



DOC TYPE EA-EWB

BENEFIT REF

Application For Free School Meals/School Clothing Grant 2009/2010

NB THESE BENEFITS ARE ONLY AVAILABLE IF YOU RECEIVE INCOME SUPPORT, GUARANTEE CREDIT JOB SEEKER'S ALLOWANCE (INCOME BASED) OR CHILD TAX CREDIT IF YOUR INCOME IS £16,040 OR BELOW AND NOT ON WORKING TAX CREDIT. ANY CLOTHING VOUCHERS ISSUED ARE NOT INTENDED TO COVER THE TOTAL COST OF SCHOOL UNIFORMS

PART 1 DETAILS OF PARENT/LEGAL GUARDIAN WITH WHOM THE CHILD(REN) USUALLY LIVE

Surname Forenames
Title Mr Mrs Miss Ms (Please tick) Date of Birth
Home Address
Postcode Telephone (01253) Please enter your NI Number
Previous address within the last 12 months if different from above

If you have a partner, please give their full name National Insurance No.

PART 2 DETAILS OF DEPENDENT CHILDREN

Give below the details of each dependent child who is in full-time attendance at a school or other educational establishment.
Do not include any child(ren) who are fostered to you or for whom you receive a guardian's allowance.

| Surname | First Names | Date of Birth | Name of School/College to be attended. | Your relationship to child |
|---------|-------------|---------------|--|----------------------------|
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PART 3 YOUR AND YOUR PARTNER'S INCOME

Tick as appropriate:

Job Seekers Allowance (Income Based) Income Support Guarantee Credit Child Tax Credit and **NO** entitlement to Working Tax Credit (Please supply **all** pages of your latest Child Tax Credit entitlement letter, along with documentary proof of your other income.)**PART 4 DECLARATION & SIGNATURE**

I certify that all the information given is correct to the best of my knowledge and belief and I undertake to notify the Benefits Service immediately of any change in the circumstances set out herein.

Signature of Applicant Date

You must send proof of all your income. Please refer to section D on the reverse of this form for details.

NB. The information given on this form will be subject to a check by the The Local Authority, Benefits Division.

SOME NOTES TO HELP YOU FILL IN THIS FORM

A FREE SCHOOL MEALS

Schools will be notified by The Local Authority

Only if you receive **INCOME SUPPORT, JOB SEEKER'S ALLOWANCE (INCOME BASED), GUARANTEE CREDIT** or **CHILD TAX CREDIT** with income of £16,040 and below and **NO WORKING TAX CREDIT** will you be entitled to free school meals for all of your children who attend school, up to and including year eleven. Young people aged 16 years or over who receive Income Support in their own right will also be eligible to receive free school meals.

BLACKPOOL COUNCIL PROVIDE ONE CLOTHING GRANT PER CHILD PER YEAR.

B SCHOOL CLOTHING GRANT - GRANTS WILL BE REDUCED BY 1/3 EACH TERM

Only if you receive **INCOME SUPPORT, JOB SEEKER'S ALLOWANCE (INCOME BASED), GUARANTEE CREDIT** or **CHILD TAX CREDIT** with income of £16,040 or below and **NO WORKING TAX CREDIT** will you be entitled to claim clothing grants for all of your children aged 16 and under. The amounts available are:

If you apply in:

| | | | | |
|------------------------------------|-----------------|-----|----------------------------|-----|
| Autumn Term (Full Grant) | Nursery/Infants | £20 | 1st Year Secondary | £50 |
| | Juniors | £20 | 4th Year Secondary | £30 |
| | | | 2nd/3rd/5th Year Secondary | £20 |
| Spring Term (2/3 Grant) | Nursery/Infants | £14 | 1st Year Secondary | £34 |
| | Juniors | £14 | 4th Year Secondary | £20 |
| | | | 2nd/3rd/5th Year Secondary | £14 |
| Summer Term (1/3 Grant) | Nursery/Infants | £ 6 | 1st Year Secondary | £16 |
| | Juniors | £ 6 | 4th Year Secondary | £10 |
| | | | 2nd/3rd/5th Year Secondary | £ 6 |

Lost or stolen vouchers must be reported to the correct authorities immediately

D DOCUMENTS REQUIRED AS PROOF OF INCOME IF YOU ARE NOT CLAIMING HOUSING BENEFIT

If you are claiming any of the benefits described in these notes you will need to produce evidence that you are currently in receipt of the appropriate benefit.

Wherever possible, please send confirmation in the post with your application. You may also bring in your application and documentation to the customer first service desk at the Municipal Buildings.

Documents Required: - EACH YEAR ONLY IF YOU DO NOT CLAIM HOUSING BENEFIT

If you receive *Income Support, Guarantee Credit or Job Seeker's Allowance (Income Based)*:

If you receive *Child Benefit*:

If you receive *Child Tax Credit and NO Working Tax Credit*:

A copy of your latest letter of entitlement OR a photocopy of the front and inside page of your order book which states the type of benefit.

A photocopy of the front of your order book and of the inside page which includes the names of your children and their dates of birth OR a letter of confirmation from the Benefits Agency that your Child Benefit is paid into a Bank or Building Society account.

A copy of ALL pages of your latest Child Tax Credit entitlement letter will be required, along with documentary proof of your other income. Please note, we are unable to obtain Tax Credit details from any other source.

Please **do not send** your original documentation along with your application. If you have no other documentation available, you may take your order books to any Blackpool Council offices for them to copy and forward to the Claim Team.

E WHERE TO SEND YOUR APPLICATION

If your circumstances change and you no longer receive qualifying income for free school meals, you must inform me at the address below, or email benefits@blackpool.gov.uk.

F WHERE TO SEND YOUR APPLICATION

Return the completed application form to Claim Team, Benefits Division, PO Box 50 Town Hall, Blackpool FY1 1NF. Make a note of the date you sent the form.

Please allow up to eight weeks from date of posting for the letter approving your application to arrive. If you do not receive any correspondence by then, please contact the above address, or email benefits@blackpool.gov.uk.

PLEASE NOTE THAT ANY DELIBERATE MIS-STATEMENT OR OMISSION OF MATERIAL PARTICULARS MAY RENDER YOU LIABLE TO CIVIL AND/OR CRIMINAL PROCEEDINGS

Blackpool Council is under a duty to protect the public funds it administers and for this purpose may use information provided on this form for the prevention and detection of fraud. Pursuants to the Data Protection Act, 1984, Blackpool Council may also share information provided with other bodies administering public funds solely for these purposes.