



For more information please visit our website

[www.staffordshire.gov.uk/freeschoolmeals](http://www.staffordshire.gov.uk/freeschoolmeals) or email [freeschoolmeals@staffordshire.gov.uk](mailto:freeschoolmeals@staffordshire.gov.uk), call us on 01785 854990 or write to us at:

Free School Meals  
Staffordshire County Council  
Tipping Street  
Stafford  
ST16 2DH

# Claiming Free School Meals



## Do you claim any of the following benefits?

- Income Support
- Income based Job Seekers Allowance
- Income based Employment and Support Allowance
- Child tax credit and no working tax credit with a household income of less than £16,190
- The 'Guarantee' element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999



If so and your child is attending a Staffordshire school or sixth form (even if you don't live in Staffordshire) you can claim free school meals. Even if you don't want to take the meals, making a claim will help the school as they will receive some extra funding for each child registered for them.

It's really easy and quick to apply – an online application can be made through our website at [www.staffordshire.gov.uk/freeschoolmealsapplication](http://www.staffordshire.gov.uk/freeschoolmealsapplication). You'll need to have your date of birth and national insurance number or national asylum support service number, along with your address and the children's details with you when you apply – you can apply for several children at a time on one application even if they are all at different schools .

We will check your information and give you an immediate answer and the chance to print a confirmation if you want to provide to the school to start taking meals as soon as possible if you are entitled. We will also make regular checks using the same information you have provided to confirm your ongoing entitlement – you need do nothing further apart from notify us and the school if any details change (for example you move address or no longer receive the qualifying benefit).

From September 2014 all children in Reception, year 1 or year 2 are automatically entitled to free school meals, even if you don't receive one of the qualifying benefits or tax credits and so don't have a valid claim registered with us. But for each child with a registered free school meal claim the school will receive the additional funding so it's still worth applying.

