

# Guidance Notes

## Application for Free School Meals and/or Clothing Grant

1 Dates of birth should be entered as a six digit number (with zeros if necessary) e.g. 050588

In completing Part 1, the following should be noted:

TITLE: Enter Mr, Mrs, Miss or Ms

FIRST NAME(S) Enter the First Name of Parent/Guardian

SURNAME: Enter in block capitals

2 Applicant must be actual claimant of benefit

3 Parents have the responsibility to ensure that their child(ren) have adequate footwear and clothing to enable them to take full advantage of the education provided at school.

Note

(a) Only one Clothing Grant per pupil will be made per financial year April - March

(b) Your Child(ren) must be attending school

(c) Grants will not be made in respect of Child(ren) in further education

(d) In all cases, it is your responsibility to provide current proof of eligibility for Free School Meals/Clothing Grants;

(e) Payment of Grants for pupils aged 16 (or who attain the age of 16 between 1 March and 30 September) will not be made until after the summer break and only after the school confirms that the pupil(s) have returned to take up their studies in August 2017.

4 Free School Meal automatic entitlement has been extended to all primary 1- 3 children in local authority schools across Scotland. Parents with a child entering P1, 2 or 3 will still be required to complete an application if they wish to apply for a Clothing Grant.

5 Students aged between 16 and 18 and who are in receipt of any of the qualifying benefits can apply for Free School Meals and a Clothing Grant in their own right.

6 All Clothing Grant payments from Dumfries and Galloway Council are now paid directly to your bank account. Please fully complete the Method of Payment Election Form and return with your application to save delays. Payments cannot be made to Post Office accounts.

**Q Who is entitled to receive both Free School Meals and Clothing Grants**

A Your children are entitled to Free School Meals and a Clothing Grant if you are in receipt of any of the following benefits:

- Income Support
- Employment and Support Allowance (Income Based)
- Job Seeker's Allowance (Income Based)
- Child Tax Credit only (Annual Income under £16,105) (subject to change).
- Child Tax Credit and Working Tax Credit (with annual income under £6,420) (subject to change)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit with a monthly income threshold that does not exceed £610 per month

If you are in receipt of Tax Credits only then please send a full copy of Actual Tax Award 2017/2018. Please note we are unable to accept a Provisional Tax Awards as proof of benefit. For any other benefit please provide a full copy of a recently dated DWP award letter.

**Q How often can I apply for a Clothing Grant?**

A Once per financial year.

**Q How can I apply if I become entitled to benefits**

A Application forms are available from all schools, fully completed forms, plus recent proof of benefits should be posted to the address shown on the form. **As soon as the benefit entitlement has been checked, the school will be informed directly of your Free School Meal entitlement. (Entitlement will not be backdated).** You are reminded that you must continue to pay for school meals until your application is approved by the Education Support Services team. **Only at this point will your child start to receive free school meals.**

**Q What do I do if my benefit entitlement ceases**

A You would no longer be entitled to Free School Meals and should inform Education Services at the address shown. There would be no requirement to pay back any Clothing Grant award.

If you have any queries concerning Free School Meals or Clothing Grants please contact:

**Dumfries and Galloway Council  
Education Support Services, Children, Young People & Lifelong Learning  
St Teresa's Education Centre, Lochside, Dumfries. DG2 0DY  
Tel: 01387 260493**

Date Received

## Application for Free School Meals and /or Clothing Grant - Academic Year 2017/2018

Note: It is important that you read the Guidance Notes on page 4 before completing this form

Name of Parent or Guardian (Block Letters)

Title  First Name  Surname

Full Address

Postcode

Telephone Number  National Insurance Number

Date of birth

List of all child(ren) in respect of whom application is made (Date of Birth) School Attended

First Name	Surname	Day	Month	Year	(from August 2017)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I am in receipt of:	Yes	No
- Income support	<input type="checkbox"/>	<input type="checkbox"/>
- Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>	<input type="checkbox"/>
- Any income related element of Employment and Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>
- Job Seeker's Allowance (Income Based)	<input type="checkbox"/>	<input type="checkbox"/>
- Child Tax Credit, but not Working Tax Credit, with an income of less than £16,105	<input type="checkbox"/>	<input type="checkbox"/>
- Child Tax Credit and Working Tax Credit (with an annual income under £6,420)	<input type="checkbox"/>	<input type="checkbox"/>
- Universal Credit with a monthly income threshold that does not exceed £610 per month	<input type="checkbox"/>	<input type="checkbox"/>

### CUSTOMER CONSENT

By signing this form you are consenting that your benefit entitlement can be checked with the Housing Benefit Section of Dumfries & Galloway Council and other relevant Government agencies to verify eligibility to Free School Meals and/or a Clothing Grant if possible.

I wish to apply for: School Meals  Clothing Grants

Does your child have a Co-ordinated Support Plan? Yes  No

I declare that the information provided by me is a true and accurate statement of my circumstances and that I have not withheld any fact. In the event of my circumstances changing, I hereby undertake to notify you. I acknowledge that false statements made may result in proceedings in Court.

Signed (parent or guardian)  Date

Please tick if you **do not** have a Bank Account

All payments for Clothing Grants are now paid directly to your bank account. Please fully complete the Method of Payment Election Form on page 3 and return with this application.

(You must sign and date your application or it will be returned to you for further completion).

Please turn over

**OFFICE USE ONLY**

To be completed by Benefits Agency    Yes/No    Verified by

Income Support		
Employment and Support Allowance (Income based)		
Job Seekers Allowance (Income Based)		

Benefits Agency Official Stamp

Any comments	Office Notes

To be returned to:

Dumfries and Galloway Council  
 Education Support Services, Children, Young People & Lifelong Learning (CYPLL)  
 St Teresa's Education Centre, Lochside, Dumfries. DG2 0DY  
 Tel: 01387 260493

## Chief Executive Service - Purchase Ledger Team Method of Payment Election Form Clothing Grant Application

Credit Reference Number	C	G										Office use only
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Please complete this section then **one of Sections A or B below**, depending on the method of payment required. To avoid any delay in payment please ensure this form is returned **with your application** for a Clothing grant to: Education Support Services, Children, Young People & Lifelong Learning (CYPLL), St Teresa's Education Centre, Lochside, Dumfries. DG2 0DY

Name (Block Caps)													
E-mail Address							Contact Tel No						
National Insurance number													
I authorise payment into my account details below													
Signature									Date				

**A. Payment Into Your Bank Account**

Name and Address of Bank												
Bank Sort Code (6 digits)												
Bank Account Number (8 digits)												

**B. Payment Into Your Building Society Account**

Please arrange for this section to be completed by your Building Society and have the form stamped by them as evidence that the details are correct. N.B. Some Building Societies are not full members of the clearing system and although payment will be transmitted to the Building Society's account, there may be a delay in them crediting your account. If you do encounter delays you should contact the Building Society concerned.

Building Society Bank Sort Code													Building Society Name and Address Stamp		
Building Society Bank Account Number															
Building Society Bank Account Roll Number															

