

Application for Free School Meals/School Uniform/Physical Education Clothing Allowance 2020/21

Only use this form if you live in Northern Ireland and your child/children attend a school or Regional College/FE College in Northern Ireland.

It is important to return your completed form **immediately** to avoid delaying your claim. **Application forms which are unsigned, incomplete or relate to the wrong school year cannot be processed and will be returned to you.** Forms are processed in date order of receipt. During the peak processing period of June to September it may take up to 6 weeks to process your claim.

This form must be completed and signed by the person receiving benefits as stated overleaf. Application must only be made for children **IN YOUR ACTUAL CUSTODY** who are included in the parents'/guardians' Child Benefit / Child Tax Credit / Universal Credit payments.
Some schools may use eligibility to free school meals as part of their Transfer Admissions Criteria.

Claimant's Details – Complete All Sections

(Please circle correct title below)

Name _____ Mr | Mrs | Ms | Miss

Address _____ National Insurance No _____

_____ Date of Birth (Parent/Guardian) _____

_____ Relationship to Child(ren) _____

_____ Telephone Number(s) Home _____

_____ Mobile _____

Postcode _____ Email address _____

Previous address within the last 12 months if different from above: _____

Account Details. Give details of your bank or building society account into which you require the uniform allowance to be paid. The account must be able to accept payment by BACS. Payment cannot be made to a Post Office account or to an account which does not include your name. **Incorrect bank or building society sort code or account number details may prevent payment.**

Bank/Building Society: _____ Account Holder's Name(s): _____

Sort Code: _____ Account Number: _____

The Account details provided here must be exactly the same as those held by your bank or building society.
 If you do not have a bank account your uniform allowance will be paid by a crossed cheque.

Add / include in the table below all children / students who will be attending the following:

- Full-time nursery/reception, primary, secondary or grammar school; or
- Regional College/FE College – the campus must be entered. Do not enter students on paid training courses; or
- EOTAS Learning Centre/Educational Guidance Centre. Write the name of the school and EOTAS Centre/Guidance Centre; or
- If your child is waiting for results please state the school which he/she is most likely to attend. Contact the Meals and Uniform Section if this information changes.

Surname as recorded on Birth Certificate or Legal Name	Forename(s) as recorded on Birth Certificate or Legal Name(s)	Male or Female	Date of Birth	Name of Nursery School, School or College to be attended full-time during school year 2020/2021 (do not leave blank)	Office Use
					UNF Code

Uniform allowances for pupils **over 16 years of age** will not be paid before September. The Meals and Uniform Section will write to the school/college in September to confirm that the pupil has returned to school. When confirmation of the pupil's return is received the uniform allowance(s) will be paid as soon as possible.

For students attending Regional College/FE College only: Is Physical Education part of his/her course? **Yes/No** (Please circle)

Please complete overleaf

Office Use			
Entitled Parent/Principal informed	Continued	Cancelled Parent/Principal informed	Not Entitled Parent informed

If you receive one of the benefits listed in this box, you must post this form to the address listed in the Notes attached, so that the Jobs & Benefits / Employment and Support Allowance / Pension Credit office can tick the correct box and stamp it.

The person stated overleaf is in receipt of:

(Please tick appropriate box)

Income Support

Income Based Jobseeker's Allowance

Income Related Employment and Support Allowance

Guarantee Element of State Pension Credit

Above benefits are not in payment

Claimant's National Insurance Number _____

Official stamp of verifying agency

If you receive one of the above benefits your Tax Credits Award Notice (TC602)/Annual Review Notice (TC603R)/Universal Credit Statement is not required.

If you are not receiving one of the above benefits please follow the instructions below:

<p>Do you receive Child Tax Credit and/or Working Tax Credit? Yes/No (Please circle)</p>	<p>If you receive Child Tax Credit and/or Working Tax Credit with an annual taxable household income not exceeding £16,190 you must attach <u>all pages</u> of your Tax Credits Award Notice (TC602) for the year 06/04/2020 to 05/04/2021.</p> <p>If you do not receive a TC602 notice you may use your Tax Credits Annual Review Notice (TC603R) for the year ended April 2020. The TC603R must state on page 1 'Check now no later than 31/07/2020'. An Annual Review Notice which states on page 1 'Reply now no later than 31/07/2020' <u>cannot be accepted</u>. You must attach <u>all pages</u> of your TC603R.</p> <p>If you have misplaced/lost your TC602/TC603R you must contact HM Revenue and Customs (HMRC) helpline on 0345 300 3900 to request a replacement. If you have renewed your Tax Credits and have not received a TC602/TC603R or a replacement from HMRC by the end of July 2020 you can submit this application form with a letter stating why a TC602/TC603R is not attached.</p>
<p>Do you receive Universal Credit? Yes/No (Please circle)</p>	<p>If you receive Universal Credit and have net household earnings not exceeding £14,000 per year you must attach to this form <u>all pages</u> of your most recent Universal Credit Statement.</p> <p>When printing your Statement, please click into the details of your most recent payment to ensure that you provide us with all necessary information.</p>
<p>Are you an Asylum Seeker? Yes/No (Please circle)</p>	<p>If you are an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT) you must provide evidence to support your claim. Please send your Asylum documents with this application.</p>
<p>Clear photocopies of the above income documentation will be accepted. These will not be returned.</p>	

