

IT IS IMPORTANT THAT YOU READ THE FOLLOWING NOTES BEFORE COMPLETING
AND SIGNING THE FORM OVERLEAF

If you would like help to fill in this form or you have any queries about the type of benefit you are receiving please contact a childrens services office from the list below.

FREE SCHOOL MEALS

Free School Meals are available to statutory school aged children, including those attending full-time school and nursery (full days only eg 9:00am to 3:00pm), but excluding private nurseries and further education colleges. Primary School Meals will only be backdated to the Monday of the week that full information is received. Secondary School Meals will be granted from the day that full information is received.

CLOTHING GRANTS

For all qualifying applications a clothing grant will be issued in respect of any child of compulsory school age. (This does not include children attending nursery schools.) Payment will be made from 1st July 2011.

QUALIFYING BENEFITS

Listed below are the qualifying benefits:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- An income-related employment and support allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- The Guarantee element of State Pension Credit;
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of **April 2011** does not exceed **£16,190**. Note: From 1st May 2009 where a parent is entitled to 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, your children are entitled to Free School Meals, this may be extended.

Children who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to receive Free School Meals and Clothing Grants.

Children who receive "education suitable for children who have not attained compulsory school age" will still need to satisfy the additional requirement of "receiving education both before and after the lunch period", before being eligible to receive free school meals.

Your eligibility will be checked electronically, however if we are unable to confirm your eligibility you will be asked to provide recent proof of the qualifying benefit you are receiving together with proof of Child Benefit. Documents and letters older than 3 months are not acceptable nor are photocopies or signing on cards. Original documents will be returned to you.

If you stop receiving a qualifying benefit you must inform the Children's Services Office immediately as Free School Meals will stop. You must also advise the Children's Services Office if you cease to be the primary carer of the child you are claiming for.

Offices to contact:

Children's Services, Blencathra House, Tangier Street, Whitehaven Cumbria CA28 7UW Tel: 01946 506200
Children's Services, Busher Walk, Kendal Cumbria LA9 4RQ Tel: 01539 713456
Children's Services, Nan Tait Centre, Abbey Road, Barrow-In-Furness Cumbria LA14 1LG Tel: 01229 407400
Children's Services, 3 Alfred Street North, Carlisle CA1 1PX Tel: 01228 227002
Aspatria Local Links, The Brandraw, Station Road, Aspatria, Wigton CA7 3JR
Cleator Moor Council Centre, Copeland Borough Council, Market Square Cleator Moor CA25 5AP
Millom Council Centre, 20 St Georges Road, Millom LA18 4DD Tel: 01229 772666
Wigton Local Links Community Office, Market Hall, Church Street Wigton CA7 9AA
Alston Local Links, Alston Town Hall, Front Street, Alston CA9 3RF Tel: 01434 382244
Ambleside Local Links, Kelsick Road, Ambleside LA22 0BZ Tel: 01539 432507
Kirkby Stephen Local Links, Vicarage Lane, Kirkby Stephen CA17 4QX Tel: 017683 71775
Grange-Over-Sands Local Links Grange, Fell Road Grange-Over-Sands LA11 6BW Tel: 015395 32749
Milnithorpe Local Links, 19 The Square, Milnithorpe LA7 7QJ Tel: 015395 63040

