



Application for School Clothing Grant and Free School Meals Entitlement

2011/2012

Falkirk Council

Falkirk Council can provide free school meals, and payment towards the cost of school clothing and footwear. Your child(ren) must attend any primary, special or secondary school managed by Falkirk Council to qualify. Payments may also be paid where pupils are attending some special schools outside the area. School Clothing Grants & Free School Meals will not be awarded to children attending nursery schools, nursery classes or other pre-5 centres. Pupils are eligible if their parents/carers are in receipt of the benefits in the 'will I qualify' table below.

How much is the clothing grant and how will it be paid?

The grant is £50 for each child who qualifies. School clothing grants will be paid directly into the applicant's bank account. We cannot pay into Post Office Accounts.

How do I apply?

Please complete the application form in black or blue ink. Evidence of the qualifying benefits must be attached when submitting this form. You must also be in receipt of Child Benefit for the child(ren) you are applying for. A new claim for clothing grant and free school meals is needed for each school year. You can apply for Footwear & Clothing Grants up to 31st March 2012, but please apply as soon as possible. Only one Footwear & Clothing Grant per child is allowed for each school year.

Will I qualify?

Benefits Currently Received	Clothing Grant	Free Meals
Income Support or Job Seekers Allowance (Income Based)	YES	YES
Employment and Support Allowance (Income Related) Child Tax Credit, but not Working Tax Credit and your gross annual income is below £15,860 (as assessed on your Tax Credit Award Notice from HM Revenues & Customs for 2011/12) Support under Part VI of the Immigration and Asylum Act 1999	YES	YES
Maximum Child Tax Credit and Maximum Working Tax Credit and your gross annual income is below £15,860 (as assessed on your Tax Credit Award Notice from HM Revenues & Customs for 2011/12)	YES	Only if your income is below £6,420
Pupils are eligible in their own right to apply for Free School Meals if they are aged 16-18 and in receipt of one of the benefits noted above		
If your child qualifies for Free School Meals we will tell their Headteacher. You can apply for Free School Meals at any time. Meals will be provided from the date the application is approved and can not be back dated.		
No clothing grant is paid for young people who are 16 years old by 30th September 2011. They should apply for an Education Maintenance Allowance.		
If your application for clothing grant is successful we aim to send you a payment before the new school year starts.		
If you are not entitled to a clothing grant payment or free school meals we will notify you.		

Can I get help with the form?

You can get help with filling out your form from any of the offices listed on the back page. General advice is also available from the Council's Customer First Team on 01324 590599 and the Falkirk Council website at www.falkirk.gov.uk

Application Form:

Clothing Grant/Free School Meals Entitlement 2011/12

It is important that you read the guidance notes before completing the application form. You must provide us with your bank/building society account details for clothing grant payment.

No clothing grant will be paid if this information is not provided

ABOUT YOU

Your Name:

Address:

Your Nat. Ins. Number

Post Code:

Contact Number

Are you a lone Parent? –
if Yes please tick box

By ticking this box, I authorise a check of my circumstances against council tax records for proof of single occupancy

Your Partner's Name

Your Partner's Nat. Ins. Number

APPLICANT BANK DETAILS

A/c Holder Name(s):

Bank/Building Society Name

Sort Code

Account Number

If no bank account – tick box

Please note that Post Office Accounts cannot be used. School Clothing Grants will be paid directly into the applicants bank account by completing the bank details

ABOUT YOUR CHILDREN: Please list names of each child, their date of birth and the school they attend

Child's Surname

Child's First Name

Date of Birth

Age

Child's School August 2011

ABOUT YOUR BENEFITS: You must supply proof of the qualifying benefit(s) received.

Please note Post Office and Bank Account Statements are not acceptable for proof of benefits.

Benefits Received	Proof	Please Tick	Office use only
Income Support AND/OR Job Seekers Allowance – Income Based (IBJSA)	Original Current Letter of Confirmation	<input type="checkbox"/>	<input type="checkbox"/>
Income Related Employment and Support Allowance	Original Current Letter of Confirmation	<input type="checkbox"/>	<input type="checkbox"/>
Child Tax Credit ONLY with an income less than <u>£15,860</u> , as assessed by the Inland Revenue	Original Tax Credit Award Notice – (TC6020) 2011/12. Please provide all pages of your Tax Credit Award Notice	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Child Tax Credit and Maximum Working Tax Credit with an income less than <u>£15,860</u> as assessed by the Inland Revenue	Original Tax Credit Award Notice – (TC6020) 2011/12. Please provide all pages of your Tax Credit Award Notice	<input type="checkbox"/>	<input type="checkbox"/>
Support under Part VI of the Immigration and Asylum Act 1999	Original Letter of Confirmation	<input type="checkbox"/>	<input type="checkbox"/>
Child Benefit	Letter of confirmation of Child Benefit for children named.	<input type="checkbox"/>	<input type="checkbox"/>

For copies of supporting documents please contact the useful numbers listed overleaf.

