

## Application for Free School Meals/School Uniform/Physical Education Clothing Allowance 2017/18

It is important to return your completed form **immediately** to avoid delaying your claim. **Unsigned or incomplete forms 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 or Child Tax Credit payments.  
*Some schools may use eligibility to free school meals as part of their Transfer Admissions Criteria*

**Claimant’s Details**

*(Please circle correct title below)*

Name \_\_\_\_\_ Mr | Mrs | Ms | Miss

Address \_\_\_\_\_ National Insurance No \_\_\_\_\_

\_\_\_\_\_ Date of Birth (of Parent/Guardian) \_\_\_\_\_

\_\_\_\_\_ Relationship to Child(ren) \_\_\_\_\_

\_\_\_\_\_ Telephone Number(s) \_\_\_\_\_ Home: \_\_\_\_\_

Postcode \_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_ Email address \_\_\_\_\_

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

**Account Details.** Please give details of the bank or building society account into which you require the uniform allowance to be paid. **Payment cannot be made to a Post Office account or to an account which does not include the claimant’s name.**

Bank/Building Society \_\_\_\_\_ Account Holder’s Name(s) \_\_\_\_\_

Sort Code   -   -   Account Number

I do not have a bank/building society account and understand that the uniform payment will be made by a crossed cheque - Tick if applicable

If you do not have a bank or building society account, photographic ID required by Bank of Ireland (NI) to cash your cheque is a current full driving licence, valid passport, electoral card, Translink Smart Pass, student ID/registration card or EU/UK National Identity Card.

**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 write “Waiting for results”. Contact the Meals and Uniform Section when the school is known.

| 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 | School or College to be attended full-time during school year 2017/2018 | Office Use |
|---|---|----------------|---------------|---|------------|
|   |   |                |               |   | UNF Code   |
| <b>If your primary school child is transferring do not return the form until after receiving his/her school placement letter.</b> |   |                |               |   |            |
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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 are receiving one of the benefits listed below, this section must be completed and signed by the Social Security/Employment and Support/Pension Credit office**

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**

Official stamp of verifying agency

Claimant's National Insurance Number \_\_\_\_\_

Office Manager's Signature \_\_\_\_\_

Date: \_\_\_\_\_

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

**If you are not receiving one of the above benefits please complete this section.**

Do you receive Child Tax Credit or Working Tax Credit and have an annual taxable income of £16,190 or less? **Yes/No** (please circle)

***If 'Yes' - when returning this form you must attach all pages of your Tax Credits Award Notice (TC602) for the year 06/04/2017 to 05/04/2018.***

If you do not receive a TC602 notice you may use your Tax Credits Annual Review Notice (TC603R) for the year ended April 2017. The TC603R must state on page 1 "**Check now no later than 31/07/2017**". An Annual Review Notice which states on page 1 "**Reply now no later than 31/07/2017**" cannot be accepted.

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 not received a TC602/TC603R or a replacement from HM Revenue and Customs by the end of July 2017, **in exceptional circumstances only**, you can submit this application form for consideration with a letter stating why a TC602/TC603R is not attached.

Are you an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT) **Yes/No** (Please circle)

**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 or Child Tax 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 2017/2018;
- 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 2017/2018 school year;
- give permission for the Social Security Agency/Employment & Support Allowance Agency/Pension Service/HMRC/ASAT to provide to the Education Authority any information necessary to deal with my application for free school meals/uniform allowance;
- agree that the information provided on this form may be shared with other Departments/Agencies within and outside the Education Authority for the purposes of the provision of services and the detection and prevention of crime; and
- understand that the information on this form is required by the Education Authority for the purposes of processing this application. The information is covered by the provisions of the Data Protection Act 1998. My signature below is deemed to be an authorisation to allow this office to process and retain the information for the purposes stated.

**Claimant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Completed forms should be returned to:

Meals and Uniform Section of your Education Authority

Office Use

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| TC602 | TC603R |
|-------|--------|

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| CTC | WTC |
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| Income | £ |
|--------|---|

Checked by

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