



# FREE SCHOOL MEALS CHANGE OF CIRCUMSTANCE FORM

ECIC

PERSON NUMBER:

**This form should be completed and returned if you have a change of circumstance which will affect your entitlement to free school meals, in particular the changes listed below: -**

- Change of Address
- Change of School
- Your entitlement to any of the following ends: - Income Support, Job Seekers Allowance (Income Based), Employment and Support Allowance (Income Related) Child Tax Credit but not Working Tax Credit as well and joint annual taxable income not more than £16,190.00 per annum or Pension Credit (Guaranteed Credit).

Such changes should be reported without delay to either the address below or your child/ren's school. Failure to notify a change could incur an **overpayment** which you may be required to repay.

**Revenues and Benefits Assurance Section, Educational Benefits, Redcar and Cleveland Borough Council, Redcar and Cleveland House, Kirkleatham Street, Redcar, TS10 1YA**

## Section 1 – Applicant Details (the Parent or Guardian in receipt of benefit)

Forename's of Father/Guardian \_\_\_\_\_ Surname \_\_\_\_\_

Forename's of Mother/Guardian \_\_\_\_\_ Surname \_\_\_\_\_

(Mrs/Ms/Miss/Mr delete as appropriate)

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Tel No \_\_\_\_\_

National Insurance Number of Father/Guardian \_\_\_\_\_ Date of birth \_\_\_\_\_

National Insurance Number of Mother/Guardian \_\_\_\_\_ Date of birth \_\_\_\_\_

Are you a One Parent Family? **Y / N**      Have you applied before? **Y / N**

Previous address if moved within last 12 months \_\_\_\_\_

## Section 2 – Children

First Name	Surname	Date of Birth	Name of School	Relationship to Child

## Section 3 – Details of the Change

Please give details of the change below, including the date of the change of circumstance: -

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## Section 4 – Declaration

I CERTIFY that the information given on this form is correct to the best of my knowledge and belief, and **I will notify the Council immediately of any change in circumstances.**

I agree 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 law to verify my initial, and ongoing, entitlement. I understand that the results of any Free School Meals eligibility check may also be used to assess my entitlement to receive free travel to school. I also understand that the information contained in this form maybe passed to a third party if they are involved in the provision of free school meals.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Applicants are advised that it is a criminal offence to knowingly make an untrue statement or other false information to obtain a grant, contribution or other financial benefit from the Council. This Council is under a duty to protect the public funds it administers and to this end may use the information on this form within the authority for the prevention and detection of fraud.

**OFFICE USE ONLY: -**  
Date ECS Checked: - \_\_\_\_\_  
Date Information Requested: - \_\_\_\_\_  
Notes: - \_\_\_\_\_  
\_\_\_\_\_

## FREE SCHOOL MEALS APPLICATIONS IMPORTANT NOTES



Parents/Guardians will no longer be required to send a copy of their benefit evidence to support their claim.

We will check your entitlement on the Free School Meals Eligibility Checking Service where data is held by the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs and the Home Office. If the Department for Education's Eligibility Checking Service is unable to confirm that you are entitled to Free School Meals, it will be necessary for us to ask you to provide evidence.

From the 1<sup>st</sup> May 2009 where a parent is entitled to Working Tax Credit during the four week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to Free School Meals.

If you are in receipt of one of the following you may qualify for Free School Meals:

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**Income Support, or  
Pension Credit (Guaranteed Credit) or  
Jobseekers Allowance (Income Based), or  
Employment and Support Allowance (Income Related), or  
Child Tax Credit and their joint Annual Taxable Income (as assessed by Her Majesty's Revenues and Customs) is £16,190.00 or less**

**IT SHOULD BE NOTED THAT IF YOU ARE IN RECEIPT OF WORKING TAX CREDIT ON A REGULAR BASIS YOU WILL NOT QUALIFY FOR FREE SCHOOL MEALS.**

Application forms should either be returned to your child's school or the **Revenues and Benefits Assurance Section, Educational Benefits, Redcar and Cleveland Borough Council, Redcar and Cleveland House, Kirkleatham Street, Redcar. TS10 1YA**

Alternatively you can contact Educational Benefits on 01642 774774 and an application form can be completed over the telephone.

If you have any questions about Free School Meals you can contact us by:

- Telephoning – 01642 774774
- Emailing – [educationalbenefits@redcar-cleveland.gov.uk](mailto:educationalbenefits@redcar-cleveland.gov.uk)
- Visiting - Visiting Customer Services at Redcar and Cleveland House, Kirkleatham Street, Redcar, Low Grange District Centre, Normanby Road, Southbank or Belmont House, Rectory Lane, Guisborough.