Education Authority
Údarás Oideachais
Lear Owerance

Application for Free School Meals/School Uniform/Physical Education Clothing Allowance 2016/2017

It is important to return your completed form immediately to avoid delaying your claim. Forms are processed in date order of receipt. Due to the high volume of forms during the summer it may take up to 6 weeks to process your claim. Unsigned or incomplete forms cannot be processed and will be returned to you.

This form must be completed and signed by the person receiving benefits as stated overleaf. Application must only be made for children IN YOUR ACTUAL CUSTODY who are included in the parents'/guardians' Child Benefit or Child Tax Credit payments.
Some schools may use eligibility to free school meals as part of their Transfer Admissions Criteria

Claimant's Details

Name _____ Mr | Mrs | Ms | Miss (Please circle)

Address _____ National Insurance No _____

_____ Date of Birth (of Parent/Guardian) _____

_____ Relationship to Child(ren) _____

_____ Telephone Number(s) Home: _____

Postcode _____ Mobile: _____

Previous address within the last 12 months if different from above: _____

Account Details Please give details of the bank or building society account into which you require the uniform allowance to be paid (the account must be in your name). **Payment cannot be made to Post Office accounts.**

Bank/Building Society _____ Branch _____ Account Holder's Name(s) _____

Sort Code ☐☐-☐☐-☐☐ Account Number ☐☐☐☐☐☐☐☐

I do not have a bank/building society account and understand that the uniform payment will be made by a crossed cheque - Tick if applicable ☐

If you do not have a bank or building society account, photographic ID required by Bank of Ireland (NI) to cash your cheque is a current full driving licence, valid passport, electoral card, Translink Smart Pass, student ID/registration card or EU/UK National Identity Card.

Please refer to the notes for information before completing this section as the form will be returned to you if not fully completed
Enter the details of the child/children in your actual custody, in full-time attendance at School/College and Regional/FE College for whom free school meals/uniform/physical education allowance is/are required. Do not include students on paid training courses at Regional/FE College. If a child will attend an EOTAS Learning Centre, write the school and the EOTAS Centre. If waiting for results and unsure of the school write "Waiting for results" in the School/College to be attended box and contact the Meals and Uniform Section when the school is known.

Surname as shown on Birth Certificate or Legal Name	Forename(s) as shown on Birth Certificate or Legal Name	Male or Female	Date of Birth	School or College to be attended full-time during school year 2016/2017	Office Use UNF Code
If your primary school child is transferring do not return the form until after receiving his/her school placement letter at the end of May 2016					

Regional/FE College students only Is Physical Education part of his/her course? **Yes/No** (Please circle)

Please complete overleaf

Office Use			
Entitled Parent/Principal informed	Continued	Cancelled Parent/Principal informed	Not Entitled Parent informed

If you are receiving one of the benefits listed below this section must be completed and signed by the Social Security/Employment And Support/Pension Credit office

The person stated overleaf is in receipt of:

(*Please tick appropriate box*)

Official stamp of verifying agency

Income Support	☐
Income-Based Jobseeker's Allowance	☐
Income-Related Employment and Support Allowance	☐
Guarantee Element of State Pension Credit	☐
Above benefits are not in payment	☐

Claimant's National Insurance Number _____

Office Manager's Signature _____ Date: _____

If you receive one of the above benefits your Tax Credits Award Notice (TC602)/Annual Review Notice (TC603R) is not required

If you are <u>not</u> receiving one of the above benefits please complete this section

Do you receive Child Tax Credit or Working Tax Credit and have an annual taxable income of £16,190 or less? **Yes/No** (Please circle)

If 'Yes' when returning this form you must attach <u>all pages</u> of your Tax Credits Award Notice (TC602) for the year <u>06/04/16 to 05/04/17</u>.

If you do not receive a TC602 notice you may use your Tax Credits Annual Review Notice (TC603R) for the year ended April 2016**.** The TC603R must state on page 1 **"Check before 31/07/2016".** An Annual Review notice which states on page 1 **"Reply before 31/07/2016"** <u>cannot be accepted</u>**.**

If, by the end of July 2016, you have not received your TC602 or TC603R from H M Revenue and Customs please return this completed application form with an explanatory letter.

