

**FOR MORE INFORMATION
ON THE
FREE SCHOOL MEALS SERVICE**

PLEASE TELEPHONE

2735705 OR 2736401

OR

CALL AT FIRST POINT
HOWDEN HOUSE
1 UNION STREET
SHEFFIELD S1 2FH

OPENING TIMES: 8.30 - 5.30 Mon – Fri

**THERE WILL BE SOMEBODY
THERE TO HELP YOU**

**SHEFFIELD CHILDREN AND YOUNG
PEOPLE'S SERVICE**

FREE SCHOOL MEALS

FOR YOUR CHILD?

*Information Leaflet
for Parents April 2008*



FREE SCHOOL MEALS are a statutory benefit. This means that if you qualify you have a legal right to free school meals for your child(ren).

WHO CAN GET THEM? Your child(ren) can have free school meals if **you receive child benefit for them**; they are **registered at a Sheffield School** and:

- You or your partner are receiving JOB SEEKERS ALLOWANCE (Income Based) **[JSA (IB)]**

Or

- you or your partner are receiving INCOME SUPPORT **[IS]**

Or

- you or your partner are receiving CHILD TAX CREDIT and NO working tax credit, and your annual income does not exceed £15,575.

HOW CAN I GET THEM? As soon as you qualify for either of the above benefits, complete **one pink free school meals application form** for all your children, and post it for official confirmation:

For JSA (IB) :) To the Job Centre Plus,

For IS :) PO Box 3406, Sheffield, S1 2WG.

For CTC : Attach a copy of your TC602

The form should then be sent to the Children And Young People's Service - Free School Meals Administration, Howden House, 1 Union Street, Sheffield, S1 2FH

PINK FREE SCHOOL MEALS APPLICATION FORMS CAN BE OBTAINED FROM

- The school your child (ren) attends
- Children And Young People's Service - Free School Meals Administration

If you qualify, your application will be **authorised** and the Headteacher informed by Children and Young People's Service - Free School Meals Administration.

To speed up the authorisation, bring the **pink free school meals application form** and **evidence** that you are receiving Job Seekers Allowance (Income Based) [JSA (IB)], Income Support [IS] or Child Tax Credit to First Point at Howden House - **free school meals will then be authorised for your child(ren) immediately** and school informed.

REMEMBER If you have **not** filled in a pink free school meals application form as well as providing evidence of JOB SEEKERS ALLOWANCE (Income Based) [JSA (IB)], INCOME SUPPORT [IS] or Child Tax Credit (TC602) **the school will not be authorised to give your child(ren) a free meal.**

LATE CLAIMS If you do not claim free school meals when you first become eligible, **you may make a late claim** by writing to Free School Meals Administration (address overleaf) **requesting a reimbursement for meals for which you have already paid.**