

Application for Free School Meals

How to complete the Redcar & Cleveland PDF application form

v1 April 2020

This document has been produced to help support parents/carers completing the free school meals PDF application form available from Redcar & Cleveland Borough Council. There is more information about free school meals here: <https://www.redcar-cleveland.gov.uk/resident/schools-and-learning/advice/Pages/Free-School-Meals.aspx>

In short, you need to have Adobe Acrobat Reader installed on your device. It can be found online, for example here: <https://get.adobe.com/uk/reader/>

Then download the application form. It is a PDF available on our website here: www.normanby.outwood.com/letters-to-parents

Open this application form using Adobe Acrobat Reader.

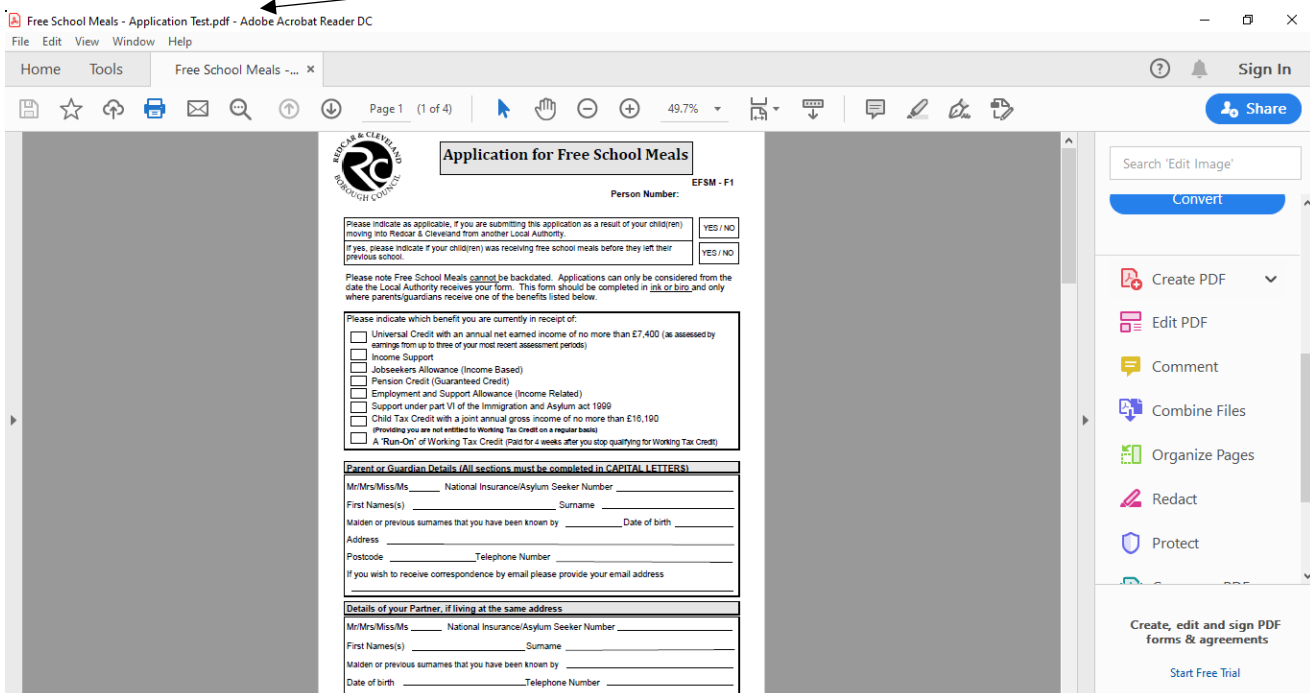
There is a menu on the right hand side. Scroll down until you find **Fill & Sign**
Click on this, then on the next screen, choose (again) **Fill and sign**

You should now be able to complete the form by clicking in the various sections and typing.

When complete, please email the document to EducationalBenefits@redcar-cleveland.gov.uk

Instead, you can ring the RCBC number 01642 774774, Option 4 and ask to speak to the Free School Meals team, and they will complete a form with you live. They can also help with any queries or concerns you may have. You can also print and post the application form to RCBC at this address: Educational Benefits, Redcar & Cleveland House, Kirkleatham Street, Redcar, TS10 1RT.

