



Free School Meals Claim Form

Rutland House
Runcorn
WA7 2GW
Free School Meals Admin Team - 0151 511 7188

Parent/Guardian Details - make sure ALL details below are filled in

Name:	National Ins Number:
Address: _____	Home Telephone Number:
	Email Address:
Postcode:	Date of Birth:
Relationship to Children:	

Please tick this box if you agree to the Local Authority using the above information to check your eligibility on-line

If you do not agree to the on-line checking you will have to provide proof of entitlement listed overleaf

Children – Give name of each dependant child attending School

REF (Office Use Only)	NAME	DOB	SEX (M/F)	SCHOOL NAME

Section 3 – Declaration by Parent/Carer

I certify that the above information is correct to the best of my knowledge and belief. I understand that Halton Borough Council may verify the information given with Government Departments. **I undertake to notify the Council of any change in my circumstances i.e. change of school or address:**

Signature:

Date:

ELIGIBILITY CRITERIA

Parents may not have to pay for school lunches if they receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and who work less than 16 hours and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Income-based & Contribution-based JSA or ESA on an equal basis
- Where a parent is entitled to Working Tax Credit run-on (the payment someone received for a further 4 weeks after they stop qualifying for Working Tax Credit)
- Working Tax Credit (eligible for 2 year old funding only) and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
- Disability Living Allowance (eligible for 2 year old funding but only if the child is the recipient)
- Universal Credit

Or by hand with the relevant proof to either of the Halton Direct Link Offices

Halton Direct Link
Concourse Level
Runcorn
WA7 2ES

Halton Direct Link
7 Brook Street
Widnes
WA8 6NB

