



School Milk Subsidy Claim form (SCM/5)

REUL 2017/39, REUL 2017/40 and REUL 2013/1308

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 email 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. Please submit your Annex as an Excel spreadsheet - a template for you to provide all of the information we need is available on request please email Trader@rpa.gov.uk.
- This form and supporting documents must be emailed to us.

If you make a mistake

- You can get another copy of this form [from GOV.UK](#)

Part A – General details

Name and address, including postcode of approved claimant

Telephone number
including 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. Under 5s participating in the Nursery Milk Scheme should be excluded from the calculation.

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

Number of eligible pupils on school roll	Number of school days in claim period	Pupil days
	X	=
	X	=
	X	=

Total =

Total x 0.00025 = maximum entitlement

Note: If your supporting Annex calculates maximum entitlement for each school, you only need to complete the Pupil days Total box and the maximum entitlement calculation in kl box. If you do not have a supporting annex, you must complete all boxes.

Part C – Only complete this section if you are claiming for schools in Wales

In Wales only, the total cost of the milk is 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.

Is this a Key Stage 1 free milk claim? Yes No

If 'Yes':

i) are you claiming overheads Yes No

and

ii) have you enclosed administration costings? Yes No

Unit price(s) of KS1 milk per

per

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: _____ Serving size: _____ Purchase cost per serving: _____
 from _____ to _____

Products supplied in the claim period	Sugar %	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 certify that the amounts claimed are supported by documentary evidence which I hold and are available for inspection by RPA. This shows the price of each product delivered together with a receipt or proof of payment.
- I have read and understood the School Milk Subsidy Scheme guidance on GOV.UK as may be amended.
- I will repay any subsidy which does not comply with the conditions, and any relevant penalty if applicable.
- 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 or UK and are eligible for subsidy.
- I certify that I will not make/have not made any other claim for the 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, for example, finance or education director, financial controller, accountant and so on).

Date

How we handle your data

Defra is the data controller for personal data you give to the RPA. Read the [RPA personal information charter](#) to find out how we handle your data.

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:

Yes

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 provided an Excel version of your 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?

Can you confirm the claim does not exceed 250ml of subsidised produce per pupil per school day?

Email your completed form to:

Trader@rpa.gov.uk

Note

The form must be signed by an authorised signatory and come from an email address already notified to us.