

Transport and Benefits Team
Children & Young People's Directorate
Commissioning for Learning
Shire Hall, Westgate Street
Gloucester
GL1 2TP

Claiming for Free School Meals

Who can apply?

In order to qualify you must be in receipt of one of the following benefits in order to be entitled to free school meals for your children:

- Income Support
- Income-Based Jobseekers Allowance (*If you receive contribution-based Jobseekers Allowance you will not qualify*)
- Support under Part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, provided you are **not** entitled to Working Tax Credit and have an annual household income (as assessed by Her Majesty's Revenue and Customs) that *does not* exceed £16,190
- The Guarantee element of State Pension Credit
- Income related Employment & Support Allowance (ESA)

Where you are entitled to Working Tax Credit during the four week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your children are entitled to free school meals.

You can only claim for children attending a state school who are of statutory school age (reception age to 16) and 6th form pupils in school. If the pupil attends a college you will need to contact the college direct.

How does it work?

You need to complete an application form and return it to the Transport and Benefits Team at the address shown above. Forms can be downloaded from our website www.gloucestershire.gov.uk/freeschoolmeals or you can contact us to request a copy.

How often do I have to apply?

You should apply when you first start to receive benefit. Your eligibility will be reviewed periodically. It is essential that you contact us in writing with any changes of address or other circumstance.



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