



# Free School Meals Change of Circumstance Form

ECIC

Person Number:

This form should **ONLY** be completed if you have a current claim with Redcar & Cleveland Borough Council. For those children who have moved to reside with a different parent or carer, please complete a new Free School Meals application form.

**If your circumstance change you must tell us straight away, in particular the changes below:-**

- Change of Address
- Change of School
- Your entitlement to any of the following ends or changes: - Universal Credit, Income Support, Job Seekers Allowance (Income Based), Employment and Support Allowance (Income Related), Child Tax Credit or Pension Credit (Guaranteed Credit)

Please fill in your details below and return to Redcar & Cleveland Borough Council, Department of Corporate Resources, Educational Benefits, Redcar & Cleveland House, Kirkleatham Street, Redcar, Yorkshire TS10 1RT. You can also return this form to your child/ren's school.

**Parent or Guardian Details (All sections must be completed in CAPITAL LETTERS)**

Mr/Mrs/Miss/Ms \_\_\_\_\_ National Insurance/Asylum Seeker Number \_\_\_\_\_

First Names(s) \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Telephone Number \_\_\_\_\_ Postcode \_\_\_\_\_

Address \_\_\_\_\_

**Details of your Partner, if living at the same address**

Mr/Mrs/Miss/Ms \_\_\_\_\_ National Insurance/Asylum Seeker Number \_\_\_\_\_

First Names(s) \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Details of the change**

Please give details of the change below i.e. previous address or previous school, including the date of the change -

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**Your Child(ren)'s Details**

Definition of legal name: a person's name that is usually the name given at birth and recorded on the birth certificate.

<u>Legal</u> First Name	<u>Legal</u> Surname	Date of Birth	M/F	Name of School	Relationship to Child

**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** \_\_\_\_\_

The data you have provided to Redcar & Cleveland Borough Council will be used by us, and may be shared with schools and the Department for Education for the purposes of providing for children's education and supporting your child's teaching and learning. For more information on how we may use your data, including privacy notices, please visit [www.redcar-cleveland.gov.uk/Free School Meals](http://www.redcar-cleveland.gov.uk/Free School Meals).

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: \_\_\_\_\_

Notes: \_\_\_\_\_

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## Free School Meals Applications Important Notes

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.

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

Universal Credit - with an annual net earned income of no more than £7,400 (as assessed by earnings from up to three of your most recent assessment periods)  
Income Support  
Income Based Jobseekers Allowance  
Income Related Employment and Support Allowance  
The Guaranteed Element of Pension Credit  
Support under part V1 of the Immigration and Asylum Act 1999  
Child Tax Credit - provided you are not also entitled to Working Tax Credit and have an annual gross income as assessed by Her Majesty's Revenue and Customs of no more than £16,190  
A 'Run On' Working Tax Credit – paid for 4 weeks after you stop qualifying for Working Tax Credit

**It should be noted that if you are entitled to Working Tax Credit on a regular basis you will not qualify for free school meals.**

### Transitional Protection

From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time.

In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period.

Once Universal Credit is fully rolled out, any existing claimants that no longer meet the above eligibility criteria at that point will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary). Transitional Protection applies to all children whether eligible through legacy benefits or Universal Credit.

Transitional Protections are put in place on an individual child basis, not on a family basis. This means that younger children will not become entitled to free school meals simply because their older sibling is in receipt of transitional protection. The younger child must meet the eligibility criteria at the time the application is made to become eligible for free school meals.

Completed application forms can either be returned to your child's school, emailing to **educationalbenefits@redcar-cleveland.gov.uk** or posting to Redcar & Cleveland Borough Council, Department of Corporate Resources, Educational Benefits, Redcar & Cleveland House, Kirkleatham Street, Redcar, Yorkshire TS10 1RT.

**Apply online-**

For more information visit our website - <http://www.redcar-cleveland.gov.uk> and search Free School Meals.

Alternatively contact the Educational Benefits Team on 01642 774774 where an application 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**