

# Application for Free School Meals

## PLEASE COMPLETE ALL FOUR SECTIONS

1 Details of Applicant	
Full Name	Mr/Mrs/Ms/Miss <input type="text"/> Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
	Postcode <input type="text"/>
Telephone No.	<input type="text"/> Relationship to Pupil(s) <input type="text"/>

2 Details of Child / Children			
Give details of <b>each child</b> in full-time attendance at school			
Names	Gender	Date of birth	School
<input type="text"/>	M/F	/ /	<input type="text"/>
<input type="text"/>	M/F	/ /	<input type="text"/>
<input type="text"/>	M/F	/ /	<input type="text"/>
<input type="text"/>	M/F	/ /	<input type="text"/>
<input type="text"/>	M/F	/ /	<input type="text"/>
<input type="text"/>	M/F	/ /	<input type="text"/>

3 Details of Support Payments	
<b>I confirm I am in receipt of one of the following - please ✓ appropriate box.</b>	
Income Support (IS)* <input type="checkbox"/>	Income-Based Jobseeker's Allowance (IB/JSA)* <input type="checkbox"/>
State Pension Credit Guaranteed element <input type="checkbox"/>	Universal Credit <input type="checkbox"/>
Child Tax Credit (as described overleaf) Please supply ALL pages of your latest Child Tax Credit notification letter from HMRC	<input type="checkbox"/>
Support under VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
Employment Support Allowance Income Related*	<input type="checkbox"/>
Working Tax Credit 'run on' the payment someone may receive for a further four weeks after they stop qualifying for Working tax Credit	<input type="checkbox"/>
My National Insurance No. is: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="checkbox"/>	* Pupils who receive IS, IB/JSA or ESA(IR) in their own right are also eligible

4 Declaration	
<b>I agree</b> that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by the law to verify my initial, and ongoing entitlement.	
<b>I understand</b> that the results of any free school meals eligibility check may also be used to assess my entitlement to receive the school uniform grant ( <i>secondary school pupils only</i> ) where applicable.	
<b>I certify that the information given is correct and that I am the parent / legal guardian in respect of the child(ren) named above.</b>	
Signature of applicant: <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>

This form should be returned to:  
Conwy County Borough Council  
Revenue and Benefits Assessment Services  
Bodlondeb,  
Conwy LL32 8DU

Benefits Customer Services Telephone Number 01492 576491  
Fax: 01492 576260  
Email: hben.enquiries@conwy.gov.uk

If you need a copy of this form in Welsh, please contact this Office.

# Information for Free School Meals in Conwy County Borough

## Who qualifies for Free School Meals in the County Borough of Conwy?

Free School Meals will **only** be provided for pupils attending Conwy County Borough Council schools whose parents/guardians receive one of the following support payments:

### Income Support\*

### Income-Based Jobseeker's Allowance\*

**Child Tax Credit** provided they are **not** entitled to Working Tax Credit and have an annual household income, as assessed by HM Revenue & Customs that does not exceed £16,190 (2012/13)

### Support under Part VI of the Immigration and Asylum Act 1999.

### State Pension Credit Guarantee Element

### Employment Support Allowance Income Related\*

**Working Tax Credit 'run on'** - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

### Universal Credit

(\*Pupils who receive Income Support, Income-based Jobseeker's Allowance or Employment Support Allowance Income Related in their own right are also eligible)

If you wish to apply please complete the form overleaf and return to: Conwy County Borough Council, Revenue and Benefits Assessment Services, Bodlondeb, Conwy LL32 8DU

If you have any questions, or if you need help in completing the form, please contact one of our customer advisers of the Revenue and Benefits Assessment Services at the addresses shown below.

### Conwy County Borough Council, Revenues and Benefit Assessment Services, Bodlondeb, Conwy LL32 8DU

Benefits Customer Services Telephone Number 01492 576491

B.T. Text Relay 18001 01492 576491

Fax: 01492 576260

Email: [hben.enquiries@conwy.gov.uk](mailto:hben.enquiries@conwy.gov.uk)

Your call may be recorded for training and monitoring purposes

**Main Office:** Bodlondeb, Conwy LL32 8DU

**Opening hours:** Monday – Thursday 8.45am – 5.15pm  
Friday 8.45am – 4.45pm

**Area Office:** Town Hall, George Street, Llandudno LL30 2ST

**Opening hours:** Monday – Thursday 8.45am – 5.15pm  
Friday 8.45am – 4.45pm

**Area Office:** 4A Coed Pella Road, Colwyn Bay, LL29 8LP

**Opening hours:** Monday - Thursday 9.00am - 5.00pm  
Friday 9.00am - 4.45pm

**Area Office:** Plas y Dre, Llanrwst LL26 0DF

**Opening hours:** Wednesday 10am - 1pm