

APPLICATION FOR FREE SCHOOL MEALS & PUPIL DEVELOPMENT GRANT (PDG) 2018/2019

This form is to be completed in order to ensure entitlement to Free School Meals from September 2018.



A – Parent / Carer details - ALL Fields MUST be Completed

Surname of Parent / Carer..... Forename..... Title.....
 Address..... Post Code.....
 Telephone Number..... Email address (optional)

Date of Birth of Parent / Carer.....
 National Insurance No of Parent / Carer..... or NASS No.....

B – Give Details of each child in full-time attendance at a NEWPORT school

Full Name	Date of Birth	Relationship to Applicant	Name of School attending from September 2018

C – For Payment of the PDG only – Pupils entering Reception or Year 7 only

In order for us to provide you with a payment in relation to the PDG for pupils entering Reception or Year 7, you will need to provide us with your bank details. **We are currently unable to make payments into a post office account.** Should you not have a bank account, you may use the account of a relative or friend with their permission indicated below.

Name Of Bank/Building Society	Bank/Building Society Account Number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name(s) of Account Holder(s)	Branch Sort Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

I Authorise Newport City Council to make all payments to me via the BACS system

Signature of Account Holder:..... Date:.....

DECLARATION

I certify that the information given on this form is correct. **I will notify the Local Authority immediately of any change in my circumstances.** I also give consent to any investigations being made in relation to the information given. I agree to refund to the Local Authority, on demand, any payment due for school meals received outside of entitlement, however, arising.

I agree that you will use the information I have provided to process my claim for Free School Meals and will contact the relevant agencies as allowed by law to verify my initial and **ongoing** entitlement.

I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to receive the Pupil Development Grant for any pupil entering Reception or Year 7 of education.

Signature:..... Date:.....

Please return this form in person to: Housing Benefits Team, The Information Station, Station Building, Queensway, Newport, South Wales, NP20 4AX or post to Newport City Council, PO Box 60, Newport, NP20 4XN

For office use only:

Date application input/by:..... Benefit Entitlement Confirmed Via Database: YES / NO
 FSM Entitlement Date:..... to For children
 Re-Assessment Date (if applicable): Date Authorised/By:.....
 Entitled to PDG: YES / NO PDG Processed Date:.....
 Date Passed to Payments for Supplier No:..... Supplier No:.....
 Date returned for Payment:..... Processed By:.....

2018/19 Free School Meal & Pupil Development (PDG) Application for Newport Schools Important Information for Parents / Carers

Renewals

If your children are currently entitled to Free School Meals and attending a Newport School we are able to check your on-going entitlement without the need for you to complete a new form, unless we contact you under separate cover. If any of your children attend a school outside Newport please see the notes below for details.

New Claims

A new application form must be completed for all children who have not previously attended a Newport School. You **MUST** complete all sections on the application form and sign the declaration. Incomplete forms will result in a delay of any Free School Meals or PDG award whilst we contact you to gain the missing information.

The entitlement criteria – Pupils will qualify if parents/carers are in receipt of one of the following benefits:

- Income Support or Income Based Jobseekers Allowance
- Income Related Employment Support Allowance
- Child Tax Credit (the annual income must be less than £16,190 for the household)
NOTE: if you are in receipt of Working Tax Credit, you will NOT be eligible to receive Free School Meals
- Guaranteed Element of State Pension Credit
- National Asylum Seekers Support Benefit
- Universal Credit

Notes

We are able to check your entitlement; there is no need to supply proof of eligibility unless requested.

Please note that we only process applications for NEWPORT Schools. If any of your children attend a school in a neighbouring authority you will need to contact them to make an application for Free School Meals. The contact numbers for the neighbouring authorities are as follows:

Caerphilly County Borough Council	-	01495 235262
Monmouthshire County Council	-	01633 644508
Torfaen County Borough Council	-	01633 647715/19

Pupil Development Grant

Pupils who are entitled to Free School Meals are also entitled to a Pupil Development Grant if they are entering Reception or Year 7 in September 2018. Please provide your bank details at Section C to enable this payment to be made. Unfortunately we are not able to make payments into a Post Office account. **Applications for the Personal Development Grant can only be processed for pupils residing in Newport. If you live outside of Newport please apply to authority where you reside.**

PLEASE NOTE THE FOLLOWING:

- It is **your responsibility** to notify the Housing Benefits Team of any **changes to financial/family circumstances**. Failure to notify the Housing Benefits Team could result in you being charged the full cost of any school meals taken by your children from the date your circumstances changed.
- If your children move to a different Newport school during the school year please contact the Housing Benefits Team so that we can inform the new school of their entitlement.
- You cannot make a claim for children who are accessing a part-time nursery place.