

Midlothian Council
 School Meals/Clothing Grants
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**FREE SCHOOL MEALS & SCHOOL CLOTHING GRANT
 SESSION 2018/19**

Full name of Parent/Carer	
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Payment dates for Clothing Grants

Applications received between 1 April – 31 May 2018 Applications received between 1 June – 30 June 2018 Payments will be made monthly thereafter The grant for academic year 2018/19 is £100 for each child attending a Midlothian school.	Paid by 30 June 2018 Paid by 31 July 2018 monthly thereafter
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From January 2015, children in primary 1 to 3 across Scotland have the option of taking a free school meal every day, although an application should be completed if free milk is required.

We receive a large volume of applications each year and we process these as quickly as possible. Free School Meals will be awarded immediately and Clothing Grants will normally be awarded within 28 days from receipt of application. We will endeavour to process any application form received after 31 July 2018 as promptly as possible. If you are claiming at any other time of the year and have not received your award letter within 28 days please contact the telephone number above.

Clothing grants for any student over school leaving age will be paid after school session has started & attendance confirmed.

Please read the Guidance Notes on the back of this form before completing details.

<i>FOR OFFICE USE ONLY</i>			
I.D Number		Benefit Number	
Grants applied for	Meals: number	Clothing: number	
FSM start date:		CG Total paid £	
Signature of authoriser			
Date			

Please complete all relevant sections in black/blue ink and in BLOCK CAPITALS.

Section 1: Benefit Details

I am in receipt of the following benefit:

(Please ensure the person signing this form is the person in receipt of benefit)

Please tick appropriate box

- Income Support
 - Income-based Job Seekers Allowance
 - Any income related element of Employment and Support Allowance
 - *Child Tax Credit **ONLY** (with an annual income less than £16,105)
 - *Child Tax Credit **AND** Working Tax Credit (with an annual income less than £6,420)
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Universal Credit where the monthly earned income does not exceed £610
- (Please note that a copy of your online journal statement must be provided with your application)

Pupils who are between 16 & 18 years old and receive any of these benefits in their own right can also claim Free School Meals.

***If you have ticked Child Tax Credit or Child Tax & Working Tax Credit, please enclose your FULL 2018/19 TC602 as evidence.**

Section 2: Details of Parent(s)/Carer(s)

	Parent/Carer 1	Parent/Carer 2
Full Name	<input type="text"/>	<input type="text"/>
National Insurance No	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Telephone Number	<input type="text"/>	<input type="text"/>

Which grant(s) are you applying for? Please tick relevant box (es).

- Free School Meals
- School Clothing Grant
- Milk

Has your family moved into Midlothian in the last 12 months?

- Yes
- No

(If yes please specify from which local authority below)

Name of Local Authority

Section 3: Bank Account Details

Please note that Post Office accounts cannot receive BACS Payments and are therefore not suitable.

Name of Account Holder

Name & Address of Bank (Including Postcode)

Sort Code (6 digits)

Account Number (8 digits)

Section 4: Details of Children for whom you are applying

First Name	Surname	Date of Birth	School Attending from August 2018	Class from August 2018 (e.g P1-P7, S1-S6)

Section 5: Other Relevant Details: If you do not receive any of the stated benefits you may still qualify for assistance. Please give reasons for your application in the space below. Please use a separate sheet if necessary.

Section 6: DECLARATION - WARNING – To give false information may result in prosecution.

I declare that to the best of my knowledge the above information is complete and correct. I agree to notify you in writing of any change in circumstances that might affect my claim entitlement. I have read the Data Protection statement below.

Your Signature: (person in receipt of benefits should sign this part)

Date:



Data Protection

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website www.midlothian.gov.uk to access our online Privacy notice

Guidance Notes

We will accept applications for session 18/19 from April 2018. You should apply once per year only and at the same time for both grants. For payment schedule, see front of form. Free School Meals will start immediately (or in August if that is when your child starts school) and continue to the end of the academic year. Applications received at other times of the year will be dealt with promptly.

To avoid processing delay, your application will **not** be acknowledged but we will write to you with our decision. The closing date for the 2018/19 session is 31 March 2019 – applications received after this date will be assigned to the 2019/20 session.

Section 1: BENEFIT DETAILS

These grants are available for pupils attending schools under Midlothian Council management whose parents/guardians are in receipt of at least one of the following benefits:

- **Income Support**
- **Income Based Job Seekers Allowance**
- **Any income related element of Employment and Support Allowance**
- **Child Tax Credit (but not Working Tax Credit)** with an annual income of less than £16,105
- **Child Tax Credit and Working Tax Credit** with an annual income less than £6,420
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **Universal Credit where the monthly earned income does not exceed £610**
(please note that a copy of your Online Journal Statement must be provided with this application)

If you do not receive any of these benefits, you may still qualify for a **Clothing Grant** due to your personal circumstances. You should complete the application form *including* Section 5: OTHER RELEVANT DETAILS.

We do not normally require you to supply documentary evidence of benefits as your benefit entitlement may be checked from our own records. However, in some circumstances we may need to ask you for more information or evidence of entitlement. **For example, if you only receive Tax Credits from the list above, please enclose your 2018/19 TC602.** Please be aware that the Council may use or process personal data about you in connection with the exercise of any of its statutory functions.

If your circumstances change so that you no longer receive any of the qualifying benefits during the period of your claim, your entitlement to Free School Meals ends. You must inform us immediately if this happens.

Section 2: DETAILS OF PARENT(S)/CARER(S)

Please fill in your details in this section and your partner's name (if you have a partner).

Section 3: BANK ACCOUNT DETAILS

If you are applying for a School Clothing Grant you must complete this section. Payments will be made directly into your bank or building society account by BACS. This is a more secure, convenient and reliable payment method that provides you with faster access to your money & means that your payment cannot be delayed, lost or stolen. **Please note that Post Office accounts cannot receive BACS payments and are therefore not suitable.**

Section 4: DETAILS OF CHILDREN

Only one application form is required for all your children who are attending a Midlothian School. Parents/carers of pupils who attend Special Education Schools should apply to the local authority of their home address.

Section 5: OTHER RELEVANT DETAILS

See note under section 1: BENEFIT DETAILS

Section 6: DECLARATION

Please check that you have provided all the requested information. If any is missing, we will return your application to you for this information to be provided. Please make sure that you have carefully read the Data Protection Statement, then sign and date the declaration.

You may now hand the form in to Fairfield House reception or to your child's school office or post it to the address on the front of the form. A letter will be sent to you telling you about our decision & if applicable will give details of when the School Clothing Grant payment will be made. Free School Meals will be arranged via your child's school and will be awarded until the end of the academic year.

Once an award has been made, and if you are still in receipt of an appropriate benefit, you may re-apply during April/May of the following year for grants for the school session commencing in August. **You must inform this office of any change in circumstances.**