

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