

Application for Free School Meals/School Uniform/Physical Education Clothing Allowance 2019/20

Only use this form if you live in Northern Ireland and your child/children attend a school or Regional College/FE College in Northern Ireland.

It is important to return your completed form **immediately** to avoid delaying your claim. **Unsigned or incomplete forms cannot be processed and will be returned to you.** Forms are processed in date order of receipt. During the peak processing period of June to September it may take up to 6 weeks to process your claim.

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 / Child Tax Credit / Universal Credit payments.
Some schools may use eligibility to free school meals as part of their Transfer Admissions Criteria.

Claimant's Details

(Please circle correct title below)

Name _____ Mr | Mrs | Ms | Miss

Address _____ National Insurance No _____

_____ Date of Birth (Parent/Guardian) _____

_____ Relationship to Child(ren) _____

_____ Telephone Number(s) Home _____

_____ Mobile _____

Postcode _____ Email address _____

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

Account Details. Give details of your bank or building society account into which you require the uniform allowance to be paid. The account must be able to accept payment by BACS. Payment cannot be made to a Post Office account or to an account which does not include your name. **Incorrect bank or building society sort code or account number details may prevent payment.**

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

Sort Code: _____ Account Number: _____

The Account details provided here must be exactly the same as those held by your bank or building society.
 If you do not have a bank account your uniform allowance will be paid by a crossed cheque.

- Add / include in the table below all children / students who will be attending the following:**
- Full-time nursery/reception, primary, secondary or grammar school; or
 - Regional College/FE College – the campus must be entered. Do not enter students on paid training courses; or
 - EOTAS Learning Centre/Educational Guidance Centre. Write the name of the school and EOTAS Centre/Guidance Centre; **or**
 - If your child is waiting for results please state the school which he/she is most likely to attend. Contact the Meals and Uniform Section if this information changes.

| Surname as recorded on Birth Certificate or Legal Name | Forename(s) as recorded on Birth Certificate or Legal Name(s) | Male or Female | Date of Birth | Name of Nursery School, School or College to be attended full-time during school year 2019/2020 <i>(do not leave blank)</i> | Office Use |
|--|---|----------------|---------------|--|------------|
| | | | | | UNF Code |
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Uniform allowances for pupils **over 16 years of age** will not be paid before September. The Meals and Uniform Section will write to the school/college in September to confirm that the pupil has returned to school. When confirmation of the pupil's return is received the uniform allowance(s) will be paid as soon as possible.

For students attending Regional College/FE College 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 by the Jobs & Benefits / Employment and Support Allowance / Pension Credit office.

The person stated overleaf is in receipt of:

(Please tick appropriate box)

| | |
|---|--------------------------|
| Income Support | <input type="checkbox"/> |
| Income Based Jobseeker's Allowance | <input type="checkbox"/> |
| Income Related Employment and Support Allowance | <input type="checkbox"/> |
| Guarantee Element of State Pension Credit | <input type="checkbox"/> |
| Above benefits are not in payment | <input type="checkbox"/> |

Official stamp of verifying agency

Claimant's National Insurance Number _____

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

If you are not receiving one of the above benefits please follow the instructions below:

| | |
|---|---|
| <p>Do you receive Child Tax Credit and/or Working Tax Credit? Yes/No (Please circle)</p> | <p>If you receive Child Tax Credit and/or Working Tax Credit with an annual taxable income not exceeding £16,190 you must attach <u>all pages</u> of your Tax Credits Award Notice (TC602) for the year 06/04/2019 to 05/04/2020.</p> <p>If you do not receive a TC602 notice you may use your Tax Credits Annual Review Notice (TC603R) for the year ended April 2019. The TC603R must state on page 1 'Check now no later than 31/07/2019'. An Annual Review Notice which states on page 1 'Reply now no later than 31/07/2019' <u>cannot be accepted</u>. You must attach <u>all pages</u> of your TC603R.</p> <p>If you have misplaced/lost your TC602/TC603R you must contact HM Revenue and Customs (HMRC) helpline on 0345 300 3900 to request a replacement.</p> <p>If you have renewed your Tax Credits and have not received a TC602/TC603R or a replacement from HMRC by the end of July 2019 you can submit this application form with a letter stating why a TC602/TC603R is not attached.</p> |
| <p>Do you receive Universal Credit? Yes/No (Please circle)</p> | <p>If you receive Universal Credit and have net household earnings not exceeding £14,000 per year you must attach to this form <u>all pages</u> of your most recent Universal Credit Statement, i.e. dated no more than one month before the date when you submit this application.</p> <p>When printing your Statement, please click on "See details of Universal Credit payment" ... on page 1 to ensure that you provide us with all necessary information.</p> |
| <p>Are you an Asylum Seeker? Yes/No (Please circle)</p> | <p>If you are an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT) you must provide evidence to support your claim. Please send your Asylum documents with this application.</p> |
| <p>Clear photocopies of the above income documentation will be accepted. These will not be returned.</p> | |

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 / Child Tax Credit / Universal Credit;
- undertake to notify the Education 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 the Education 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 2019/2020;
- undertake to refund to the Education 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 2019/2020 school year;
- give permission for the Department of Communities – Jobs & Benefits offices or Employment & Support Allowance branch/Pension Service/HMRC/ASAT to provide to the Education 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 the Education Authority for the purposes of the provision of services and the detection and prevention of crime; and
- understand that the information on this form is required by the Education Authority for the purposes of processing this application. The information is covered by the provisions of the Data Protection Act 1998 / General Data Protection Regulation. 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 the Meals and Uniform Section of your Education Authority.

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|------------|--------|-----|-----|-----|------------|--------|---|--|
| Office Use | | | | | Checked by | | | |
| TC602 | TC603R | UCS | CTC | WTC | UC | Income | £ | |