



Bryan Slater
Director of Education

REF: MI / 41 / 00
GENERAL ADMIN

MANAGEMENT INFORMATION

SUBJECT: FREE SCHOOL MEALS (CHECKING OF ENTITLEMENT)	
WORKING TITLE:	
DATE PUBLISHED: 23 FEBRUARY 2000	
DATE EFFECTIVE: 23 FEBRUARY 2000	
DISTRIBUTION: ALL SCHOOLS	FORMAT:
SUMMARY: When checking documentary proof for entitlement to Free School Meals, Headteachers and School Secretaries are requested to ensure that they adhere to the attached guide for documents that are acceptable as evidence. Please ensure that photocopies of evidence are sent to County Hall with the Original Application Form.	
ACTION REQUIRED: <u>PLEASE ADHERE TO THE ABOVE IMMEDIATELY.</u>	
DATE DOCUMENT OBSOLETE:	
ASSOCIATED DOCUMENTS:	
RELEVANT ASPECT OF EDUCATION DEVELOPMENT PLAN OR OFSTED LEA ACTION PLAN:	
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Only children of those families receiving Income Support or Job Seekers Allowance (Income Based) qualify for free school meals. Children must be dependants living at home and in full time attendance at school.

Each application for free school meals MUST be accompanied by CURRENT documentary proof confirming entitlement to benefit.

INCOME SUPPORT PROOF

Order book: Check front cover for name, address and National Insurance number.

Date last order (DLO) must be in the future.

Check inside page states Income Support.

Benefits Agency Letter: Check name, address and National Insurance number.
Letter must be dated within the last three months.

JOBSEEKERS ALLOWANCE PROOF

Job Centre Letter: Must have all pages of letter from Job Centre (not just front page).
Check name, address and National Insurance number.
Check page three states Income Based.
Letter must be dated within the last three months.

