

Help With School Expenses

- The information on this form will be used to work out if your son/daughter qualifies for help with school expenses.
- Please write clearly in BLOCK CAPITALS and in BLACK INK
- Please complete as fully as possible using the notes on the information sheet provided.

Application for: FREE SCHOOL LUNCHES SECONDARY SCHOOL CLOTHING ALLOWANCE LEARNER SUPPORT FUND
(tick appropriate boxes)

SECTION A

FAMILY INFORMATION

1. If single parent family, tick box

Father/Carers details

Surname	First names

Mother/Carers details (Mrs, Miss, Ms)

Surname	First names

Current Home Address	
	Postcode

Daytime Telephone Number:		Date you moved to your current home address:	MONTH	YEAR

2. Enter Details of person claiming benefit

National Insurance Number (of person claiming benefit)										Name of Claimant	

3. Enter Details of children living with you at your current home address (do not include details of children you are fostering - as you will be paid a foster allowance)

Surname	First names	Sex	Date of Birth			Name of School being Attended (If moving to a new school give that name)	For Office Use				
			Day	Month	Year		F.S.L.	LSF	Clothing	Yr. End	
Award From:											
End Date:											

EWB 2010

For Office Use	Assessed	Input	Letter	Approved
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School Informed: Y /N Date: Initial:

SECTION A cont'd

Date of Birth of claimant

(this is required in case we need to check with HM Revenue & Customs)

SECTION B

INCOME DETAILS

To qualify for free school Lunches for your child/ren you must be claiming one of the benefits shown under item 4, 5, 6 or 7 only. If you receive Working Tax Credit you are NOT entitled to free school lunches for your children.

Please apply at least THREE WEEKS before the date you want the free lunches to start.

To Qualify for Secondary School Clothing Allowance or Learner Support Fund (for Post 16 education at school) you must be claiming **one** of the benefits shown under item 4, 5, 6, 7 or 8

If you are an Asylum Seeker tick here and supply a copy of the documents issued by the Home Office Immigration & Nationality Directorate (IND) showing your asylum status.

PROOF OF BENEFIT RECEIVED

Please tick a box below to show the type of benefit that you are currently receiving AND supply relevant proof of your benefit. **If you do not have recent proof we can contact the Department for Work & Pensions to check that you have a current Income Support , Income Based Job Seekers allowance or Income Related Employment and Support Allowance claim. However this may delay your application. Entitlement to free school lunches will only be approved from the date relevant proof has been received.**

4 Income Support

You can send a photocopy of a recent letter from the Department for Work & Pensions giving this information, or a copy of your bank statement clearly showing your entitlement to Income Support. The description on your statement will show your national insurance no. followed by "DWP IS".

5 Income Based Job Seekers Allowance

You can send a photocopy of the latest letter sent to you by the Department for Work & Pensions clearly showing your name together with your current entitlement to Income Based Job Seekers Allowance and the claim period.

6 Income Related Employment and Support Allowance

You can send a photocopy of the latest letter sent to you by the Department for Work & Pensions clearly showing your name together with your current entitlement to the income-related employment and support allowance and the claim period. (This benefit was introduced from 27 October 2008)

7 Child Tax Credit only

This only applies if you are in receipt of Child Tax Credit but are NOT entitled to Working Tax Credit and your annual taxable income (as assessed by HM Revenue & Customs) does not exceed £16,190.

Send a photocopy of your current TC602 Tax Credit Award Notice. HM Revenue & Customs issues this (previously known as The Inland Revenue).

Name of Claimant

8 Guarantee element of State Pension

You can send a photocopy of your 'Pension Credit M100 Award Notice' as proof of entitlement. The 'How Pension Credit has been worked out' section of this form shows details of any guaranteed pension credit.

9 NHS Tax Credit Exemption Certificate (for secondary school clothing or L.S.F. only).

Send a photocopy of your current NHS Tax Exemption Certificate. This is issued by the Prescription Pricing Authority.

10 Your child may be entitled to Free School Lunches, if you receive Working Tax Credit during the four-week period immediately after your employment ceases, or after you start to work less than 16 hours per week.

SECTION C

Declaration (to be signed by the person claiming benefit)

The information given on this form is true and complete to the best of my knowledge and belief. I confirm that I am responsible for the child/ren named on this form and the child/ren live with me.

I understand that my information is being held by Cambridgeshire County Council in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available and also for the prevention and detection of fraud in connection with this claim.

I will notify the Education Welfare Benefits Service immediately if my circumstances change in any way.

For example:-

- I stop receiving the benefit entered on the form
- My benefit entitlement changes
- I/my family move address
- The children named on the form no longer live with me
- My children change school

Signed:

Date:

Bank Account Details for Secondary School Clothing Allowance Payment (Please note that we are unable to make payments into Post office Accounts)

Account Holders Name							
Bank / Building society Name							
Bank / Building society Account Number							
Building society Number if applicable							
Sort Code			-			-	

Please ensure that all the above information is accurate to prevent errors

CHECKLIST

1. **Have you completed all the sections?**
2. **Have you enclosed appropriate documents to support your application? (see section B)**
3. **Have you signed the declaration?**
4. **Have you filled in your Bank details, payments can not be made without them?**

PLEASE POST YOUR COMPLETED FORM AND DOCUMENTS TO:

Education Welfare Benefits Service
Box No SC02207
Scott House
5 George Street
Huntingdon
PE29 3AD

Online Application Form

You can now apply online for Free School Lunches and / or Secondary School Clothing Allowance.

www.cambridgeshire.gov.uk/education/schoolexpenses

On the right hand side of the page under the heading Links, click on:
Education Welfare Benefits Online Application Form

If you have any questions about completing either form you can
Telephone: 01480 372307 or
E-mail: ewb.fsm@cambridgeshire.gov.uk

Please ensure you use the Correct Postage.
It may take longer for your application to arrive if Postage is underpaid.