DATA PROTECTION ACT

The Council is under obligation to manage public funds properly. Accordingly, the information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non payers of council tax and to improve the uptake of benefits.

The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring councils or other organisations which handle public funds.

ADDITIONAL INFORMATION

Any information detailed here must be signed and dated.

Declaration: You must sign and return to Falkirk Council:-

I declare that the information I have given on this form is correct and complete. Any change in my financial circumstances must be notified to Falkirk Council immediately. Proceedings for giving false information may be taken by the Authority.

I understand that Falkirk Council may check the information I have given on this form.

Signed (Parent/Carer)

Date

FOR OFFICE USE ONLY

Approved by:

Date:

Ref. No.

Free School Meal Awarded: No.

Clothing Grant Awarded: No.

Total Amount Due: £

Jobcentre Plus Benefits

(Employment & Support Allowance, Incapacity Benefit, Income Support, Jobseekers Allowance, Bereavement Benefit)

The Address of the office dealing with your claim may differ depending on your postcode. **Please call the benefits helpline on 08456 088749 for further information.**

Other Contacts

Inland Revenue 08450 703703

Tax Credits 08453 003900

Child Benefit 08453 021444

Where will I return my form?

Completed forms with original supporting documents may be taken or sent to any of the offices listed below. Bank statements are not acceptable as proof of benefits. If you take your form and supporting documents in person to one of the offices listed below they will be photocopied and returned to you immediately. A large number of applications are received each year and are processed as quickly as possible in order of receipt and it may take approximately 28 days from receipt of application to process. Between June and September (our peak period) it may take a little longer, please allow for this time. Any original documents will be returned to you. Please ensure sufficient postage is applied for postal applications.

One application form is suitable for all children in your family, even if they attend different schools within the Falkirk area.

Bo'ness One Stop Shop
24 East Pier Street, Bo'ness EH51 9AB
Tel: 01506 778899
Hours of opening: Monday-Friday 9am-5pm

Falkirk One Stop Shop
Callendar Square, Falkirk FK1 1ZF
Tel: 01324 506868
Hours of opening: Monday-Friday 9am-5pm

Camelon One Stop Shop
256 Main Street, Camelon, Falkirk FK1 4DY
Tel: 01324 503640
Hours of opening: Monday-Friday 9am-5pm

Registration Office
15a Seaview Place, Bo'ness EH51 0AJ
Tel: (01506) 778990
Hours of opening:
Monday, Wednesday and Friday
9am-1pm and 2pm-4.30pm

Registration Office
Municipal Chambers, Bo'ness Road,
Grangemouth FK3 8AF
Tel: (01324) 504499
Hours of opening:
Monday-Friday
9am-1pm and 2pm-4.30pm

Denny One Stop Shop
Carronbank House, Carronbank Crescent
Denny FK6 6GA
Tel: 01324 504050
Hours of opening: Monday-Friday 9am-5pm

Grangemouth One Stop Shop
5 York Lane, Grangemouth FK3 8BD
Tel: 01324 504550
Hours of opening: Monday-Friday 9am-5pm

Stenhousemuir One Stop Shop
398 Main Street, Stenhousemuir FK5 3JR
Tel: 01324 503340
Hours of opening: Monday-Friday 9am-5pm

Registration Office
Carronbank House, Carronbank Crescent
Denny FK6 6GA
Tel: (01324) 504280
Hours of opening:
Monday-Friday 9am-1pm and 2pm-4.30pm

Registration Office
318 Main Street, Stenhousemuir FK5 3BE
Tel: (01324) 503580
Hours of opening:
Monday-Friday
9am-1pm and 2pm-4.30pm

Please note that the Registration Offices in Newmarket Street, Falkirk and Redding Road, Brightons are unable to accept forms.