

Guidance notes

Free School Meals and Clothing Grant 2016

Free School Meals

If your child attends a Haringey school and you receive one of the benefits shown below, you can apply for free school meals:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance (ESA (IR))
- Child Tax Credit (providing you are not entitled to Working Tax Credit, and your assessed annual income is below £16,190)
- Guaranteed element of State Pension Credit
- Universal Credit
- If you are supported by NASS under Part VI of the Immigration and Asylum Act 1999. You must provide your NASS number.

Clothing Grant

If you are eligible for free school meals, and your child is transferring to secondary school in September 2016, you can also apply for a one-off clothing grant of £60.

You must live in Haringey and your child's date of birth must be between 1 September 2004 and 31 August 2005.

You will need to supply evidence of your child's date of birth – either their long birth certificate or their medical card along with your Child Benefit letter.

The clothing grant must only be used to buy school clothes or shoes for your child. The council may ask to see receipts as proof of purchase.

The closing date to apply for a school clothing grant is **31 March 2017**.

How to apply

To apply, fill in an application form. If this is your first application, you must submit your Child Benefit letter showing your child's name, or their long birth certificate.

At this stage, you do not need to send us evidence of your benefits as we will check with the Department of Education if you are eligible for free school meals. However, if the Department of Education tell us you are not eligible, then we may ask for evidence of your benefit.

If you are eligible, your child will be entitled to free school meals from the Monday of the week we receive your application form.

Returning your form

The list of school which administer their own free school meals is on the Haringey website. If your child's school is one of these, send the form to the school. Any other schools' free school meals administration is run by the council.

Your completed application form can be processed while you wait at your nearest Customer Services Centre or you can post it to the address below.

Customer Service Centres are open Monday to Friday, from 8.45am to 5pm.

South Tottenham Customer Service Centre Apex House 820 Seven Sisters Road Tottenham N15 5PQ	Wood Green Customer Service Centre 48 Station Road Wood Green N22 7TY
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Return by post to Shared Service Centre | Benefits, PO Box 10505, Wood Green,
London N22 7WJ

Important notes

- You must reapply for school meals every year. Approval is given for 12 months only, providing you remain on the qualifying benefit. If you move, or if your benefits stop, you must tell us immediately.

If your circumstances have not changed, you can now renew free schools meals entitlement by phone. Please call the contact centre on 020 8489 1000 (between 9am and 5pm). Please have your National Insurance number and date of birth details ready for the customer service officer.

- If your child moves to another school, you must complete a new application form for the new school.
- If your child attends a state nursery school, and you wish to claim free school meals, please submit a letter from the school showing that they attend before and after lunchtime.
- Children in Reception, Year 1 and Year 2 qualify for free school meals regardless of their parents income. However, you should still make an application if you receive one of the benefits listed on the form.
- Children who receive Income Support or Income-based Job Seekers Allowance in their own right can apply for free school meals.
- If you are a foster carer or kinship carer, money for school meals has been included in your allowance.
- If your child attends a non-state maintained school in Haringey, and you receive one of the benefits above, you may be considered for free school meals. You may be asked to submit further information from the school.
- You will not be eligible for free school meals or a one-off clothing grant if you only receive one of the following benefits:
 - Contribution-based Job Seekers Allowance
 - Working Tax Credit (see note above about Working Tax Credit)
 - Incapacity Benefit
 - State Pension Credit (where you do not receive the Guaranteed element).