As parent/guardian I, the undersigned

- certify that the information I have given on this form is correct to the best of my knowledge and belief and the child(ren) named overleaf are in my custody and are included in the payments for Child Benefit / Child Tax Credit / Universal Credit;
- undertake to notify the Education Authority if there is any change in circumstances / benefits /address in the knowledge that if I do not do so I am liable for any loss of entitlement to free school meals or refunding the Education Authority for any free meals taken after benefit has ceased;
- certify that I have not applied to any other office for a uniform allowance for 2020/2021; and
- undertake to refund to the Education Authority any overpayment of money paid for school uniform/physical education clothing on behalf of any of the children who do not attend school/college full-time or who do not enrol at the school/college during the 2020/2021 school year.

Data Protection Statement

The information provided by you to the Education Authority (EA) is required by us to enable us to process your application for Free School Meals/School Uniform/Physical Education Clothing Allowance. EA is obliged to comply with the General Data Protection Regulation when processing your personal information.

We will process your personal information on the lawful basis that it is part of our public task to do so. Your personal information may be shared with other Departments / Agencies within and outside the EA for the purposes of the processing your application, provision of the service/grant/allowance applied for and/or to verify the information provided in your application form for fraud prevention purposes. To the extent that EA processes your personal data for the purposes of fraud prevention and such processing falls outside EA's public task, EA will process your personal data for this purpose on the lawful basis that there is a legitimate interest in doing so.

We have published detailed Privacy Notices on our website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices> which provide further information on how EA processes your personal information as well as detail on how to contact us if you have any questions.

Claimant's Signature _____

Date _____

Completed forms should be returned to the Meals and Uniform Section of your local Education Authority office.

Office Use

TC602 TC603R UCS

CTC WTC UC

Income £

Checked by

RETURN)

Due to the high volume of forms received during the months of June to September it may take up to 6 weeks to process your claim and telephone calls to the office will only delay this.

Who is eligible to apply for free school meals/school uniform/physical education allowance?

Parent(s)/Guardian(s) who live in Northern Ireland, whose child/children attend a school or Regional/FE College in Northern Ireland and who receive one of the following benefits -

- Income Support; (Post form to: Andersonstown Jobs & Benefits Office, 580a Falls Road, Belfast, BT11 9AB)
- Income Based Jobseeker's Allowance; (Post form to: Holywood Road Jobs & Benefits Office, 106-108 Holywood Road, Belfast, BT4 1NU)
- Income Related Employment and Support Allowance; (Post form to: Mail Opening Unit, PO Box 42, Limavady, BT49 4AN)
- Guarantee Element of State Pension Credit; (Post form to: Mail Opening Unit, PO Box 42, Limavady, BT49 4AN)
- Child Tax Credit or Working Tax Credit with an annual taxable household income of £16,190 or less;
- Universal Credit with net household earnings not exceeding £14,000 per year; **or**

where the parent/guardian is an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT).

Can I apply if I am a student who receives benefit in my own name?

Yes. Complete a form in your own name. Enter 'Self-Claimant' at "Relationship to Child(ren)" and enter your own name, date of birth and school in the section for child(ren).

Can I apply for free school meals/uniform if I have a fostered child in my care?

No. If you or the foster carer are in receipt of funding you are not eligible to make application for free school meals and uniform allowance.

Can I apply for free school meals if my child has a Statement of Special Educational Needs and requires a special diet?

Yes. Please contact the Meals and Uniform Section for further information.

Can I apply if I am an Asylum Seeker?

Yes. You must attach evidence e.g. your Asylum documents such as your Application Registration Card (ARC) or BAIL 201 letter to show that you are supported by the Home Office Asylum Support Assessment Team (ASAT) or evidence from your Key Worker in the Red Cross/Barnardos/Extern, etc. to confirm that you are an Asylum Seeker and that you have applied for support.

Can I apply for free school meals/uniform allowance if my child attends a Nursery School?

Yes, if your child is in **full-time** nursery school/nursery unit/reception class. He/she will not be eligible for a uniform allowance. Children attending **part-time** nursery school/nursery unit/reception class are not eligible for free school meals or a uniform allowance.

Can I apply for free school meals/uniform if my child is at an EOTAS Learning Centre or Educational Guidance Centre?

Yes. Enter the EOTAS Centre or the Educational Guidance Centre attended along with the registered school on the form. Not all students may be eligible for a uniform allowance.

Can I apply for free school meals/uniform if my child attends a full-time course at a Regional College/FE College?

Yes. If eligible your child can be entitled under the above criteria to **free school meals only** if he/she has not reached the age of 18 on or before 31 July and is not attending a paid training course. If the full-time course includes Physical Education an allowance can be paid for PE.

