



# Early Learning and Childcare (ELCC) Application for Free School Meals for Children aged 2 - 5 Guidance Notes for Applicant – 2019/2020

## YOU MUST READ THESE GUIDANCE NOTES BEFORE COMPLETING YOUR APPLICATION

Application forms for the start of school session 2019/2020 cannot be processed until after 1 July 2019 and should not be submitted prior to this date. Supporting evidence from Jobcentre Plus must be dated within 6 weeks of the date of your claim and Tax Credit Award Notices (TC602) must relate to financial year 2019/2020.

Should you require assistance to complete your application please telephone (01738) 476200 or enquire at Pullar House Reception, 35 Kinnoull Street, Perth, PH1 5GD.

## FREE SCHOOL MEALS (FSM)

*Please see attached application form for qualifying benefits*

- Please note: Free school meal entitlement is valid only for the current school year (August 2019 to June 2020). **A NEW APPLICATION IS REQUIRED FOR EACH SCHOOL YEAR.**
- **Claims cannot be backdated and entitlement will start from the date valid applications are approved.**

## TO ENABLE US TO PROCESS YOUR APPLICATION PROMPTLY, PLEASE:

- Ensure that you complete the information requested in all sections.
- Ensure that the application gives details of the person receiving the qualifying benefit and is signed by that person.
- Note if you are applying for free school meals under the criteria of Child Tax Credits and/or Working Tax Credits, you must provide a **full** copy of your current (2019/2020) Tax Credits Award Notice (TC602). *If you have been issued with a Tax Credit Annual Review notice (TC603) and your circumstances have not changed from last year, you should submit this notice along with the last Tax Credit Award Notice you received.*

Submit your application **directly** to Education & Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

In order to avoid delays please check that all information requested is included with your application. This will assist us to complete processing procedures before school commences in August. Please note however that applications received after 01 August 2019 may not be processed in time for the start of the new school term.

Please e-mail any queries you may have: [ECSSchools@pkc.gov.uk](mailto:ECSSchools@pkc.gov.uk)

## HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council in assessing your application for free school meals. The information will not be disclosed to third parties.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website [www.pkc.gov.uk/dataprotection](http://www.pkc.gov.uk/dataprotection); email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933.



# ELCC Application for Free School Meals

**BEFORE completing this application form you must read the guidance notes overleaf**

## Your Details (Please complete in block capitals and in ink)

Parent/Carer Name and Address:		Relationship to child: (e.g. parent/carer)	
		Parent/Carer DOB:	
Telephone Number:		National Insurance No:	
Email address:			

## Pupil(s) Details

Forename	Surname	Date of Birth	Name of Nursery attended in Perth & Kinross

When did you last apply? \_\_\_\_\_ To which Local Authority? \_\_\_\_\_  
 Are you currently in receipt of Housing Benefit and can we use Housing Benefit records to verify your application? (Please tick)  
☐ Yes ☐ No

Please tick which benefit you receive: You must supply proof of benefit (see guidance notes)		For Office Use		
Do you receive:	Tick Here	Date	Seen By	Income
Income Support				
Income Based Job Seeker's Allowance				
Income Related Employment and Support Allowance				
Child Tax Credit (but not Working Tax Credit) with a household annual income below £16,105				£
Child Tax Credit and Working Tax Credit with a household annual income below £6,900				£
Support under Part VI of the Immigration and Asylum Act 1999				
Universal Credit where the monthly earned income does not exceed £610				
State Pension Credit				
Incapacity or Severe Disablement allowance				
<b>Is your child:</b>				
Looked After or Accommodated by the Local Authority / the subject of a kinship care order	Y/N			

## Declaration and Undertaking

**WARNING: to give false information may result in prosecution.**

I declare that the information given is true and complete. I authorise Perth & Kinross Council to verify any information given on this form should they wish to do so. **I agree to inform you without delay if my circumstances change** and I acknowledge that free school meals may end immediately upon receipt of this information.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

For official use only  
SEEMIS Ref:

Approved  
(tick)  
Date:

FSM