

## Guide to completing an application for Free School Meals

You will need to apply for a Free School Meal via the [Hertfordshire County Council website](#).

### Y3+ children

Once you're on the [Free School Meals page](#) click on the 'Apply for free school meals (Year 3 and older)' button:

#### **Children in Year 3 or older**

Your child could get a free school meal if you receive any of the following:

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of State Pension Credit**
- **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than **£16,190** a year)
- **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- **Universal Credit** (with annual earned income of no more than **£7,400** after tax and not including any benefits you get).

Apply today if you receive any of these benefits. It takes **5 mins** and in most cases we can tell you straightaway if your child can get free meals at school.



Accept the privacy notice:

Please tick to confirm you have read and accept this notice. \*

Click yes/no depending on whether you or your partner is in receipt of any of the allowances listed:

**Income/Benefits Section (1.1)**

Answer the following questions and we can tell you whether we may be able to give you financial help while your children are learning.

\* indicates required information

Do you or your partner currently receive any of the following:  Yes  No

Universal Credit (with annual earned income of no more than **£7,400** after tax and not including any benefits you get)

OR

Income Support, Income Based Jobseeker's Allowance, Pension Credit (Guarantee Credit element) or (Income Related) Employment Support Allowance? \*

Select your local authority from the drop down menu:

### Council Tax Section (1.4)

Please select which local authority area you live in  ▼

Tick the education benefits that you'd like to apply for:

### Summary of Education Benefits (2.1)

You may qualify for one or more of the following.

**Please note that applications can not be made more than three months before the school start date (i.e. not before June for the school year starting in September). If you apply more than three months in advance, your application will be rejected and you will need to apply again later.**

Please tick those you want to apply for, then click 'APPLY'.

<p><b>Free School Meals</b> We will let your child's school know if you qualify. College students aged 16 to 19 years old should apply directly to college. Must be in year 3 or above - Children in Reception, year 1 or year 2 must apply <a href="#">here</a></p>	<input type="checkbox"/>
<p><b>SaverCard</b> Must be aged 11 to 18, in full-time education and resident in Hertfordshire. For use on local buses in Hertfordshire, this entitles the holder to travel at 50% of adult fare.</p>	<input type="checkbox"/>
<p><b>Student Train Card</b> For 16 to 18-year-olds in school sixth form/colleges and 19-year-olds attending courses started prior to their 19th birthday. For use on train journeys to and from school/college within Hertfordshire. Must be in full-time post-compulsory education and resident in Hertfordshire. Allows train travel at two thirds of adult season ticket fare.</p>	<input type="checkbox"/>
<p><b>Help with Music Fees</b> Part of Hertfordshire Music Service. Maintained schools or Music Centre only, deadlines apply.</p>	<input type="checkbox"/>

Tick the boxes to confirm your consent:

### Applicant Consent (3.1)

**You now need to tell us who you are and give us some personal information.**

I agree that you will use the information provided to process my claim for Education Benefits and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement.

I agree that you can inform the school(s) attended by my child(ren) of their initial and ongoing entitlement to Education Benefits.

Please tick to confirm your consent. \*

I understand and agree that the results of any Free School Meals eligibility check may, if my child(ren) is(are) entitled to free school meals, be used to assess my or my child's entitlement to receive SaverCard, Student Train Card, Help with Music Fees and Home to School Transport.

Please tick to confirm your consent. \*


Enter your details. Note: the Date of Birth that is asked for here is the parent's DOB.

**Applicant Details (3.2)**

**Please note the applicant details need to be the same as the person who is in receipt of the qualifying benefit. Failure to add the correct details may result in a delay in processing your application.**

Please enter all of the information requested and click 'CONTINUE'. Fields marked with an asterisk must be completed.

Please take all necessary reasonable steps to keep your email secure.