Can I apply for free school meals/uniform if my child attends full-time at an Independent School?

Yes. You can apply for free school meals if your child attends full-time at an Independent School. However, he/she will not be eligible for a uniform allowance.

Can I apply if my child is waiting for results and is unsure of what school he/she will attend in September?

Yes. Enter the name of the school which he/she is most likely to attend in the School or College to be attended column and inform the Meals and Uniform Section by phone or in writing if this information changes.

Can I apply for free school meals/uniform if my child has reached 16 years of age on or before 1 July and is not attending a Regional College/FE College?

Yes. Free school meals will be processed if entitled. The Meals and Uniform Section will write to the school/college at the beginning of the new school year and when confirmation of your child's return is received the uniform allowance will be paid as soon as possible. **Payments for students over 16 years of age will not be made until September/October.**

Can free school meals entitlement be backdated?

No. The Meals and Uniform Section requires parents to submit an application for meals and uniform during each school year and meals and uniform will only be awarded after the claim for the relevant school year has been assessed. The Meals and

Uniform Section does not accept or process back-dated claims for meals and uniform. Entitlement for eligible claims will be determined after a fully completed application and relevant supporting documentation has been received.

What are my responsibilities as a parent/guardian?

You must:

- Submit to the Meals and Uniform Section a fully completed application during each school year showing or including proof of benefits/Tax Credits/Universal Credit. The child(ren) applied for must be in your actual custody, included in the payments for Child Benefit / Child Tax Credit / Universal Credit and the name(s) entered as they appear on the Birth Certificate unless legally changed;
- Notify the Meals and Uniform Section immediately of any changes in family circumstances or benefit entitlement;
- Provide the correct bank/building society details of the person claiming benefit and ensure that this account can accept payment by BACS. Uniform grants can only be paid into a bank account stating your name. If you do not have a bank/building society account then your uniform allowance will be paid by a crossed cheque;
- Provide the correct ID to cash your crossed cheque (if paid by cheque) at Bank of Ireland (NI), e.g. current full driving licence, valid passport, electoral card, Translink Smart Pass, student ID/registration card or EU or UK National Identity Card;
- Choose the correct postage method for sending your form/other documents.

What are the current Uniform Allowance rates?

	Total	Uniform	PE
Primary School pupils (born on or before 1 July 2016)	£35.75	-	-
Secondary School and Special School pupils:			
Under 15 years of age on 1 August 2020	£73.00	£51.00	£22.00
15 years of age or over on 1 August 2020	£78.00	£56.00	£22.00
Pupils at Regional Colleges/FE Colleges who are not in receipt of any financial support which includes provision for clothing suitable for Physical Education and where Physical Education is part of their course.	£22.00	PE Only	

What do I need to do when I have completed my form?

If you receive **Income Support, Income Based Jobseeker's Allowance, Income Related Employment and Support Allowance or Guarantee Element of State Pension Credit** you must send your form to be stamped by the agency paying your benefit at the address overleaf. You do not need to send your Tax Credits Award Notice (TC602)/Annual Review Notice (TC603R)/Universal Credit Statement to the Meals and Uniform Section.

If applying under **Child Tax Credit or Working Tax Credit** all pages of your Tax Credits Award Notice (TC602) for the year **06/04/2020 to 05/04/2021** must be submitted with your completed application form. Tax Credits Award Notices (TC602) before these dates cannot be accepted.

If you have not received your **06/04/2020 to 05/04/2021** Tax Credits Award Notice (TC602) but have received a Tax Credits Annual Review Notice (TC603R) for the year ended April 2020 which states "**Check now no later than 31/07/2020**" then you can send this with your application form. Tax Credits Annual Review Notices (TC603R) which state "**Reply now no later than 31/07/2020**" cannot be accepted. You must attach all pages of your TC603R.

If you have misplaced/lost your TC602/TC603R you must contact HM Revenue and Customs (HMRC) on their Helpline 0345 300 3900 to request a replacement. If you have renewed your Tax Credits and have not received a TC602/TC603R or a replacement from HMRC by the end of July 2020 you can submit this application form with a letter stating why a TC602/TC603R is not attached. This may delay your claim.

If you are applying under **Universal Credit** you must attach all pages of your most recent Universal Credit Statement. When printing your Statement, please click into the details of your most recent payment to ensure that you provide us with all necessary information.

Please note: Clear photocopies of the above income documentation will be accepted. These will not be returned.

Will I be notified if my children are entitled to free school meals?

Only parents/guardians who have made a new claim will receive a letter advising them when the meals will start. The school will be informed.

Payment of uniform allowance.

Payment of a uniform allowance may not be made until August. If you enter bank/building society details on the form you should check your account for payment. If you provide a valid e-mail address your payment remittance will be sent to you by email. If no bank/building society details are entered you will be paid by a crossed cheque. If incorrect account details are given you may not receive payment.

Any person wilfully making a false statement in support of this application will be liable to prosecution.