

## Free School Meals

Complete this form to claim Free School Meals for your children.

### Part 1 – Your Details

Full name..... Date of Birth..... National Insurance Number..... Address..... ..... Phone number.....	You must be entitled to one of the following for your children to have Free School Meals <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Job Seekers Allowance (Income Based)</li> <li>• Employment Support Allowance (Income Related)</li> <li>• Pension Credit (Guarantee Credit)</li> <li>• Child Tax Credit with annual income of less than £16,190.</li> </ul> <p><b>If you receive Working Tax Credit you will not be entitled to Free School Meals for your child even if you also receive one of the incomes listed above</b></p>
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### Part 2 – Your Childrens Details

Childs relationship to you	Full name	Date of birth	Name of School	Male / female
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If you have more than four children please tell us about them on a separate piece of paper

You must tell the Benefits Section about any changes in your circumstances that could change the amount you receive.

You can tell us by phone, in person, or in writing. If you tell us by phone we can deal with the change much faster. Please also leave your telephone number with us, so we can contact you quickly for any further information.

The changes you should tell us about include, but are not limited to:

- If you change address
- If you or your partner have a change in income
- If your child changes school

### Part 3 – Your declaration

Please read this declaration carefully before you sign and date it.

- I understand that this claim is made to you, Cardiff Council.

• **I declare** that the information I have given on this form is correct and complete as far as I know and believe.

• **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

• **I agree** that you will use the information I have provided to process my claim for Free School Meals. You may check some of the information with other sources such as the Department for Work and Pensions or other Council Departments.

• **I know** that I must let you know in writing straight away about any change in my circumstances which might affect my claim.

Signature..... Date.....

**Contact us**

By Phone: 029 20872873

By Post: Benefits Section, **FREEPOST CF429**, PO Box 6000, Cardiff, CF11 0WZ

By Fax: 029 20877034

By Email: [Freeschoolmeals@cardiff.gov.uk](mailto:Freeschoolmeals@cardiff.gov.uk)

In person at:

<b>Area</b>	<b>Address</b>	<b>Opening Times</b>
<b><u>Cardiff Centre</u></b> Advice Hub	Ground Floor, Marland House, Central Square, Cardiff, CF10 1EP	Monday to Wednesday 8:45 to 5:00 Thursday 10:00 to 6:30 Friday 8:45 to 5:00
<b><u>St Mellons</u></b> The Hub at St Mellons	30 Crickhowell Road, St. Mellons CF3 0EF	Monday to Wednesday 9:00 to 6:00 Thursday 10:00 to 7:00 Friday 9:00 to 6:00 Saturday 9:00 to 5:30
<b><u>Llanrumney</u></b> The Hub at Llanrumney	Countisbury Avenue Llanrumney CF3 5RN	Monday to Thursday 9:00 to 6:00 Friday 10:00 to 7:00 Saturday 9:00 to 5:30
<b><u>Llanedeyrn</u></b> Llanedeyrn Housing Office	1 The Maelfa Llanedeyrn CF23 9PL	Monday to Wednesday 9:00-12:45 & 2:00 – 5:00 Closed Thursdays Friday 9:00-12:45 & 2:00-5:00
<b><u>Ely</u></b> Ely Housing Office	4 Grand Avenue Ely CF5 4GJ	Monday to Wednesday 9:00 – 5:00 Thursday 10:00 to 5:00 Friday 9:00 to 5:00
<b><u>Butetown</u></b> Hub @ Loudoun	Plas Iona Butetown CF10 5HW	Monday & Tuesday 9:00 - 5:00 Wednesday 10:00 to 6:00 Thursday & Friday 9:00 to 5:00
<b><u>Splott</u></b> STAR Leisure Centre	Splott Road, CF24 2BZ	Tuesday & Wednesday 10:00 - 5:00
<b><u>Fairwater</u></b> Fairwater Library	Doyle Avenue, Fairwater CF5 3HU	Thursday 9:00-12:45 & 2:00-5:00
<b><u>Canton</u></b> Taff Housing Assoc	Alexandra House, 307-315 Cowbridge Rd East, Canton CF5 1JD	Tuesday 9:00 -12:15 & 1:00- 5:00
<b><u>Adamsdown</u></b> Cardiff Community Housing Assoc	50 Meteor Street, Adamsdown CF24 0HE	Wednesday 9:00 - 1:00 & 1:45- 4:30