

Free School Meals Claim Form 2016/17



Liverpool
City Council

Tel: 0800 0283697 or 0151 233 3009

Email: benefits.service@liverpool.gov.uk

Before you fill in this form, please read the notes on page 4. You must provide evidence of your income/benefits if you are not in receipt of Housing Benefit and/or Council Tax Support

You may be entitled to claim Free School Meals if you meet the criteria below

- Income Support
- Income based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, with an income of less than £16,190 as assessed by HM Revenues & Customs and not receiving Working Tax Credit
- Support under Part V1 of the Immigration and Asylum Act 1999
- Pension Credit Guarantee Credit
- Universal Credit.

1. Your full name and address

Title (Mr, Mrs, Miss, Ms)	Name		
Address (give your room or flat number if you have one)			Postcode
Daytime phone number		Mobile phone number	
Email address			

2. Your details (and your partner's if they live with you)

1. Do you have a partner who lives with you?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If you have a partner, you must answer all the questions about them as well.			
2. Surname or family name	You		Your Partner			
3. Other Names						
4. Date of birth						
5. National Insurance Number	Letters	Numbers	Letter	Letters	Numbers	Letter
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
6. Asylum Seekers Support number						
7. Tell us any other names you use or have used						
8. Previous address						
9. Have you made a claim for these benefits before?	No <input type="checkbox"/>	<input type="checkbox"/> Yes	If yes, what is your claim reference?			
			<input type="text"/>			

3. Dependent children who live with you (if you have more than five children please use another sheet and attach to this form)

Full name	Date of Birth	Relationship to you or your partner	Name and full address of school from September 2015	Tick if you get child benefit for them
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

4. About your benefits

If you are not in receipt of Housing Benefit/Council Tax Support you must enclose your award letters showing your current address for each benefit you are receiving.

1. Do you or your partner get Housing Benefit or Council Tax Support? No Yes
 If yes, please provide your claim reference number then **go to section 5**

2. Do you or your partner get Income Support? No Yes
 If yes, please enclose your latest award letter as evidence

3. Do you or your partner get Income-related Employment and Support Allowance? No Yes
 If yes, please enclose your latest award letter as evidence

4. Do you or your partner get the guaranteed part of Pension Credit? No Yes
 If yes, please enclose your latest award letter as evidence

5. Do you or your partner get Jobseeker's Allowance Income Based? No Yes
 If yes, please enclose your latest award letter as evidence

6. Do you or your partner get Child Tax Credit? No Yes
 If yes, please enclose your latest Tax Credit award letter as evidence

7. Do you or your partner get Working Tax Credit? No Yes
 If yes, please enclose your latest Tax Credit award letter as evidence

8. Do you or your partner get Universal Credit? No Yes
 If yes, please enclose your latest Award letter as evidence

5. About your ethnic origin or disability

Liverpool City Council is committed to making sure that our services are accessible to all members of the community. You do not have to answer the following questions about yourself, but if you do, it will help us to improve access to our services. This information is confidential and we will only use it to improve our services.

What ethnic origin are you? Please choose one of the following. Fill in the 'other' box if appropriate.

Asian or Asian British Asian British Bangladeshi Indian Pakistani
 Any other Asian background

Black or Black British African Black British Caribbean Nigerian Somali
 Any other African background

Chinese or Other Ethnic Group
 Chinese Gypsies Travellers Yemeni Other
(see note below)

Mixed White & Asian White & Black African White & Black Caribbean
 Any other mixed background

White British Irish Any other white background

What is your Sexual Orientation?

Bisexual Gay Women/Lesbian Heterosexual/Straight Gay Man
 Prefer not to say

What is your Belief/Faith/Religion?

Buddhist Christian Hindu Jewish Muslim Sikh
 None Other

Travellers are defined as specific ethnic group who may also belong to a variety of racial backgrounds. For this reason, if you consider yourself to be a traveller, you may also tick another category which shows your racial background.

About your ethnic origin or disability

Do you consider yourself disabled? No Yes Prefer not to say

If 'yes', do you need anything particular to overcome any barriers to receiving our service? No Yes (if 'Yes' please give details below)

6. Declaration

I declare that the information I have given on this form is correct and complete. I will tell you immediately if any circumstances change.

You may use any information I have given you in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other government organisations or local authority, if the law allows this. I understand that if I give incorrect or incomplete information or I fail to report any change of circumstances which might affect my benefit, you may take action against me and that this could involve prosecution.

Name: Signed: Date:

Helpful notes on completing this form (please read carefully)

<p>Universal Infant Free School Meals</p> <p>If your child attends a state funded infant school and is in reception class, Year 1 or Year 2 (key stage1) they are entitled to free school meals regardless of your income.</p> <p>However, we urge those parents who do receive a qualifying benefit to make a formal application as this will allow your school to claim additional funding (pupil premium) to support your child's education.</p> <p>Easiest Way to Apply</p> <p>Our online application form is the easiest way to apply. The online application form checks whether your child is eligible and gives you an instant answer.</p> <p>Log on to liverpool.gov.uk and apply today the easy way.</p> <p>Filing in the form</p> <p>Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape. Answer 'Yes' or 'No' questions by putting a tick in the relevant box.</p> <p>Proof and checklist</p> <p>We need to see proof of all the benefits you tell us about. We must see original documents, not copies. Examples of proofs are set out below:</p> <ul style="list-style-type: none">• TC602 certificate for Child Tax Credit/Working Tax Credit and Pension Credit M1000 Award Notice• Proof of Benefits Award Notice• Your income as assessed by the Inland Revenue must be below £16,190. You should provide the address of the DWP office where your claim is held and NOT the Post Office where the money is collected.	<p>Changes in Circumstances</p> <p>You must tell us immediately in writing, if for example:</p> <ul style="list-style-type: none">• You leave your present address• You stop receiving Income Support, income-related Employment and Support Allowance or the guaranteed part of Pension Credit• Your Child Tax Credit changes or you start to get Working Tax Credit while you are getting free school meals• Your child changes or leaves school• There is another change that could affect your benefits. <p>These are just examples, not a complete list.</p> <p>If you need help filling in the form</p> <p>You can visit us at one of our One Stop Shops.</p> <p>All shops have the following facilities</p> <ul style="list-style-type: none">• Wheelchair and pram access and specially lowered desks• Mini-loop facility• Advisors trained in British Sign Language• BT's 'language line' through which we can contact an interpreter if your first language is not English.
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What to do next

<p>When you have filled in the form, sign it and bring it with the proof we need to see to one of our One Stop Shops. Alternatively post the form with all the proof we need to:</p> <p>Liverpool City Council, Benefits Service, PO Box 13, Liverpool L69 2JG</p> <p>You need to send this form to us together with any proof. If you do not send the necessary proof with the form, we will not process your claim.</p> <p>If any child is transferring schools in September 2016 or within the next few weeks please give the full name of the new school only.</p>	<p>Liverpool City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud.</p> <p>It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. The Council participates in the National Fraud Initiative data matching exercise administered by the Audit Commission. For further information you can access the Audit Commission website at www.audit-commission.gov.uk/nfi.</p>
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