

The City of Cardiff Council

Free School Meals

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

Part 1 – Your Details

<p>Full name.....</p> <p>Date of Birth.....</p> <p>National Insurance Number.....</p> <p>Address.....</p> <p>.....</p> <p>Phone number.....</p>	<p>You must be entitled to one of the following for your children to have Free School Meals</p> <ul style="list-style-type: none"> • Job Seekers Allowance (Income Based) • Employment Support Allowance (Income Related) • Pension Credit (Guarantee Credit) • Child Tax Credit with annual income of less than £16,190. • Universal Credit <p>If you receive Working Tax Credit you will not be entitled to Free School Meals for your child</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 County Council and that you are able to process my personal data as you have a legal requirement to do so

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 understand that you will collect, store and use the information I have provided to process my claim for Free School Meals; to contact me about other services I may be entitled to; and to prevent fraud. .

I agree you may check some of the information with other sources such as the Department of Work and Pensions or other Council Departments (This list is not exhaustive)

I understand that you may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private sector companies such as banks and organisations that may lend me money, should the law allow this.

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 2053 7250

By Post: FREEPOST CARDIFF COUNCIL HOUSING BENEFIT, Benefits Section, PO Box 6000, Cardiff, CF11 0WZ

By Fax: 029 20877034

By Email: Freeschoolmeals@cardiff.gov.uk

In person at:

Cardiff Centre	Second Floor, Central Library Hub, The Hayes, Cardiff, CF10 1FL Open: Mon – Wed 9:00 – 18:00; Thurs 10:00 – 19:00, Fri 9:00 – 18:00, Sat 9:00 – 17:30.
	You can drop in to hand in documents, get help completing a new claim form or to tell us about changes in your circumstances.

Star Community Hub	STAR HUB Muirton Road Splott CF24 2SJ Open: Mon,Tues, Thurs, Fri 9-6 Wed 10-7 Sat 9-5:30 No appointment necessary
Fairwater	Fairwater Hub, Doyle Avenue, CF5 3HU Open: Mon 09:00 - 18:00, Wed 09:00 - 18:00,Thurs 10:00 - 19:00, Fri 09:00 - 18:00, Sat 09:00 - 17:30 No appointment necessary
Canton	Canton Library, Library Street, Canton, CF5 1QD Open: Tues 9:00 - 13:00 and 14:00 to 18:00 No appointment necessary
Llanedeyrn	The Powerhouse (Neighbourhood Learning Centre), Roundwood, Llanedeyrn, CF23 9PN Open :9:00 to 17:00 Monday and Wednesday - Friday. Tuesday 10:00 - 17:00 Tel. 029 20 537 111 for an appointment
Llanrumney	Llanrumney Hub, Countisbury Avenue, CF3 5NQ Open Mon-Thurs 9:00-18:00, Fri 10:00-19:00 Sat 9:00-17:30
Llanishen	Llanishen Hub, 11 station Road. Cardiff, CF14 5LS Open Mon, Thurs & Fri 09:00 - 18:00, Wed 10:00 - 19:00, Sat 9:00 - 17:30
St Mellons	St Mellons Enterprise Centre, Crickhowell Road, St Mellons. Open Mon-Wed 9:00-17:00 Thurs 10:00-17:00 Fri 9:00-17:00 Sat 9:00-14:00
Butetown	The Hub@Butetown, Plas Iona, Butetown CF10 5HW Open Mon, Tues, Thurs & Fri 09:00 - 17:00 Wed 09:00 - 18:00
Ely	Ely & Caerau Community Hub, Cowbridge Road West,CF5 5BQ Open: Mon - Wed & Fri 9-6 Thurs 10-7 Sat 9 - 5.30 Tel. 029 20 537111 for an appointment
Please note that Council Offices are closed on public holidays	