

# Application for Free School Meals and Clothing Grants Academic Session 2017/2018



**Falkirk Council**  
Corporate & Housing Services

Office Use	Application Ref	
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Part 1: Personal Details						
Title				Address		
Forename						
Surname						
N.I. Number					Postcode	
Contact Numbers	Home				Mobile	
Email Address						

Part 2: Partner's Details						
Title				Forename		
N.I. Number					Surname	

Part 3: About your Children					
First Name	Surname	Date of Birth	Age	School Attending August 2017	School Year

**Part 4: What would you like to apply for?**

Clothing Grant       Free School Meals       Clothing Grant & Free School Meals

**Part 5:**  
**Do you currently receive Housing Benefit and/or Council Tax Reduction?**  
(If you only get Single Person Discount please tick NO)

Yes       No

**Please note: If you are NOT receiving any of the above you will need to provide evidence as stated in the table below.**

### Part 6: Further information about your circumstances and income

Please tick all of the boxes relevant to your circumstances		Evidence you must provide
<input type="checkbox"/>	I receive Child Benefit	Your Child Benefit award letter <b>OR</b> Tax Credit Award letter with children named on letter. If unable to provide above, a bank statement showing last three months payments.
<b>Looked after and accommodated children</b>		
<input type="checkbox"/>	I am applying for children I look after on behalf of the authority	Official documentation showing the child's name, date of birth and the date care started. <b>SEE NOTES</b>
<b>Passported Benefits</b>		
<input type="checkbox"/>	I receive Employment and Support Allowance (Income Related)	Your award letter
<input type="checkbox"/>	I receive Job Seekers Allowance (Income Based)	Your award letter
<input type="checkbox"/>	I receive Income Support	Your award letter
<input type="checkbox"/>	I receive Universal Credit	Your award letter
<b>HMRC Tax Credits</b>		
<input type="checkbox"/>	I receive only Child Tax Credit (maximum award) and have other income of less than £16,105	Your full 2017/2018 Tax Credit Award letter.  If you only have a Provisional or Annual Review award letter please <b>ALSO</b> provide wage slips showing your gross income
<input type="checkbox"/>	I receive Child Tax Credit and Working Tax Credit (maximum award) and have other income of less than £6,420	
<input type="checkbox"/>	I receive Child Tax Credit and Working Tax Credit (maximum award) and have other income between £6,420 and £16,105	
<b>Immigration and Asylum Act 1999 Part VI</b>		
<input type="checkbox"/>	I am applying under Part VI of the Immigration and Asylum Act 1999	Confirmation letter

### Part 7: Payment Details

Please note that we cannot make payments to Post Office accounts or savings accounts.	
Falkirk Council will NOT be held responsible if incorrect bank account details are provided or for any payments made into a third party account that are not passed on to the claimant.	
Account Holders Name	Sort Code
Bank / Building Society Name	Account Number
I have provided bank details that are not my own.	<input type="checkbox"/>
I do not hold a bank account and need payment by cheque	<input type="checkbox"/>

### Part 8: Declaration

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, and may request further information to support my application if necessary.	
<b>Signature</b>	<b>Date</b>

### Data Protection

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.

### Return Address

Application forms can be returned to;

Revenues and Benefits,  
Unit MSUI,  
Callendar Square,  
Falkirk,  
FK1 1UJ

## Guidance Notes and Frequently Asked Questions

### Background

Falkirk Council can provide free school meals, and payment towards the cost of school clothing and footwear. You should be resident in the Falkirk Council area and 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 one of the benefits in the 'will I qualify' table below.

From January 2015, Scottish Government has committed to provide all children in primary one, two and three with a free school meal. This is not means tested. If your child(ren) are at these stages, then they will be entitled to a free school meal.

### 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 a bank account. We cannot pay into Post Office accounts.

### How do I apply?

A new claim for clothing grant and free school meals is needed for each school year. You can only apply for one Clothing Grant per child for each school year, and you must apply before 31st March 2018. You can apply for free school meals at **any** time during the school session.

You should complete the application form in **black** or **blue** ink and provide the supporting evidence. If you are in receipt of Housing Benefit, no supporting documents will be required as this can be checked when processing your application. You must be the guardian of the child(ren) you are applying for.

## Will I qualify?

Your circumstances and income	Clothing Grant	Free School Meals
Income Support	✓	✓
Income-based Job Seekers Allowance (JSA(IB))	✓	✓
Any Income related element of Employment and Support Allowance (ESA (IR))	✓	✓
<b>Maximum</b> Child Tax Credit <b>but not Working</b> Tax Credit with an income under £16,105 with effect from 6 April 2017 (as assessed on your Tax Credit Award letter from HM Revenues & Customs for 2017/18)	✓	✓
Child Tax Credit <b>and</b> Working Tax Credit with an income under £16,105 with effect from 6 April 2017 (as assessed on your Tax Credit Award letter from HM Revenues & Customs for 2017/18)	✓	Only if your income is below £6420
Support under part VI of the Immigration and Asylum Act 1999	✓	✓
Universal Credit	✓	✓
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.		

## What happens next?

If your child qualifies for Free School Meals we will tell their School when the application is approved. You can apply for Free School Meals at any time. Meals will be provided from the date the application is approved and cannot be backdated.

If your application for clothing grant is successful we will aim to send you a payment before the new school year starts if you have applied in time. Initial assessments may take up to 28 days at peak times.

## What if my child turns 16 on or before the 30<sup>th</sup> September?

No clothing grant is paid for young people who are 16 years old by 30th September 2017. They should apply for an Education Maintenance Allowance (EMA).

## I am aged 16 to 18 and receive a passported benefit. Can I apply in my own right?

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.

## Looked after and accommodated children

If you look after children on behalf of the authority, you will need to provide official documentation which confirms this. This could be a letter from Social Work confirming that a child has been placed in your care, or other supporting information.

## Can I get further help completing my application form?

You can get further help completing your application form at any one stop shop. You can also contact the team 01324 506999.

## Other useful contacts

HMRC	<b>0300 200 3300</b>	Tax Credits	<b>0345 300 3900</b>
Child Benefit	<b>0300 200 3100</b>	DWP	<b>0345 608 8545</b>
Universal Credit	<b>0345 600 0723</b>	Pension Credits	<b>0800 731 7898</b>