funds we handle and so we may use the Information you have provided on this form to prevent and detect fraud. We may also share this information, for the prevention and detection Of fraud, with other organisations which handle public funds.

Signed.....

Date.....
