

IT IS IMPORTANT THAT YOU READ THE FOLLOWING NOTES BEFORE COMPLETING AND SIGNING THE FORM OVERLEAF
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Please complete one form for your family. If you would like help to fill this in or you have any queries about the type of benefit you are receiving please contact your Area Children's Services Office.

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 on or after Monday 6th July 2009 and usually within 14 days of receipt of a qualifying application.

QUALIFYING BENEFITS

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 **6th April 2009** does not exceed **£16,040**. 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;
- 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.

It should be noted that 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.

You must be able to provide recent proof of the qualifying benefit you are receiving together with proof of Child Benefit. In most cases 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 it is your duty to inform the Area Children's Services Office immediately as Free School Meals will stop. You should also advise the Area Children's Services Office if you cease to be the primary carer of a child.

POSTAL APPLICATIONS AND ENQUIRIES SHOULD BE DIRECTED TO ONE OF THE FOLLOWING:

Children's Services 3 Alfred Street North, Carlisle, Cumbria, CA1 1PX Tel: 01228 226778



Application For Free School Meals and Clothing Grant

Application for: Free School Meals and/or Clothing Grant
 [Please tick]

Claimant (Mr/Mrs/Ms/Miss) Surname..... Forename(s).....

Relationship to pupil(s) listed below eg Mother,Father,Guardian.....

Partner(Mr/Mrs/Ms/Miss) Surname..... Forename(s).....

Relationship to pupil(s) listed below eg Mother,Father,Guardian.....

Address of Claimant.....

..... Claimant Date of Birth

Postcode..... Tel..... NI Number.....

For Clothing Grants the following information must also be provided:

Bank Sort Code..... Bank Account No:.....

Roll Number: e-mail address:.....
 [for Building Society accounts] [if you have one]

Child's/ Children's Details

For Official Use Only

Surname	Forename	Date of Birth	Name of School from Sept 2009	FSM GRNT	FSM WD	CG AMT

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.	Benefit	
	CB seen	
	Audit Check	
	CG Agreed	
	FSM GRNTD	
	FSM WD	

ANY APPLICANT MAKING A FALSE RETURN WILL BE LIABLE TO 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:.....