



For Agency use only

Claim No.

- -

Date of last paper.

/ /

School Milk Subsidy

SCM/5

Claim form

How to fill in this form

- The deadline for receipt of this form is the last day of the third month following the end of the claim period in order for your claim to be paid in full.
- Return this form to the address below.
- If you are claiming for more than one school, you must submit an Annex with your form showing, by school, the number of eligible pupils, school days and quantities covered by this claim. If you are claiming for Primary and Secondary schools, or for Wales KS1 and non-KS1, you must submit separate Annexes for each. If possible, please submit your

Annex as an Excel spreadsheet - a template for you to provide all of the information we need is available to download from our website.

- This form and supporting documents may be faxed or emailed to us. The originals must be posted within 24 hours or your claim may not be paid in full.

If you make a mistake

- Do not use correction fluid.
- Cross through the mistake and re-enter the correct details. Write your initials next to any changes.
- You can get another copy of this form from our website at www.gov.uk

Part A – General details

Name and address of approved claimant

Postcode

Tel no. incl area code

Fax no. incl area code

Claimant registration number

Contact name

Email address

Part B – Maximum Entitlement details

You cannot claim more than 0.25 litres (250ml) per pupil per day. To calculate your schools maximum entitlement please use the table below.

If you have varying numbers of school days in the period, use a new row for each.

No. of eligible pupils on school roll	No. of school days in claim period	Pupil days
	X	=
	X	=
	X	=

Note: If your supporting Annex calculates maximum entitlement for each school, you do not need to complete the table - just enter the column total in the kl box below.

Total =

Total x 0.00025 = maximum entitlement	kl
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Part C – Only complete this section if you are claiming for schools in Wales

In Wales only, the total cost of the milk paid for Key Stage 1 pupils. Administrative costs can also be claimed, at a rate of £158.378 per kilolitre, provided you show your overheads are at least 3p per serving.

	Yes	No	Unit price(s) of KS1 milk	<input type="text"/>	per
Is this a Key Stage 1 free milk claim?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	per
If 'Yes', are you claiming overheads and have you enclosed admin costings?	<input type="checkbox"/>	<input type="checkbox"/>			

Do **not** include admin costs in the unit price(s) above, or 'Total Paid' in Part D.

Part D – Claim Details

Please use this section to tell us how much milk you are claiming for and how much it cost (excluding delivery charges). Conversion rates and an easy to use calculator are available on our website.

If you are claiming Goat or Sheep milk please include it under the appropriate 'other – please specify' row.

Claim period: from / / to / /

Products supplied in the claim period	Quantity in kilolitres# (to three decimal places)	Total Paid (excluding delivery charge)
Plain Milk Primary		£
Plain Milk Secondary		£
Flavoured Milk Primary		£
Flavoured Milk Secondary		£
Plain Yoghurt Primary		£
Plain Yoghurt Secondary		£
Other Primary - please specify		£
Other Secondary - please specify		£
Total claimed in kilolitres		(must not exceed maximum entitlement)

Declaration

- I have read and understood the Scheme Guide RPA(L)20 as may be amended.
- I will repay any subsidy which does not comply with the conditions.
- I have given details that are true and complete to the best of my knowledge and belief.
- I certify that the products claimed have been produced in the EU and are eligible for subsidy.
- I certify that I will not make/have not made any other claim for the EC School Milk Subsidy Scheme regarding the quantities declared on this form.
- I certify that I will not make/have not made any claim under the Nursery Milk Scheme regarding the quantities declared on this form.

WARNING: any person who makes a false declaration may be prosecuted. A false or inaccurate statement can lead to suspension or withdrawal of approval, loss of entitlement and recovery of any payments made.

Signature of authorised signatory
pp signatures are unacceptable

Name
(BLOCK CAPITALS)

Capacity of person signing *please specify eg finance or education director, financial controller, accountant etc.*

Date

Data Protection Act

Defra is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. For more information, go to www.gov.uk/rpa, choose 'Contact RPA' and click on 'Personal information charter'.

Before you send this form to us

We aim to pay your claim as quickly as possible. You can help us do this by checking that you can answer 'Yes' to all of the questions below before you send this form to us:

Has the claim form been signed and dated by an Authorised Signatory already notified to us?

Has the signatory stated the capacity in which they signed and dated the form?

Do the claim dates match the dates you gave us on your authorised signatory letter?

If you claim for more than one school, have you enclosed an Annex showing by school, numbers of eligible pupils, school days, maximum entitlement and quantity claimed?

Do the totals on your Annex match the maximum entitlement and claimed amounts on this form?

Have you paid for the milk, and stated the amount you paid for the milk at Part D?