

If you would like help to fill in this form or you have any queries about the type of benefit you are receiving please contact the Children's Services Office listed below.

FREE SCHOOL MEALS

Free School Meals are available to statutory school aged children, including those attending full-time school and nursery (full days only eg 9.00 am to 3.00 pm), but excluding private nurseries and further education colleges.

Primary School Meals will only be backdated to the Monday of the week that full information is received. Secondary School Meals will be granted from the day that full information is received.

CLOTHING GRANTS

For all qualifying applications a clothing grant will be issued in respect of any child of compulsory school age. (This does not include children attending nursery schools.) Payment will be made from 1st July 2011.

QUALIFYING BENEFITS

PLEASE NOTE: IF YOU ARE IN RECEIPT OF **WORKING TAX CREDIT** YOU WILL **NOT** BE ELIGIBLE FOR FREE SCHOOL MEALS OR CLOTHING GRANT.

Listed below are the qualifying benefits:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- An income-related employment and support allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of **April 2011** does not exceed **£16,190**. Note: From 1st May 2009 where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to Free School Meals, this may be extended;
- The Guarantee element of State Pension Credit.

Children who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to receive Free School Meals and Clothing Grants.

Children who receive "education suitable for children who have not attained compulsory school age" will still need to satisfy the additional requirement of "receiving education both before and after the lunch period", before being eligible to receive free school meals.

Your eligibility will be checked electronically, however if we are unable to confirm your eligibility you will be asked to provide recent proof of the qualifying benefit you are receiving together with proof of Child Benefit. Documents and letters older than 3 months are not acceptable nor are photocopies or signing on cards. Original documents will be returned to you.

If you stop receiving a qualifying benefit you must inform the Children's Services Office immediately as Free School Meals will stop. You must also advise the Children's Service Office if you cease to be the primary carer of the children you are claiming for or you change address.

If you require help or advice regarding your application please contact:

Childrens Services, Blencathra House, Tangier Street, Whitehaven, Cumbria, CA28 7UW Tel: 01946 506200

Application For Free School Meals and Clothing Grant

IT IS IMPORTANT THAT YOU READ THE NOTES OVERLEAF BEFORE COMPLETING AND SIGNING THE FORM AS THIS MAY LEAD TO A DELAY PROCESSING YOUR APPLICATION

Claimants Details (*must be completed)

Surname* Forename* Mr/Mrs/Ms/Miss

Address *
 Postcode *

Telephone Number Date of Birth *

National Insurance Number * **OR** National Asylum Support Services Number*

Relationship to Child/ Children listed below.....

Partners Details

Surname..... Forename..... Mr/Mrs/Ms/Miss

Relationship to Child/Children listed below.....

Child's/ Children's Details				For Official Use Only		
Surname	Forename	Date of Birth	Name of School from September 2011	FSM GRNT	FSM WD	CG AMT

<p>Notes Only those applicants who receive Qualifying Benefits (as outlined in the attached notes) may claim Free School Meals and / or Clothing Grant(s). Proof of benefit <u>must</u> accompany this application. If you fail to enclose the required proof we will be unable to process your application. The Benefits Agency, Job Centre or Department for Work and Pensions will not disclose any information to us about your claim.</p>	Benefit	
	CB seen	
	Audit Check	
	CG Agreed	
	FSM GRNTD	
	FSM WD	

ANY APPLICANT MAKING A FALSE RETURN WILL BE LIABLE FOR PROSECUTION.
 IF AT A LATER DATE IT IS PROVED THAT YOU HAVE MADE A FRAUDULENT CLAIM YOU WILL BE REQUIRED TO REPAY ANY ASSISTANCE GIVEN.

Claimant's Declaration

I have read and understood the notes above and I certify that the information given on this form is, to the best of my knowledge, correct. I confirm that I will contact the Children's Services Directorate immediately if I no longer receive the qualifying benefit. I understand that the Local Authority has a duty to protect public funds and may use the information that has been provided on this form to prevent and detect fraud. I agree that you will use the information I have provided to process my claim for Free School Meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement. I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to receive the Clothing Grant.

Signed:(Claimant) Date:

Signed:(Council Officer) Date: