

Cardiff Council

Free School Meals

Complete this form to claim Free School Meals for your children, or apply online by visiting www.cardiff.gov.uk/freeschoolmeals

Part 1 – Your Details

Full name.....	<p>You must be entitled to one of the following for your children to have Free School Meals</p> <ul style="list-style-type: none">• Job Seekers Allowance (Income Based)• Employment Support Allowance (Income Related)• Pension Credit (Guarantee Credit)• Child Tax Credit with annual income of less than £16,190.• Universal Credit if total net household earnings is less than £7400 <p>If you receive Working Tax Credit you will not be entitled to Free School Meals for your child</p>
Date of Birth.....	
National Insurance Number.....	
Address.....	
.....	

Part 2 – Your Childrens Details

Child's relationship to you	Full name	Date of birth	Name of School	Male / female
		/ /		
		/ /		
		/ /		
		/ /		

If you have more than four children please tell us about them on a separate piece of paper

You must tell the Benefits Section about any changes in your circumstances that could change the amount you receive.

You can tell us by phone, in person, or in writing. If you tell us by phone we can deal with the change much faster. Please also leave your telephone number with us, so we can contact you quickly for any further information.

The changes you should tell us about include, but are not limited to:

- If you change address
- If your child changes school

Part 3 – Your declaration

Please read this declaration carefully before you sign and date it.

- **I understand** that this claim is made to you, Cardiff Council and that you are able to process my personal data as you have a legal requirement to do so
- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I understand** that you will collect, store and use the information I have provided to process my claim for Free School Meals; to contact me about other services I may be entitled to; and to prevent fraud. .
- **I agree** you may check some of the information with other sources such as the Department of Work and Pensions or other Council Departments (This list is not exhaustive)
- **I understand** that you may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private sector companies such as banks and organisations that may lend me money, should the law allow this.
- **I know** that I must let you know in writing straight away about any change in my circumstances which might affect my claim.

Signature..... Date.....

Contact us

By Phone: 02920 871071

By Post: CARDIFF COUNCIL HOUSING BENEFIT, Benefits Section, PO Box 6000, Cardiff, CF11 0WZ

By Email: Freeschoolmeals@cardiff.gov.uk

In person to: In light of the latest Government and Public Health advice on Coronavirus (COVID-19) Cardiff Council is introducing changes to its services to keep members of the public as safe as possible.

Hubs are open but access will be **by appointment only** (with the exception of emergencies or the collection of Foodbank parcels and green bags).

To book an appointment, please call 029 2087 1071.