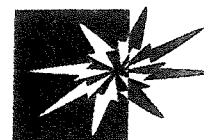


# Free School Meals and School Clothing Grant Application Form



Haringey Council

You can use this form to apply for free school meals if your child attends a Haringey school and you receive one of the benefits shown below. If you live in Haringey and you receive one of the benefits below, you can also use this form to apply for a one off school clothing grant if your child is transferring to a secondary school in September 2012 and was born between 1/09/2000 and 31/08/2001.

- Income Support
- Income Based Job Seekers Allowance
- An income – related employment and support allowance (ESA-(IR))
- Child Tax Credit – Providing you do not receive Working Tax Credit and have an assessed annual income that is less than £16,190
- Guaranteed Element of Pension Credit
- or supported under Part V1 of the Immigration and Asylum Act 1999. You must provide your NASS reference number.

You do not need to send us evidence of your benefits as we will check with the Department for Education Eligibility Checking Service (see guidance notes).

Please refer to the attached notes for guidance for other evidence you may need to send us.

## To be completed by the parent or legal carer of the child(ren) shown below.

1. Enter the name of the parent or legal carer who receives the support benefit

Mr/Mrs/Ms/Miss  First name(s)   
Surname

2. Your National Insurance/NASS No.

3. Date of Birth

4. Your present address:

House or Flat Number and Street

Postcode

5. Date you moved there

6. Tel No:

7. Your previous address within the last 3 months (if applicable)

House or Flat Number and Street

Postcode

8. Please enter the name(s) of the child(ren) you are claiming for:

Surname/Last Name	First Name	Boy/Girl	Date of Birth	Haringey School Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Clothing Grant 2012/2013 - If your child is transferring to a secondary school in September 2012 at age 11, you live in Haringey and are eligible for Free School Meals, do you wish to be considered for a one off clothing grant of £60? Yes  No

Please enter the name of the child you are claiming for:

Surname/Last Name  First Name  Date of Birth  Secondary Transfer School Name

The grant must be used to purchase school clothing or footwear for your child. The Council reserves the right to ask to see receipts as proof of purchase. The closing date for all applications is 31 March 2013.

Continued overleaf

I have a bank account Yes  No  If you do not have a bank account that a cheque can be paid into, you can nominate someone who has a bank account and submit their full name on a separate sheet.

**Declaration - please read this carefully**

- This is my claim for Free School Meals or a one off Clothing Grant or both
- The information I have given on this form is correct and complete to the best of my knowledge
- The documents I have provided to support this claim are genuine and complete
- I authorise you to cross check the information I have given with other sections within the Council and with Government Departments as long as this is done within the terms of the Data Protection Act
- I understand that if I give information that is incorrect or incomplete that I may have to repay the value of any benefit received. Please note that this information may be shared with other sections within the Council and with Government Departments
- I know that I must tell you straightaway, in writing, about any change in circumstances

Signature of Parent or Legal Carer  Date

**Ethnic Monitoring**

Haringey Council believes equalities monitoring is important because it allows the council to monitor take up and use of its services. The information collected on this section of the form is confidential and will be used only to ensure service provision is fair and equitable to all sections of the community.

Ethnicity: What is your ethnic group? Please select (x) one box from the appropriate section.

White:

British  Irish  Greek Cypriot  Turkish Cypriot  Kurdish  Turkish

Mixed:

White & Black Caribbean  White & Black African  White & Asian

Asian or Asian Black:

Indian  Pakistani  Bangladeshi  East African Asian

Other Asian background please specify

Black or Black British:

Caribbean  African

Other black background please specify

Chinese:

Any other ethnic group please specify

**Data Protection Act 1998:** the information that you give on this form will be used for the purpose of processing your application for free school meals and a clothing grant. The Authority is under a duty to protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. It may also share this information, for the same purposes, with other organisations which handle public funds.

✉ Revenues, Benefits and Customer Services, PO Box 10505, Wood Green, London, N22 7WJ  
☎ 020 8489 1000

**For office use only**

Clothing grant approved by

Date



**Haringey**

## **Free School Meals and School Clothing Grant – Guidance Notes**

**1. Free School Meals:** The enclosed application/renewal form should be completed if you are applying for the first time or renewing your entitlement and you receive one of the benefits shown below. If this is your first application please submit your Child Benefit letter showing your child's name or their long birth certificate.

Free School Meal entitlement commences from the Monday of the week the application form is received by the Council.

**2. A School Clothing Grant:** If you are a Haringey resident, and you receive one of the benefits shown below, your child was born between **1/09/2000** and **31/08/2001** and is transferring to a secondary school in September 2012, you can apply for a one off £60 school clothing grant. Please submit your Child Benefit letter showing your child's name and their medical card showing their date of birth or their long birth certificate. The closing date is **31 March 2013**.

**3. You can receive free meals or a one off clothing grant or both if you receive one of the following support benefits:**

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowances ESA(IR)
- Child Tax Credit providing you are not entitled to Working Tax Credit\* and your annual income as assessed by Revenues and Customs is below £16190
- Guaranteed Element of State Pension Credit
- Or if you are supported by NASS and supported under Part VI of the Immigration and Asylum Act 1999. You must provide your NASS reference number.

**You do not need to send us evidence of the above support benefits as we will check on the Department for Children Schools and Families Free School Meal Hub. The Hub does not tell us which benefit you receive but it tells us whether you are eligible for free meals for your child. We may ask you to provide current evidence of your support benefit if the FSM Hub shows you are not eligible for free school meals.**

**4. You cannot receive free school meals or a one off clothing grant if you just receive one of the following benefits:**

- Contribution Based Job Seekers Allowance
- Working Tax Credit\*
- Incapacity Benefit
- State Pension Credit where you do not receive the 'Guaranteed element'

## **5. Additional Guidance Points for Free School Meals**

- \* From 1 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 lunches. We will need to see the HMRC Tax Credit Decision Notice.
- Children at a state nursery school. Please submit a letter from the school showing your child is receiving nursery education before and after the lunch period.
- Children who receive Income Support or Income Based Job Seekers Allowance in their own right can apply.

- You must re-apply each year for free school meals. Approval is given for 12 months only, providing you remain on the above support benefit. If your support payments stops, or you move, you must tell us immediately.
- **School Transfers.** You must complete a new application form if your child transfers schools. The entitlement does not transfer with the child.
- **Children who attend a non- maintained school in Haringey.** You may be considered for free school meals if you receive one of the above support benefits. You may be asked to submit further information from the school. If you are a Haringey resident you may also be considered for a one off school clothing grant. Please check point 3 above to see if you qualify.
- **Looked after Children** If you are a foster or kinship carer, money for school meals has been included in the allowance.

#### **Where can I hand in my completed form?**

You can take your completed form to your nearest Customer Service Centre. Your application will be considered while you wait or you can post to the address below.

#### **Customer Service Centres**

- **South Tottenham Customer Services Centre**  
Apex House, 820 Seven Sisters Road, Tottenham N15 5PQ  
Opening times: Monday- Friday 8.45am-5.00pm
- **Wood Green Customer Services Centre**  
Ground Floor, 48 Station Road, Wood Green N22 7TY  
Opening times Monday- Friday 8.45am- 5.00pm

✉ Revenues, Benefits and Customer Services, P O Box 10505, Wood Green, London, N22 7WJ  
☎ Telephone: 020 8489 1000

Updated March 2012

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