

Free College Meals – eligibility and evidence.

Taken from [Free school meals \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) and [Free meals in further education funded institutions guide: 2024 to 2025 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

If you would like to apply for this service, complete the application form and return it along with supporting evidence. This will be reviewed by our panel and confirmation of eligibility will be sent to you in writing. A delay in returning this form with correct supporting evidence may result in a delay in providing a free college meal to the student.

Free College Meals – Supporting Evidence

A student is only eligible to receive a free school meal when a claim for the meal has been made on their behalf and their eligibility, or protected status, has been verified by Camphill Wakefield.

| Qualifying benefit | Qualifying Evidence |
|---|--|
| Income Support | Most recent letter of award * |
| Income-based Jobseeker's Allowance | Most recent letter of award * |
| Income-related Employment and Support Allowance (ESA) | Most recent letter of award * |
| Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit <i>Working Tax Credit is not a qualifying benefit for free meals, and a parent or student in receipt of Working Tax Credits is not entitled to a free meal.</i> | Most recent letter of award * |
| * A copy of your most recent award letter, this can either be a scan or photograph, or screenshots from your online Government Gateway account. The information MUST show the following: <ul style="list-style-type: none">• Name and address• Date• Earned income for year 2023/2024. | |
| Support under Part VI of the Immigration and Asylum Act 1999 | A letter from the Home Office stating that they are receiving support under Part VI of the Immigration and Asylum Act 1999; |
| The guarantee element of Pension Credit | A 'Pension Credit M1000 Award Notice' clearly showing details of any Guarantee Pension Credit in payment. |
| Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) | A letter from Jobcentre Plus confirming eligibility or Income Support payment book; A final Tax Credit Award Notice (TC602) from HM Revenue & Customs. |
| Universal Credit (UC) with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits you get) | A copy of their Universal Credit award statement (from their most recent assessment period(s) – going back a maximum of three assessment periods). The three relevant Universal Credit assessment periods would be the three complete assessment periods which immediately preceded the date on which the parent requests free school meals. |
| Continued overleaf... | |

Your statement **MUST** show the following:

- Name* and address
- Date
- Breakdown of payment (housing and child elements)
- **Most importantly - Take Home Pay ****
- Full deductions section
- Total payment for the month.

(* up to student's 19th birthday, this will be parent/carer name)

****If you are unable to see Take Home Pay, click on the Plus Sign beside "Other support you may be able to get" – shown on screen 1 below. This should open up a screen and provide the Take Home Pay amount – as shown on screen 2 below. This is the information we need to see:**

Please click on the Plus Sign beside "Other support you may be able to get" – shown on screen 1 below. This should open up a screen and provide the Take Home Pay amount – as shown on screen 2 below. This is the information we require.

Screen 1

Your total payment for this month is £

If your circumstances change

You must immediately [report changes in your circumstances](#) that could affect your Universal Credit payments.

Help and support

The ['Managing your claim guide'](#) gives more information about Universal Credit payments.

If you think we've made a mistake or want to appeal



Other support you may be able to get



Screen 2

Examples of support you can get

What you can get may depend on how much you earn.

Your take-home pay for this Universal Credit period is **£0.00**.

If your take-home pay per month is up to

You may be able to get help with