

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 (ie: 5 full days - 9.00am to 3.00pm), 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 **ANY 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 2012** 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.**

### **Please return completed forms to:**

Free Schools Meals Service, Children's Services, Blencathra House, Tangier Street, Whitehaven, Cumbria, CA28 7UW

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

**DETAILS OF PERSON CLAIMING QUALIFYING BENEFITS FOR THE HOUSEHOLD** (\*must be completed)

Surname \* ..... Forename\* ..... Mr/Mrs/Ms/Miss  
 Address \* .....  
 ..... Postcode \* .....  
 Telephone Number ..... Date of Birth \* .....  
 National Insurance Number / National Asylum Support Services Number\* .....  
 Relationship to Child/ Children listed below.....

CHILD'S / CHILDREN'S DETAILS			
SURNAME	FORENAME	DATE OF BIRTH	NAME OF SCHOOL FROM SEPTEMBER 2012

FOR OFFICIAL USE ONLY		
FSM GRNT	FSM WD	CG AMT

**NOTES**

Only those applicants who receive Qualifying Benefits (as outlined overleaf) may claim Free School Meals and/or Clothing Grant(s). If we are unable to electronically verify your eligibility you may be asked to provide recent proof of qualifying benefit along with proof of Child Benefit in order that we can process your application. The Benefits Agency, Job Centre or Department for Work and Pensions will not disclose any information to us about your claim.

<b>BENEFIT SEEN</b>	
<b>CB SEEN</b>	
<b>AUTHORISED ON BEHALF OF CCC:</b>	
<b>DATE:</b>	

**Declaration**

I have read and understood the notes overleaf 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 or if any of my personal details (ie: address) change.** 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:**.....