

FREE SCHOOL MEALS – PROVING YOUR ELIGIBILITY

Free school meals cannot be provided without proof of eligibility. In the majority of cases we are able to work out whether you are eligible from the information you supply on your application form. If we cannot work out your eligibility, we will ask you to provide documentation which proves you are in receipt of one of the below qualifying benefits.

Universal Credit

If you apply for free school meals on or after 1st April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Please provide a copy of your Universal Credit award statement for the last **three** complete assessment periods. If you have been claiming Universal Credit for a shorter period of time then please provide all available statements.

Income Support

Please provide **one** of the following (dated within the last 8 weeks):

- An official letter from Jobcentre Plus confirming your entitlement to Income Support.
- Your income support award notice.

Income based Job Seekers Allowance (JSA)

There are two different types of JSA, income based and contribution based. Only those in receipt of income based JSA are eligible for free school meals.

Please provide **one** of the following (dated within the last 8 weeks):

- An official letter from Jobcentre Plus confirming your entitlement to income based JSA.
- Your JSA award notice – this must clearly state you are in receipt of income based JSA only.

Income related Employment and Support Allowance

There are two types of Employment and Support Allowance (ESA), income-related and contributory. Only those in receipt of income-related ESA are eligible for free school meals.

Please provide **one** of the following (dated within the last 8 weeks):

- An official letter from Jobcentre Plus confirming your entitlement to income related ESA.
- Your ESA award notice – this must clearly state you are in receipt of income related ESA.

Support under part VI of the Immigration and Asylum Act 1999

Please provide a letter from the National Asylum Support Service (Home Office) (NASS) stating you are receiving support under Part VI of the Immigration and Asylum Act 1999.

Please also supply your 9 digit National Asylum Support Service (NASS) number, your legal surname, date of birth and any other official documentation relating to your case.

Guaranteed element of Pension Credit

Please provide a 'Pension Credit M1000 Award Notice' clearly showing details of any Guarantee Pension Credit in payment.

Child Tax Credit

To qualify for free school meals, your annual gross income must be less than £16,190 and you must **not** be claiming working tax credit.

Please provide your most recent Tax Credit Award Notice (TC602) from HM Revenue & Customs.

If you have mislaid your Tax Credit Award Notice or have a query regarding the information within it, please contact HMRC on 0345 300 3900. A full list of contact methods can be found at:

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/tax-credits-enquiries>.

Working Tax Credit run-on

If you are in receipt of Working Tax Credit you are **not** eligible for free school meals. However, if you have lost your job whilst claiming Working Tax Credit you will receive a further 4 weeks of Working Tax Credit from the date your employment ceased. During this 4 week period you are eligible for free school meals.

Please provide your most recent Tax Credit Award Notice (TC602) from HM Revenue & Customs.