

Free School Meals Parents Information Sheet

1. Who is entitled to free school meals?

Children whose parents receive the following support payments are entitled to receive free school meals in schools maintained by the Council:

- Income Support
- Income Based Job Seeker's Allowance
- Income Related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit where total annual income as assessed by Her Majesty's Revenue and Customs is less than £16,190.00 a year and Working Tax Credit is not in payment.
- Working Tax Credit 'run-on' – this is the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit (usually when their employment ceases or after they start to work less than 16 hours per week). If Working Tax Credit has been awarded in any other circumstances, you will not be entitled to free school meals.

Pupils who receive Income Support or Income Based Job Seekers Allowance in their own right are also eligible to receive free school meals.

2. How to apply for free school meals

Apply online – visit www.swansea.gov.uk/freeschoolmeals

Download an application form – visit www.swansea.gov.uk/freeschoolmeals (fill it in and post it to us)

OR contact us (details below) and ask for a paper application form to be sent to you which you can complete and return to us.

Please note: If you have claimed Housing Benefit/Council Tax Reduction and declared on your application form that you also wanted to claim Free School Meals, your child's school will be automatically told if you are entitled to them.

3. Evidence to support your claim

If you are receiving Housing Benefit/Council Tax Reduction in Swansea, we will already have proof of your income and eligibility for Free School Meals. However, if not, we will check with the Department for Work and Pensions or Her Majesty's Revenue and Customs to confirm whether you are entitled. This is why we ask you for your National Insurance or NASS number.

4. Contact us

If you have any queries, want to request an application form or need to speak to the Free School meals team you can:

Ring us: 01792 635353 – select option 9 in the automated menu

Email us: freeschoolmeals@swansea.gov.uk

Write to us:

Free School Meals Team, The Benefits Section, The Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Visit us: www.swansea.gov.uk/freeschoolmeals