

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 2016.

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

If you are in receipt of Tax Credits only then please send a full copy of Actual Tax Award 2016/2017. Please note we are unable to accept a Tax Credit Annual Review form or 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 Community and Commissioning 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 Services, Community and Commissioning
Woodbank, 30 Edinburgh Road, Dumfries
DG1 1NW, Tel: 01387 260493**

Application for Free School Meals and /or Clothing Grant - Academic Year 2016/2017

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 2016)

First Name	Surname	Day	Month	Year	School Attended (from August 2016)

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"/>
- Employment and Support Allowance (Income based)	<input type="checkbox"/>	<input type="checkbox"/>
- Job Seeker's Allowance (Income Based)	<input type="checkbox"/>	<input type="checkbox"/>
- Child Tax Credit on its own (with an annual income under £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	<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 to verify eligibility to Free School Meals and/or a Clothing Grant. You can withdraw this consent to the disclosure of such information at any time by writing to: Education Services, Community and Commissioning, Woodbank, 30 Edinburgh Road, Dumfries. DG1 1NW.

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

Date application received in this office:

Housing Benefit check

Date

Initial

Reference Number:

Any comments	Office Notes

To be returned to:
Dumfries and Galloway Council
 Education Services
 Community and Commissioning
 Woodbank
 30 Edinburgh Road
 Dumfries
 DG1 1NW
 Tel: 01387 260493

Chief Executive Service - Purchase Ledger Team

Method of Payment Election Form Clothing Grant Application

Credit Reference Number C G

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: Community and Commissioning, Education Services, Woodbank, 30 Edinburgh Road, Dumfries. DG1 1NW.

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 Bank Account Number

Building Society Name and Address Stamp

Building Society Bank Account Roll Number

