

Early Learning & Childcare

Application for Free School Meals for Children Aged 2-5

Applications will be accepted from parents/carers who meet the eligibility criteria and whose child attends a council or partnership centre providing early learning and childcare for more than 4 hours a day and over the lunchtime period.

Parent/Carer Details – all entries should be made in BLOCK CAPITALS:

Title:..... Forename:.....Surname:.....

Full Name of Spouse/Partner:.....

Address:.....

Postcode:..... Telephone No.:.....

National Insurance No:.....Email:.....

List all children you are applying for:

You should use the name the child is known by in the Early Years Centre as this information is checked with the Early Years Centre records.

Surname	Forename(s)	Date of Birth			Early Years Centre to be attended	Start Date
		DD	MM	YY		

Please indicate the benefits you receive by ticking the appropriate box(es):

Income Support	<input type="checkbox"/>	Child Tax Credit	<input type="checkbox"/>	Working Tax Credit	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>
Income Based Job Seekers Allowance	<input type="checkbox"/>	Council Tax Reduction	<input type="checkbox"/>	Universal Credit	<input type="checkbox"/>		
Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>	Income Related Element of Employment and Support Allowance	<input type="checkbox"/>	State Pension Credit	<input type="checkbox"/>		
Incapacity and Severe Disablement Allowance	<input type="checkbox"/>	Looked after or accommodated	<input type="checkbox"/>				

If you are in receipt of housing benefit and/or council tax reduction, by signing this form you are consenting that your entitlement to these benefits can be checked via South Ayrshire Council's Benefit system and/or that the information obtained from the Department for Work and Pensions for the purposes of administering your housing benefit claim and council tax reduction application, can be used to determine your eligibility for a Clothing Grant and/or Free School Meals.

I wish to make an application as indicated above and declare that the information provided by me is a true and accurate statement of my circumstances.

Signature:Date:

How your personal information will be used

It's up to us to keep your information safe. We will only collect the minimum amount of personal information we need to process your application.

We also have a duty to manage public funds, prevent and detect fraud so we may share the information you have provided with the relevant bodies as is permitted by law.

If you would like more information please contact Educational Services.

Please note: You are required to notify your child's early years centre if you no longer receive the qualifying benefits.

For Office Use Only

Customer Service Team

Information checked on Benefit System	By whom	Date	CSA Signature
	<input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>

Claim Reference No.	<input type="text"/>	Circle ALL qualifying benefits evidenced					
		IS	JSA _(ib)	ESA _(ir)	UC	SP	IA

UC_(ie)

IS/JSA _(ib) /ESA _(ir) UC/UC _(ei) Journal /SP /IA Award Letter	Date of letter	Type of Benefit	Date	CSA Signature
	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>

Tax Credit Award Letter CTC only	Date of letter	Total Income	Tax Year	Date	CSA Signature
	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text" value="£"/>	<input type="text" value="/"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>

CTC and WTC	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text" value="£"/>	<input type="text" value="/"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>
-------------	---	--------------------------------	--------------------------------	---	----------------------

UC Journal	Journal payment date	Earned Income	Date	CSA Signature
	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text" value="£"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>

Other evidence	<input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text"/>
----------------	----------------------	---	----------------------



For Office Use Only

Benefits Services

Claim processed	By whom	Date	Signature
	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text"/>
Reference No.	<input type="text"/>		
Authorised by	By whom	Date	Signature
	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text"/>

Notes Of Guidance

For Applicants/Parents/Carers

South Ayrshire Council would like to process your application as quickly as possible. The best way to ensure this happens is to bring your completed application form and any relevant supporting documentation to:

AYR: Wallace Tower, 172 - 176 High Street, Ayr, KA7 1PZ

GIRVAN: Customer Service Centre, 17 - 19 Knockcushan Street, Girvan, KA26 9AQ

MAYBOLE: Customer Service Centre, 64 High Street, Maybole, KA19 7BZ

PRESTWICK: Customer Service Centre, 2 - 6 The Cross, Prestwick, KA9 1AN

TROON: Customer Service Centre, Municipal Building, South Beach, Troon, KA10 6EJ

No supporting evidence is required for a child who is looked after or accommodated.

Application forms can also be posted to:

Benefit Services
PO Box 31
Ayr
KA7 2PL

If you have any queries please phone South Ayrshire Council on 0300 123 0900

- To qualify for Free School Meals we will accept one of the following

Qualifying Benefit	Supporting Documentation
Income Support	Letter of Award
Income-based Jobseekers Allowance	Letter of Award
Child Tax Credit only where household income is less than £16,105	Letter of Award 19/20 (all pages required)
Child Tax Credit and Working Tax Credit where household income is less than £6,900	Letter of Award 19/20 (all pages required)
Universal Credit where earned income is £610 or less per month	UC Journal
Any income related element of Employment and Support Allowance	Letter of Award
Support under part VI of the Immigration and Asylum Act 1999	Letter of Award
State Pension Credit	Letter of Award
Incapacity and Severe Disablement Allowance	Letter of Award

or

Children aged 2 or over who are (or have been at any point since turning 2) either looked after by the Council, the subject of a kinship care order or a child with a parent-appointed guardian qualify for a free school meal.

Note: All documentation must be dated within the previous six months, with the exception of Child Tax Credit Letter and/or Working Tax Credit letter which must be dated within the current tax year and the most recent UC journal should be provided. No photocopies please.