

# Clothing Grant and Free School Meals Application Session 2019/20

■ You should read the Notes of Guidance on pages 3 & 4 prior to completing this section.

**Applicant/Parent/Carer Details** – all entries should be made in BLOCK CAPITALS:

Title:..... Forename:..... Surname:.....

Full Name of Spouse/Partner:.....

Address:.....

Postcode:..... Telephone No.:.....

National Insurance No:..... Email:.....

**List all children you are applying for:**

Applications for children who have passed their official school leaving date can only be processed after they return to school in August. You should use the name the child is known by in school as this information is checked with school records.

Surname	Forename(s)	Date of Birth			School to be attended from August 2019	Stage to be attended from August 2019
		DD	MM	YY		

**Please indicate the benefits you receive by ticking the appropriate box(es):**

Income Support (IS)  Child Tax Credit  Working Tax Credit  Housing Benefit

Income Based Job Seekers Allowance  Council Tax Reduction  Universal Credit

Support under Part VI of the Immigration and Asylum Act 1999  Income Related Element of Employment and Support Allowance

**Please indicate what you are applying for by ticking the appropriate box**

Clothing Grant only  Clothing Grant and Free School Meals  Free School Meals only

**If your child has transferred during the school year, please state name and address of previous school.**

School name and address:.....

South Ayrshire Council will make Clothing Grant payments directly to your bank account.

Please note that Clothing Grant payments cannot be made to a Post Office account.

Please complete your bank account details as indicated below.

Name of person holding account:.....

Name and address of your bank/building society:.....

Bank/building society

sort code (6 digits)

Account number (8 digits)

Roll/reference number (if applicable)

If you are in receipt of housing benefit and/or council tax reduction, by signing this form you are consenting that your entitlement to these benefits can be checked via South Ayrshire Council's Benefit system and/or that the information obtained from the Department for Work and Pensions for the purposes of administering your housing benefit claim and council tax reduction application, can be used to determine your eligibility for a Clothing Grant and/or Free School Meals.

I wish to make an application as indicated above and declare that the information provided by me is a true and accurate statement of my circumstances.

Signature: .....Date:

### How your personal information will be used

It's up to us to keep your information safe. We will only collect the minimum amount of personal information we need to process your application.

We also have a duty to manage public funds, prevent and detect fraud so we may share the information you have provided with the relevant bodies as is permitted by law.

If you would like more information please contact Educational Services.

### For Office Use Only – Customer Service Team

Information checked on Benefit System	By whom	Date	CSA Signature
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Claim Reference No.	<input type="text"/>	Circle ALL qualifying benefits evidenced					
		HB	CTR	IS	JSA(ib)	ESA(ir)	UC

UC(ie)	<input type="text"/>
--------	----------------------

Where no HB/CTR – IS/JSA(ib)/ESA(ir) Award Letter	Date of letter	Type of Benefit	Date	CSA Signature
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tax Credit Award Letter CTC only	Date of letter	Total Income	Tax Year	Date	CSA Signature
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CTC and WTC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-------------	----------------------	----------------------	----------------------	----------------------	----------------------

Universal Credit Journal	Journal payment date	Earned Income	Date	CSA Signature
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other evidence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------	----------------------	----------------------	----------------------	----------------------



## For Office Use Only – Benefits Services

Claim processed	By whom	Date	Signature
	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text"/>
Reference No.	<input type="text"/>	Circle type of Award	
Amount of CG	<input type="text" value="£"/>	CG only	CG and FSM   FSM only
Award	By whom	Date	Signature
Authorised by	<input type="text"/>	<input type="text" value="/ /"/>	<input type="text"/>

## Notes Of Guidance

### For Applicants/Parents/Carers

South Ayrshire Council would like to process your application as quickly as possible. The best way to ensure this happens is to bring your completed application form and any relevant supporting documentation to:

AYR: Wallace Tower, 172-176 High Street, Ayr, KA7 1PZ

GIRVAN: Customer Service Centre, 17-19 Knockcushan Street, Girvan, KA26 9AQ

MAYBOLE: Customer Service Centre, 64 High Street, Maybole, KA19 7BZ

PRESTWICK: Customer Service Centre, 2-6 The Cross, Prestwick, KA9 1AN

TROON: Customer Service Centre, Municipal Building, South Beach, Troon, KA10 6EJ

Applications can still be posted to: South Ayrshire Council, Benefit Services, PO Box 31, AYR KA7 2PL.

Telephone enquiries should be made to 0300 123 0900. However, you should note that **Clothing Grant payments will not be made prior to Monday 8th July 2019.**

- Applications will be accepted from applicants/parents/carers who meet the eligibility criteria indicated overleaf
- Young people aged 16-18 years old who meet the eligibility criteria indicated overleaf, in their own right, can also claim free school meals and clothing grant
- The current value of a clothing grant is £110 for every child where the applicant/parent/carer meets the eligibility criteria. The bank account you indicated on your application will be credited with the appropriate amount. Clothing Grant payments cannot be made to a Post Office account
- Clothing grants are not available for children attending nursery school
- Only one application can be made for each child for each school session (August – June)
- If your child has passed their official school leaving date, applications will only be processed once they have returned to school in August
- Children who attend primary school and receive Free School Meals will also receive free milk

**All P1-P3 pupils will be entitled to Free School Meals.**

**All P4 pupils at the following schools will be entitled to Free School Meals**

Braehead Primary School | Cairn Primary School | Dalmilling Primary School | Girvan Primary School | Kincaidston Primary School | Muirhead Primary School Newton Primary School | Sacred Heart Primary School | St Cuthbert's Primary School | St John's Primary School

An application for Free School Meals does not require to be submitted for P1-P3 pupils and P4 pupils at the schools listed above but will be required for a Clothing Grant.

- To qualify for Free School Meals we will accept one of the following

Qualifying Benefit	Supporting Documentation
Income Support	Letter of Award
Income-based Jobseekers Allowance	Letter of Award
Child Tax Credit only where household income is less than £16,105	Letter of Award 19/20 (all pages required)
Child Tax Credit and Working Tax Credit where household income is less than £6,900	Letter of Award 19/20 (all pages required)
Universal Credit where earned income is £610 or less per month	UC Journal
Any income related element of Employment and Support Allowance	Letter of Award
Support under part VI of the Immigration and Asylum Act 1999	Letter of Award

- To qualify for a Clothing Grant we will accept one of the following

Qualifying Benefit	Supporting Documentation
Council Tax Reduction	Council Tax Bill
Housing Benefit	Letter of Award
Child Tax Credit only where household income is less than £16,105	Letter of Award 19/20 (all pages required)
Child Tax Credit and Working Tax Credit where household income is less than £16,105	Letter of Award 19/20 (all pages required)
Income Support	Letter of Award
Income-based Jobseekers Allowance	Letter of Award
Universal Credit where earned income is £610 or less per month	UC Journal
Any income related element of Employment and Support Allowance	Letter of Award
Support under part VI of the Immigration and Asylum Act 1999	Letter of Award

**Note:** All documentation must be dated within the previous six months, with the exception of Child Tax Credit Letter and/or Working Tax Credit letter which must be dated within the current tax year and the most recent UC journal should be provided. No photocopies please.