

Dear Parent/Carer,

Don't Miss Out! - Are you entitled to free school meals?

It has been brought to my attention that there are pupils who are entitled to claim free school meals who are not currently doing so. I am therefore writing to inform you of the eligibility criteria for free school meals to ensure that everybody is receiving the support that they are entitled to.

You are entitled to claim free school meals if you are in receipt of any of the following:

- Income Support;
- Income Based Jobseekers Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Income-related Employment and Support Allowance;
- Child Tax Credit, provided you are not entitled to Working Tax Credit and your annual income does not exceed £16,190;
- Guarantee element of State Pension Credit;
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit;
- Universal Credit.

This daily allowance will be paid directly to your child's account and can be used to buy anything from the school canteen in the morning, at break or lunchtime, including drinks and snacks. All pupils use the same biometric 'fingerprint' system when paying for their school meal and so it will not be identified that your child is in receipt of free school meals.

If you feel you are eligible I would encourage you to complete the attached form and return it either to the school or directly to the Benefits Office. Should you require any help completing the form, please contact our school office on the number below. All calls will be treated with the strictest confidentiality.

Yours faithfully,



Simeon Molloy
Headteacher

From _____ School _____

Claim Ref _____

Five Steps to Free School Meals

1. Details of Parent/Guardian:

Surname: _____ Forename(s): _____ Title: _____

Address: _____

_____ Post Code: _____ Telephone No: _____

Relationship to child/children: _____ National Insurance Number: _____

Date of Birth: ____ / ____ / ____

2. Details of the qualifying benefit(s) you receive:

You will only qualify if you receive at least one of the following. Please tick which one you receive.

- Income Support Pension Credit (must include Guarantee Credit)
- Job Seekers Allowance (Income Based) Child Tax Credits and my annual taxable income is under £16,190
- Employment & Support Allowance (Income Related)

You cannot get Free School Meals if you are in receipt of Working Tax Credit, or receive an allowance for fostering a child.

3. Please enter details regarding ALL your children that you wish to claim for:

Surname	Forename(s)	Date of Birth	School Name

4. Please supply one of the following types of proof to show you are able to get Free Meals:

1. An up-to-date letter from the Benefits Agency/Pension Service.
2. All pages of your latest Child Tax Credit notification letter from the Inland Revenue

If no proof is given your form will be returned and your claim for Free Meals may be delayed.

5. Declaration:

I certify that the information given, is, to the best of my knowledge, correct

Signature _____ Date _____

The information you provide is required for the purpose of customer relationship management and any function which will improve service provision to you. Denbighshire County Council may share this information between its internal departments, with other Government bodies and with other organisations delivering services on behalf of the Council. If you **do not** agree with this, please indicate by ticking this box

Please return form to: Benefits Department, Russell House, Churton Road, Rhyl, Denbighshire, LL18 3DP

Pump Cham i Ginio Ysgol am ddim

1. Manylion y Rhiant/Gwarcheidwad:

Cyfenw: _____ Enw Cyntaf: _____ Teitl: _____

Cyfeiriad: _____

_____ Cod Post: _____ Rhif ffôn: _____

Perthynas â'r plentyn/plant: _____ Rhif Yswiriant Gwladol: _____

Dyddiad Geni: ____ / ____ / ____

2. Ticiwch BOB UN o'r Budd-daliadau a dderbyniwch:

Mi fyddwch yn gymwys os ydych yn derbyn un o'r canlynol. Ticiwch yr un yr ydych yn ei dderbyn:

- Cymhorthdal Incwm Credyd Pensiwn (G.C yn unig)
- Lwfans Ceisio Gwaith (wedi'i seilio ar incwm) Credyd Treth Plant cyn belled bod eich incwm yn is na £16,190 y flwyddyn
- Lwfans Cyflogaeth a Chymorth (Yn seiliedig ar incwm)

Ni chewch Ginio Ysgol am ddim i'ch plentyn/plant os ydych yn cael Credyd Treth Gwaith, neu yn derbyn iwfans am maethn plentyn.

3. Ellwch chwi gadarnhau manylion eich HOLL plant yr ydych eisiau rhoi cais amdano:

Cyfenw	Enw (au) cyntaf	Dyddiad geni	Ysgol

4. Rhaid i chi ddarparu un o'r eitemau tystiolaeth isod i ddangos fod gennych hawl i dderbyn Cinio Ysgol am ddim i'ch plentyn/plant:

- Llythyr diweddar oddi wrth yr Asiantaeth Budd-daliadau.
- Eich llythyr oddi wrth Gyllid y Wlad, yn cynnwys yr holl dudalennau, yn dangos eich bod yn cael Credyd Treth Plant (ond nid Credyd Treth Gwaith)

Os na ddarperir tystiolaeth bydd eich ffurflen yn cael ei dychwelyd a bydd eich hawliad Cinio Ysgol am ddim yn cael ei oedi.

5. Datganiad:

Rwy'n tystio fod y wybodaeth a nodir yn gywir, hyd eithaf fy ngwybodaeth.

Llofnod _____ Dyddiad _____

Mae'r wybodaeth a ddarparwch yn ofynnol at ddiben rheoli perthynas â chwsmeriaid ac unrhyw swyddogaeth a fydd yn gwella'r modd y darparwn wasanaethau i chi. Gall Cyngor Sir Ddinbych rannu'r wybodaeth rhwng ei adrannau mewnol, â chyrrff eraill y Llywodraeth a chyda sefydliadau eraill sy'n cyflenwi gwasanaethau ar ran y Cyngor. Os **nad ydych** chi'n cytuno i hyn, nodwch hyn drwy roi tic yn y blwch os gwelwch yn dda.