

Application for Footwear and Clothing Grant/ Free School Meals 2019 / 2020



Clackmannanshire
Council

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

How to fill in this form

Please fill in using BLACK ink and take it to Kilncraigs House, Greenside Street, Alloa, FK10 1EB. **You must show proof of your qualifying benefits** as stated in section 3. Please note your Tax Credit letter should be no more than 3 months old and show your expected income for 2019 / 2020.

1. About You (Parent/Carer)

Title Mr / Mrs/ Miss / Ms (Delete as appropriate)

Name _____

Address _____

Telephone No _____

Postcode _____

National Insurance No _____

2. Bank Details (Payments cannot be made to Post Office accounts or by Cheque)

Name of Bank/Building Society									
Name of Account Holder									
Account Details	Sort Code			-			-		
	Account Number								

3. Qualifying Benefits – Please note that you must be in receipt of child benefit and one of the qualifying benefit(s) for 5 weeks before a School clothing Grant can be made.

Income Support or **Income Based Job Seekers Allowance** or **Income Related Employment Support Allowance** or **Support under Part V1 of the Immigrations and Asylum Act 1999** or **Universal Credit** (where monthly **earned** income is less than £610.00).

Child Tax Credit, but **NOT Working Tax Credit** and your gross annual income is **below £16,105** (as assessed on your Tax Credit Award letter from HM Revenues & Customs for 2018/2019).

Child Tax Credit and Working Tax Credit and your gross annual income is **below £6,900** (as assessed on your Tax Credit Award letter from HM Revenues & Customs for 2018/2019).

4. Guidance notes for Parents/Carers

You can apply for Footwear & Clothing Grants up to 31st December 2019. Only one Footwear and Clothing grant per child is allowed for each school year but if for any reason you are not entitled we will write and explain why.

No grant is paid for young people who are 16 years old by 30th September 2019. They should apply for an Education Maintenance Allowance, please contact the school office for an application form. However, if you are in receipt of the qualifying benefits, they may be entitled to Free School Meals.

If your child qualifies for Free School Meals we will contact the school directly. 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.

We can't pay a grant for children attending nursery. However if your child is over 2 years old and attends nursery for an extended day, NOT a half-day session, and you are in receipt of the qualifying benefits, they may be entitled to Free School Meals.

5. Children's Details (Please list all children, their date of birth and school attending)				
Surname	First Name	Date of Birth	School Attending August 2019	For Office Use Only

6. About Your Benefits
All applicants must provide evidence of Child Benefit Income ;
Please show us your award letter or bank statement – NOT older than 2 months)
Are you getting Income Support / Income-based Jobseekers Allowance / Employment Support Allowance (Income Related) / Universal Credit ;
Please show us your award letter or Job Centre Plus Stamp and Bank Statement NOT older than 2 months
Are you getting Child Tax Credit / Working Tax Credit ;
Please show us all pages of your most recent Tax Credit Award Notice (this must be dated in the last 3 months and show your expected income for 2019/2020)

7. Declaration (the Council must protect public funds and will match your information against other Council records)
I declare that the information I have given is correct and complete. Any change in my financial circumstances must be notified to Education Services immediately. Proceedings for giving false information may be taken by the Authority. I understand that Clackmannanshire Council may check the information I have given on this form.
<p>_____</p> <p>Signed (Parent/Carer) _____ Date</p>

Job Centre Use Only – Verification of Benefits

	✓	Start Date	JOB CENTRE STAMP	Signed:	
Income Support					
Income Based JSA					Date:
Income Related ESA					

Office Use Only

	Date	Sign	SEEMIS REF.
All supporting documentation checked			
Application Processed			
Application Approved			