

Free School Meals (FSM) Application Form – 2020/21

Information about qualifying benefits and evidence required is on the back of this document.

To register for FSM a parent/carer claiming the qualifying benefit should complete this application form using **black ink and in BLOCK CAPITALS**.

If you are a young person under 18 who is either in foster care, a looked after child or receiving Income Support in your own right, can you please complete this form in your name.

All forms and supporting evidence must be returned to the Attendance Office or submitted via email: money@woodhouse.ac.uk

Student Name:			
Student College ID No:		Tutor:	

FSM allowance is added anonymously to College ID cards each day, however there may be times where we have to pay FSM allowance directly into a bank account. Can you (**the student**) provide the following. Please fill this section in carefully and ensure the information provided is accurate.

Name of Account Holder (STUDENT) as shown on the bank card																		
Name of Bank / Building Society																		
Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sort Code	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

Parent/Carer Name:														
Parent/Carer Email address:														
Parent/Carer Contact Number:														
Parent/Carer Date of Birth: (DD/MM/YYYY)	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parent/Carer National Insurance Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OR National Asylum Seeker Support Reference Number (NASS)	<input type="text"/>													

PARENT/ CARER DECLARATION:

I can confirm that the information given in this application is correct and complete to the best of my knowledge. I understand that the College has the right to share the information and evidence with the appropriate Government agencies if deemed appropriate.

I understand that I am responsible for informing the College immediately if I stop receiving one of the qualifying benefits.

By signing this form, I am confirming that I have read and fully understood the above declaration.

Signed:Date:

Any queries or questions regarding the application process or the evidence needed to support an application please email: money@woodouse.ac.uk

Office Use ONLY

Date:
Staff:
Benefit:

CORE(FME) indicated

Student emailed

Parent/carer emailed

Evidence required to show eligibility for free school meals:

Name of Income/ Benefit and evidence required.
Income Support (IS) A letter confirming you receive Income Support (IS). The letter must be no older than 30 days from the date of FSM application.
Income based Jobseeker's Allowance (JSA) A letter confirming you receive Income based Jobseekers Allowance (JSA). The letter must be no older than 30 days from the date of FSM application.
Income related Employment and Support Allowance (ESA) A letter confirming you receive Employment and Support Allowance (ESA) the letter must be no older than 30 days from the date of FSM application.
Support under Part VI of the Immigration and Asylum Act 1999
The guaranteed element of State Pension Credit A letter confirming you receive the guaranteed element of State Pension Credit from the pension service/Department of Work and Pensions.
Child Tax Credit Providing you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by HM Revenue & Customs (HMRC) N.B. If you receive WORKING TAX CREDIT you do not qualify. Please provide ALL pages of your most recent Tax Credit Award Notice.
Working Tax Credit 'run-on' Payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit. Please provide ALL pages of your most recent Tax Credit Award Notice.
Universal Credit Net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get) Please provide your 3 most recent Universal Credit Award Notices.

Proof of Benefit letters can be obtained from **Jobcentre Plus**. You can contact them on: 0800 169 0310

If you have any queries regarding your Tax Credit Award please contact **HM Revenue and Customs** on :0300 200 3300

Further information about free school meals can be found on the government website:

<https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2020-to-2021-academic-year>