Are you an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT) **Yes/No** (Please circle)

As parent/guardian I, the undersigned

- certify that the information I have given on this form is correct to the best of my knowledge and belief and the child(ren) named overleaf are in my custody and are included in the payments for Child Benefit or Child Tax Credit
- undertake to notify this Authority if there is any change in circumstances/benefits/address in the knowledge that if I do not do so I am liable for any loss of entitlement to free school meals or refunding this Authority for any free meals taken after benefit has ceased.
- certify that I have not applied to any other office for a uniform allowance for 2016/2017.
- undertake to refund to this Authority any overpayment of money paid for school uniform/physical education clothing on behalf of any of the children who do not attend school/college full-time or who do not enrol at the school/college during the 2016/2017 school year.
- understand that only one application can be made in respect of each child named.
- give permission for the Social Security Agency/Employment and Support Allowance Agency/Pension Service/HMRC/ASAT to provide to this Authority any information necessary to deal with my application for free school meals/uniform allowance.
- agree that the information provided on this form may be shared with other Departments/Agencies within and outside this Authority for the purposes of the provision of services and the detection and prevention of crime.
- understand that the information on this form is required by this Authority for the purposes of processing this application. The information is covered by the provisions of the Data Protection Act 1998. My signature below is deemed to be an authorisation to allow this office to process and retain the information for the purposes stated.

Claimant's Signature _____ ***Date*** _____

Completed forms should be returned to:

Meals and Uniform Section, Education Authority, 1 Hospital Road, Omagh, Co Tyrone, BT79 0AW
Email: MealsandUniforms-Omagh@eani.org.uk
Telephone (028) 8241 1496 Fax (028) 8241 1284 Textphone (028) 8241 1550 – For customers who are deaf, hearing or speech impaired

Office Use

TC602	TC603R	CTC	WTC	Income	£	Checked by

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Meals and Uniform Section, Education Authority,
1 Hospital Road, Omagh, Co Tyrone BT79 0AW
Telephone: (028) 8241 1496
Email: MealsandUniforms-Omagh@eani.org.uk

2016/2017
Please read and keep these notes for your information

Due to the high volume of forms received during the summer it may take up to 6 weeks to process your claim and telephone calls to the office will only delay this.

Who is eligible to apply for free school meals/uniform/physical education allowance?

Parent(s)/Guardian(s) who receive one of the following benefits -

- Income Support
- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Guarantee Element of State Pension Credit
- Child Tax Credit or Working Tax Credit with an annual taxable income of £16,190 or less; **or**

where the parent/guardian is an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT).

Can I apply if I am a student who receives benefit in my own name?

Yes. Complete a form in your own name. Enter 'Self-Claimant' at "Relationship to Child(ren)" and enter your own name, date of birth and school in the section for children's details.

Can I apply for free school meals if my child has a statement of Special Educational Needs and requires a special diet?

Please contact the Meals and Uniform Section for further information.

Can I apply for free school meals/uniform allowance if my child attends a Nursery School?

Yes. You can apply for free school meals if your child is in **full-time** nursery school/nursery unit/reception class. However, he/she will not be eligible for a uniform allowance. Children attending **part-time** nursery school/nursery unit/reception class are not eligible for free school meals or a uniform allowance.

Can I apply for free school meals/uniform if I have a fostered child in my care?

No. If you or the foster carer are in receipt of funding you are not eligible to make application for free school meals and uniform allowance.

Can my child receive free school meals/uniform at an EOTAS Learning Centre or Educational Guidance Centre?

Yes you can apply. Enter the EOTAS Centre or the Educational Guidance Centre attended along with the registered school on the form. Not all students may be eligible for a uniform allowance.

Can I apply if my child attends a full-time course at a Regional/FE College?

Yes. If eligible your child can be entitled under the above criteria to **free school meals only** if he/she has not reached the age of 18 on or before 31 July and is not attending a paid training course. If the full-time course includes Physical Education an allowance can be paid for PE.

How do I complete the application form if my child is waiting for results and is unsure of what school he/she will attend in September?

