

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) 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 2018. Clothing grant payments are currently set at £100.00 per child.

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 earned income of not more than £610

If you are in receipt of Tax Credits only then please send a full copy of Actual Tax Award 2018/2019. Please note we are unable to accept a Provisional Tax Awards as proof of benefit.

If you are in receipt of Housing Benefit/Council Tax reduction we will check your eligibility on your behalf if possible.

In addition to the national eligibility criteria set out above, The Education (Scotland) Act 2016 now permits Education authorities the discretion to provide a Free School Meal to a pupil, particularly where there are cases of hardship due to exceptional circumstances. In this case an application should still be completed.

Q How often do I make an application for Free School Meals and a Clothing Grant

A If your circumstances remain unchanged there is no need to reapply for each school session, however if you are in receipt of Tax Credits only you are required to send a copy of your updated award each year.

Q How can I apply if I become entitled to benefits

A Application forms are available from all schools and the Local Authority website. If you are in receipt of Tax Credits please send a full copy of your Tax Credit Award for the current financial year with your application 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. We no longer send parents a letter of entitlement, however schools are informed of entitlement direct.**

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 (CYPLL)
122-124 Irish Street, Dumfries, DG1 2PB
Tel: 01387 260493**

Date Received

New Applicant - Free School Meals and / or Clothing Grant - Academic Year 2018/2019

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 2018)

First Name	Surname	Day	Month	Year	School Attended (from August 2018)

I am in receipt of:

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

As part of this application your information will be shared with the Revenue and Benefits Section to determine eligibility.

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)
 122-124 Irish Street, Dumfries, DG1 2PB
 Tel: 01387 260493
 Email: Educationsupport@dumgal.gov.uk

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), 122-124 Irish Street, Dumfries. DG1 2PB

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	