

APPLICATION FOR FREE SCHOOL MEALS & YEAR 7 CLOTHING GRANT 2017/2018



This form is to be completed in order to ensure entitlement to Free School Meals from September 2017.

A – Parent / Carer details - ALL Fields MUST be Completed

Surname of Parent / Carer..... Forename..... Title.....
 Address..... Post Code.....
 Telephone Number..... Email address (optional)
 Date of Birth of Parent / Carer.....
 National Insurance No of Parent / Carer..... or NASS No.....

B – Give Details of each child in full-time attendance at a NEWPORT school

Full Name	Date of Birth	Relationship to Applicant	Name of School attending from September 2017

C – For Payment of Clothing Grants only – Pupils entering Year 7 only

In order for us to provide you with a payment in relation to the School Uniform Grant for pupils entering year 7, you will need to provide us with your bank details. **We are currently unable to make payments into a post office account.** Should you not have a bank account, you may use the account of a relative or friend with their permission indicated below.

Name Of Bank/Building Society	Bank/Building Society Account Number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name(s) of Account Holder(s)	Branch Sort Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

I Authorise Newport City Council to make all payments to me via the BACS system

Signature of Account Holder:..... Date:.....

DECLARATION

I certify that the information given on this form is correct. **I will notify the Local Authority immediately of any change in my circumstances.** I also give consent to any investigations being made in relation to the information given. I agree to refund to the Local Authority, on demand, any payment due for school meals received outside of entitlement, however, arising.

I agree that you will use the information I have provided to process my claim for Free School Meals and will contact the relevant agencies as allowed by law to verify my initial and **ongoing** entitlement.

I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to receive School Uniform Grant for any pupil entering Year 7 of education.

Signature:..... Date:.....

Please return this form in person to: Housing Benefits Team, The Information Station, Station Building, Queensway, Newport, South Wales, NP20 4AX or post to Newport City Council, PO Box 60, Newport, NP20 4XN

For office use only:

Date application input/by:..... Benefit Entitlement Confirmed Via Database: YES / NO
 FSM Entitlement Date:..... to For children
 Re-Assessment Date (if applicable): Date Authorised/By:.....
 Entitled to Clothing Grant: YES / NO CG Processed Date:.....
 Date Passed to Payments for Supplier No:..... Supplier No:.....
 Date returned for Payment:..... Processed By:.....

2017/18 Free School Meal & Clothing Grant Application for Newport Schools Important Information for Parents / Carers

Renewals

If your children are currently entitled to Free School Meals and attending a Newport School we are able to check your on-going entitlement without the need for you to complete a new form, unless we contact you under separate cover. If any of your children attend a school outside Newport please see the notes below for details.

New Claims

A new application form must be completed for all children who have not previously attended a Newport School. You **MUST** complete all sections on the application form and sign the declaration. Incomplete forms will result in a delay of any Free School Meals or Clothing Grant award whilst we contact you to gain the missing information.

The entitlement criteria – Pupils will qualify if parents/carers are in receipt of one of the following benefits:

- Income Support or Income Based Jobseekers Allowance
- Income Related Employment Support Allowance
- Child Tax Credit (the annual income must be less than £16,190 for the household)
NOTE: if you are in receipt of Working Tax Credit, you will NOT be eligible to receive Free School Meals
- Guaranteed Element of State Pension Credit
- National Asylum Seekers Support Benefit
- Universal Credit

Notes

We are able to check your entitlement; there is no need to supply proof of eligibility unless requested.

Please note that we only process applications for NEWPORT Schools. If any of your children attend a school in a neighbouring authority you will need to contact them to make an application for Free School Meals/Uniform Grants. The contact numbers for the neighbouring authorities are as follows:

Caerphilly County Borough Council	-	01495 235262
Monmouthshire County Council	-	01633 644508
Torfaen County Borough Council	-	01633 647715/19

Clothing Grants

Pupils who are entitled to Free School Meals are also entitled to a Clothing Grant if they are beginning their Secondary School Education (entering year 7 of a Newport School) in September 2017. Please provide your bank details at Section C to enable this payment to be made. Unfortunately we are not able to make payments into a Post Office account. Applications for Clothing Grants cannot be processed after 31st December 2017.

PLEASE NOTE THE FOLLOWING:

- It is **your responsibility** to notify the Housing Benefits Team of any **changes to financial/family circumstances**. Failure to notify the Housing Benefits Team could result in you being charged the full cost of any school meals taken by your children from the date your circumstances changed.
- If your children move to a different Newport school during the school year please contact the Housing Benefits Team so that we can inform the new school of their entitlement.
- You cannot make a claim for children who are accessing a part-time nursery place.