



## Proof of benefit

If the electronic checking service has not been able to verify your application you can supply paper evidence as an alternative. Proof that you receive at least one of the following benefits will be required.

- **Income Support.** You will need to provide a Jobcentre Plus letter dated within the last 8 weeks stating that you are in receipt of Income Support
- **Income-Based Jobseeker's Allowance.** You will need to provide a Jobcentre Plus letter dated within the last 8 weeks stating that you are in receipt of Income-Based Jobseeker's Allowance
- **Income-Related Employment and Support Allowance.** You will need to provide a Jobcentre Plus letter dated within the last 8 weeks stating that you are in receipt of Income-Related Employment and Support Allowance
- **Support under Part 6 of the Immigration and Asylum Act 1999.** You will need to provide a letter from NASS (National Asylum Support Service) to confirm you are receiving support. Please ensure your NASS number is on this letter
- **Guarantee element of State Pension Credit.** You will need to provide the current award notice. A pension book will not be accepted as proof of benefit
- **Child Tax Credit only,** provided your annual household income (as assessed by HM Revenue & Customs) does not exceed £16,190. **Anyone entitled to Working Tax Credit is not entitled to free meals regardless of income.** If two people are on the same Tax Credits award (joint claim) then income levels and tax credit elements will be applicable to both claimants, including Working Tax Credit. You will need to provide your Tax Credit Award notice (TC602) for the current financial year 2014/15
- **Working Tax Credit run-on.** This is the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit. You will need to provide your most recent Tax Credit Award along with a letter from your most recent employer stating that employment has been terminated and what date it was terminated on
- **Universal Credit** (during the initial roll out)

## Supplementary evidence

| ③ For school use only   | School stamp                              |
|---|---|
| <p>I confirm that the information given is correct and the applicant has provided proof of one of the following eligible benefits. The proof is enclosed with this application.</p> <p><input type="checkbox"/> <b>Income Support</b></p> <p><input type="checkbox"/> <b>Job Seekers Allowance (income based)</b></p> <p><input type="checkbox"/> <b>Employment and Support Allowance (income related)</b></p> <p><input type="checkbox"/> <b>Child Tax Credit not exceeding the qualifying amount</b></p> <p><input type="checkbox"/> <b>Pension Credit- guarantee element</b></p> <p><input type="checkbox"/> <b>Financial support under the Immigration &amp; Asylum Act</b></p> <p><input type="checkbox"/> <b>Universal Credit</b></p> | <p>Date: _____</p> <p>Initials: _____</p> |

| ④ For schools use only    | Date |
|---------------------------|------|
| Sibling schools informed  |      |
| Meals commenced/continued |      |
| Sent to County Hall       |      |

| ⑤ For County Hall use only |  |
|----------------------------|--|
| Processed by               |  |
| Date Processed             |  |
|                            |  |