Title	Please select ▼
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>
Consent to Receive Email? *	<input type="checkbox"/>
Address *	<input type="text"/> <input type="text"/> <input type="text"/>
Town *	<input type="text"/>
County *	<input type="text"/>
Postcode *	<input type="text"/>
Telephone No. (if we need to contact you)	<input type="text"/>
Mobile Phone No	<input type="text"/>
Date of Birth (dd/mm/yyyy) *	<input type="text"/> 
Please enter your National Insurance Number <b>OR</b> Home Office Number (if you have one)	
National Insurance Number (AB123456C)	<input type="text"/>
Home Office Number	<input type="text"/>
Ethnicity (optional, see below ++)	Please select ▼

++ Ethnicity: This information is confidential and will be used to monitor that service provision is fair and equitable to all sections of the community.

Select the number of children that you're applying for a Free School Meal for:

**Pupil/Student Section (3.3)**

Please enter all of the information requested about the pupil/student you want to apply for and then click 'CONTINUE'.

**Please note that applications for any benefit for any child may only be made up to three months ahead of the school start date. If you apply more than three months ahead the application will be rejected and you should apply again later.**

How many pupils/students do you want to apply for? \* Please select ▼

Enter each child's details:

### Pupil/Student Section (3.3)

Please enter all of the information requested about the pupil/student you want to apply for and then click 'CONTINUE'.

**Please note that applications for any benefit for any child may only be made up to three months ahead of the school start date. If you apply more than three months ahead the application will be rejected and you should apply again later.**

How many pupils/students do you want to apply for? \*

#### First Pupil/Student of One

First Name \*

Last Name \*

Gender \*

Date of Birth (dd/mm/yyyy) \*

Where is the school? \*

Name of School you are applying for \*

Start Date \*

Applicant's Relationship to pupil/student \*

<< PREVIOUS

CONTINUE >>

Agree to the terms and conditions by ticking the box:

#### Declaration (4.1)

**Before confirming your application, you must tick the box below to confirm you have read and accept these conditions.**

By ticking the box, you agree that:

- All of the information you have provided is complete and accurate to the best of your knowledge and belief
- If any of the information changes you will tell us immediately by contacting us at the following address:

Education Benefits Team, Children's Services, Financial Help, PO Box 153, Stevenage, Hertfordshire SG1 2GH.  
You can also email us at [howcanwehelp@hertfordshire.gov.uk](mailto:howcanwehelp@hertfordshire.gov.uk) or phone 0300 123 4048.

**If your child is eligible for free school meals, they'll remain eligible until 2023, or until they finish their current phase of school (primary or secondary), if that's after 2023.**

Please tick the box and press 'CONTINUE' to accept the conditions above and confirm your application. \*

<< PREVIOUS

CONTINUE >>

Check that the details are correct and click 'submit form'. Save the reference number in case it is needed in the future:

#### Confirmation (4.4a)

##### Confirmation

Please check that the details below are correct. Your application will be sent to us when you click on 'SUBMIT FORM' below. We will then check that you are receiving the qualifying benefit.

Title	Miss
First Name	TEST
Last Name	TEST
Email Address	TEST@TEST.CO.UK
Address	TEST TEST TEST
Postcode	SG13 8DF
Date of Birth (dd/mm/yyyy)	07/02/1967
National Insurance Number (AB123456C)	AB123456C
Your Application Reference Number is:	1/HCWH/350001

<< PREVIOUS

SUBMIT FORM >>

## Reception – Y2 children

Once you're on the [Free School Meals page](#) click on the 'Register for free school meals (Reception class, Year 1 and Year2)' button:

### **Children in Reception class, Year 1 and Year 2**

Your child can get a free lunch at school if they're in Reception class, Year 1 or Year 2.

And if you register, your school could get [extra money](#) to help pupils.

Register for free school meals (Reception class, Year 1 and Year 2) >

Have your National Insurance number or Home Office number to hand when you apply.

Fill in all the details on the page, tick the box and submit the form:

Please enter the details of the parent who is receiving benefits.

#### Child details

First name:\*

Surname:\*

Date of Birth:\*

(Should be between 01/09/2011 and 31/08/2014)



Copy

School:\*

Please select

[Add another child](#)

#### About you - Parents and guardians

Parent's first name:\*

Parent's surname:\*

Parent's date of birth:\*



Parent's National Insurance number:

(Should be two letters, six numbers, one letter - ie AB123456A)

OR Home Office number:

I have read the above information and I'm happy to provide my information to check if my child's school can get extra money \* (please tick box)

Submit form