Enter 'Waiting for Results' in the school to be attended column and inform the Meals and Uniform Section by phone or in writing when the school is known.

Can I apply for free school meals/uniform if my child has reached 16 years of age on or before 1 July and is not attending a Regional/FE College?

Yes. Free school meals will be processed if entitled. The Meals and Uniform Section will seek confirmation of attendance from the School/College at the beginning of the new school year and when this has been received a uniform allowance will be processed. **Payments for students over 16 years of age will not be paid until September/October.**

Can I apply if my child attends full-time at an Independent School?

Yes. You can apply for free school meals if your child attends full-time at an Independent School. However, he/she will not be eligible for a uniform allowance.

Can free school meals entitlement be backdated?
No. Free school meals can only be awarded once your claim has been fully assessed.

What are my responsibilities as a Parent/Guardian?

You must:

- Submit to the Meals and Uniform Section a fully completed application form which contains the names of all children in your actual custody who are included in the payments for Child Benefit or Child Tax Credit. Children's names must be entered as they appear on the Birth Certificate unless they have been legally changed.
- Notify the Meals and Uniform Section immediately of any changes in family circumstances **or** benefit entitlement.
- Provide the correct Bank/Building Society details of the person claiming benefit. Uniform grants can only be paid into a bank account stating the claimant's name. If you do not have a bank/building society account then your uniform allowance will be paid by a cheque.
- If paid by cheque, you must provide/obtain the correct ID to cash your cheque at Bank of Ireland (NI), i.e. current driving licence, valid passport, electoral card, Translink Smart Pass, student ID/registration card or EU/UK National Identity Card.

What are the current Uniform Allowance rates?

	Total	Uniform	PE
Primary School pupils (born on or before 1 July 2012)	**£35.75**		
Secondary School and Special School pupils:			
Under 15 years of age on 1 August 2016	**£73.00**	£51.00	£22.00
15 years of age or over on 1 August 2016	**£78.00**	£56.00	£22.00
Pupils at Regional/FE Colleges who are not in receipt of any financial support which includes provision for clothing suitable for Physical Education and where Physical Education is part of their course	**£22.00**	**PE Only**	

What do I need to do when I have completed my form?
If you receive Income Support, Income Based Jobseekers Allowance, Income Related Employment and Support Allowance or Guarantee Element of State Pension Credit your form needs to be stamped by the Agency paying your benefit. You do not need to send your Tax Credits Award Notice (TC602) to the Meals and Uniform Section.

If applying under Child Tax Credit or Working Tax Credit **all pages** of your Tax Credits Award Notice (TC602) for the year **6/4/16 to 5/4/17** must be submitted with your completed application form. Tax Credits Award Notices (TC602) before these dates cannot be accepted.

If you have not received your **6/4/16 to 5/4/17** Tax Credits Award Notice (TC602) but have received a Tax Credits Annual Review Notice (TC603R) for the year ended April 2016 which states "**Check before 31/7/2016**" then you can send this with your application form. Tax Credits Annual Review Notices (TC603R) which state "**Reply before 31/7/2016**" cannot be accepted.

If by the **end of July 2016**, you have not received your Tax Credit Award Notice (TC602) or Annual Review Notice (TC603R) Notice from H M Revenue and Customs please return your form with an explanatory letter.

Can *I apply if I am an Asylum Seeker?*
Yes. You must attach evidence to show that you are supported by the Home Office Asylum Support Assessment Team (ASAT) or that you have applied for support.

When will I receive my uniform allowance?
Payment of uniform allowance will not be made before 1 July. If you enter bank details on the form you should keep a check as to when the allowance is paid into your account. If no bank details are entered you will receive a cheque by post.

Will I be notified if my children are eligible to free school meals?
Parents/Guardians who have made a new claim will receive a letter advising them when the meals will start. The school will also be informed.

All information will be treated in confidence. The information provided on the Free School Meals/School Uniform application form may be made available to other bodies for the purposes of preventing and detecting crime. The Meals and Uniform Section reserves the right to take whatever steps it considers necessary to verify the information given on the application form. Any person wilfully making a false statement in support of this application will be liable to prosecution.