Free School Meals
Change of Circumstance Form

This form should ONLY be completed if you are already in receipt of Free School Meals.

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, including the date of the change of circumstance: -

_____

_____

_____

_____

_____

Please also complete details and sign over the page

Your Child(ren)'s Details

First Name	Surname	Date of Birth	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.

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

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.

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.

The Universal Credit rollout is expected to be completed by March 2022.

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

Telephoning – 01642 774774
Emailing – **educationalbenefits@redcar-cleveland.gov.uk**
Visiting - Visiting Customer Services at Redcar & Cleveland House, Kirkleatham Street, Redcar / Low Grange District Centre, Normanby Road, Southbank or Belmont House, Rectory Lane, Guisborough.