

PLEASE READ CAREFULLY

GUIDANCE NOTES FOR CLAIMANTS OF FREE SCHOOL MEALS

You may be eligible to claim Free School Meals whilst in receipt of:-

1. CHILD TAX CREDIT

However Free School Meals will only be granted if: -

- You are in receipt of Child Tax Credit and your annual income (as assessed by The Inland Revenue from 6 April 2012) does not exceed **£16,190**;
and
- You are **not** in receipt of Working Tax Credit.
and
- You have a current **Tax Credit Award Notice (TC602)**.

If you have not received your award you can contact the TAX CREDIT HELPLINE on 0845 300 3900.

If you match all the above statements **please complete all sections of the form overleaf and return the form to school.**

2. GUARANTEED ELEMENT OF STATE PENSION CREDIT

Parents who receive the **Guaranteed element of State Pension Credit** please complete the application form overleaf and return the form to school.

3. INCOME SUPPORT/JOB SEEKER'S ALLOWANCE (INCOME BASED)

The benefit papers issued by the Benefit Agency should state which benefit you are receiving. Job Seeker's Allowance must be income based to claim Free School Meals. If you claim either of the above benefits please complete the application form overleaf and return the form to school.

4. SUPPORT UNDER PART VI OF IMMIGRATION AND ASYLUM ACT 1999

Parents who are supported under part VI of the Immigration and Asylum Act 1999 please complete the application form overleaf quoting your NASS Reference Number and return the form to school.

5. EMPLOYMENT & SUPPORT ALLOWANCE (INCOME RELATED)

Parents who are receiving (Income Related) Employment & Support Allowance may also be eligible, please complete the application form overleaf and return the form to school.

PLEASE BE AWARE

YOU ARE **NOT** ENTITLED TO FREE SCHOOL MEALS IF YOU ARE RECEIVING

(1) Working Tax Credit or

(2) Job Seekers Allowance (Contribution-Based)

(This benefit usually follows a period of employment. Please check with your Job Centre)