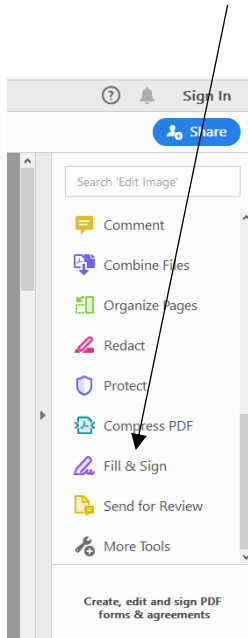
Open Application form with - Adobe Acrobat Reader



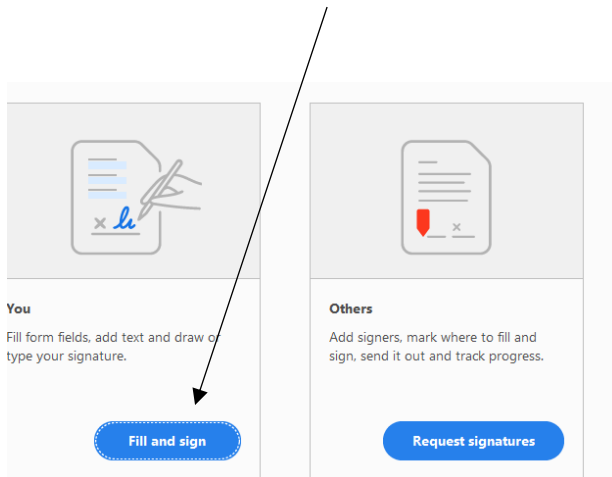
The screenshot shows the Adobe Acrobat Reader interface with the 'Free School Meals - Application Test.pdf' document open. The form is titled 'Application for Free School Meals' and includes the following sections:

- Person Number:** EFSM - F1
- Questions:**
 - Please indicate as applicable, if you are submitting the application as a result of your child(ren) moving into Redcar & Cleveland from another Local Authority. (YES / NO)
 - If yes, please indicate if your child(ren) was receiving free school meals before they left their previous school. (YES / NO)
- Notes:** Please note Free School Meals cannot be backdated. Applications can only be considered from the date the Local Authority receives your form. This form should be completed in ink or blue and only where parents/guardians receive one of the benefits listed below.
- Benefits:** A list of benefits with checkboxes, including Universal Credit, Income Support, Jobseekers Allowance, Pension Credit, Employment and Support Allowance, Support under part VI of the Immigration and Asylum act 1999, Child Tax Credit, and A 'Run-Out' of Working Tax Credit.
- Parent or Guardian Details (All sections must be completed in CAPITAL LETTERS):**
 - Mr/Mrs/Miss/Ms _____ National Insurance/Asylum Seeker Number _____
 - First Name(s) _____ Surname _____
 - Maiden or previous surnames that you have been known by _____ Date of birth _____
 - Address _____
 - Postcode _____ Telephone Number _____
 - If you wish to receive correspondence by email please provide your email address _____
- Details of your Partner, if living at the same address:**
 - Mr/Mrs/Miss/Ms _____ National Insurance/Asylum Seeker Number _____
 - First Name(s) _____ Surname _____
 - Maiden or previous surnames that you have been known by _____
 - Date of birth _____ Telephone Number _____

Scroll down the side bar on the right-hand side until you see - Fill & Sign.
Click on the **Fill & Sign** icon



- Another screen will open
- Click again on **Fill and sign**



You can now click anywhere on the application form and type in your details.

Child Tax Credit with a joint annual gross income of no more than £16,190
(Providing you are not entitled to Working Tax Credit on a regular basis)

A 'Run-On' of Working Tax Credit (Paid for 4 weeks after you stop qualifying for Working Tax Credit)

Parent or Guardian Details (All sections must be completed)

Mr/Mrs/Miss/Ms _____ National Insurance/Asylum Seeker Number _____

First Names(s) _____ Surname _____ Type text here

Maiden or previous surnames that you have been known by _____ Date of birth _____

Address _____

Postcode _____ Telephone Number _____

If you wish to receive correspondence by email please provide your email address _____

Details of your Partner, if living at the same address

Mr/Mrs/Miss/Ms _____ National Insurance/Asylum Seeker Number _____

First Names(s) _____ Surname _____

Maiden or previous surnames that you have been known by _____