

PLEASE READ CAREFULLY

GUIDANCE NOTES FOR CLAIMANTS OF FREE SCHOOL MEALS

You may be eligible to claim Free School Meals whilst in receipt of:-

1. CHILD TAX CREDIT

However Free School Meals will only be granted if: -

- You are in receipt of Child Tax Credit and your annual income (as assessed by The Inland Revenue from 6 April 2009) does not exceed **£16040;**
and
- You are **not** in receipt of Working Tax Credit.
and
- You have a current **Tax Credit Award Notice (TC602)** as proof of entitlement.

If you have not received your award or you have mislaid your copy of **(TC602)** you must contact the TAX CREDIT HELPLINE 0845 300 3900.

If you match all the above statements please complete all sections of the application form overleaf and take your TC602 and this form to the School.- (You may be asked to prove eligibility)

2. GUARANTEED ELEMENT OF STATE PENSION CREDIT

Parents who receive the **Guaranteed element of State Pension Credit** must complete the form overleaf.

3. INCOME SUPPORT/JOB SEEKER'S ALLOWANCE (INCOME BASED)

The benefit papers issued by the Benefit Agency should state which benefit you are receiving. Job Seeker's Allowance must be income based to claim Free School Meals. If you claim either of the above benefits complete the application form overleaf and return the application to school.

4. SUPPORT UNDER PART VI OF IMMIGRATION AND ASYLUM ACT 1999

Parents who are supported under part VI of the Immigration and Asylum Act 1999 must complete the application form overleaf and return to school quoting their NASS Reference Number as proof of entitlement.

5. EMPLOYMENT & SUPPORT ALLOWANCE (INCOME RELATED)

Parents who are receiving (Income Related) Employment & Support Allowance must complete the application form overleaf and return to school, together with, their most recent award letter from the Department of Work and Pensions as proof of entitlement.

PLEASE BE AWARE

YOU ARE **NOT** ENTITLED TO CLAIM FREE SCHOOL MEALS IF YOU ARE RECEIVING

(1) Working Tax Credit or

(2) Job Seekers Allowance (Contribution-Based)

(This benefit usually follows a period of employment. Please check with your Job Centre)