# Section 1:

|  |
| --- |
| **OFFICIAL USE ONLY** |
| **ID Number:** | Click or tap here to enter text. | **Benefit Number** | Click or tap here to enter text. |
| **FSM Start Date** | Click or tap here to enter text. | **CG Total Paid £** | Click or tap here to enter text. |
| **Signature of Authoriser** | Click or tap here to enter text. | **Date** | Click or tap here to enter text. |

FREE SCHOOL MEALS & CLOTHING GRANT APPLICATION

2021/2022



Operational Support – Finance, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG

Email: fsmAwards@midlothian.gov.uk

|  |  |
| --- | --- |
| **Name of Parent/Guardian 1** | **Name of Parent/Guardian 2** |
| Forename | Click or tap here to enter text. | Forename | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. | Surname | Click or tap here to enter text. |

 Are you a Kinship Carer? [ ]  tick if yes Are you a Foster Carer? [ ]  tick if yes

|  |  |  |  |
| --- | --- | --- | --- |
| Full Address  | Click or tap here to enter text. | National Insurance Number | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Tel Number | Click or tap here to enter text. |
| Town | Click or tap here to enter text. | Mobile Number | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. | Email | Click or tap here to enter text. |

**Are you applying for?** Please tick relevant box(es)

Free school Meal/Milk [ ]  School clothing Grant [ ]

 Closing date for clothing grant application is 31 March 2022

**Please include all children at school**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Forename** | **Surname** | **DOB** | **School** | **Year Group** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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# Section 2:

**I am in receipt of the following benefit:**

|  |  |  |
| --- | --- | --- |
| **Type of Income** | **Evidence Required** |  |
| Income Support | We can check this for you on our system. Please refer to the FAQs |[ ]
| Income based Job Seekers Allowance | We can check this for you on our system. Please refer to the FAQs |[ ]
| Income Based Employment and Support Allowance | We can check this for you on our system. Please refer to the FAQs |[ ]
| \*Child Tax Credit **ONLY** (with an annual income less than **£16,105**) | Please enclose your 2021/2022 TC602 |[ ]
| \*Child Tax Credit **AND** Working Tax Credit (with an annual income less than **£7,500**) | Please enclose your 2021/2022 TC602 | [ ]  |
| Support under Part VI of the Immigration and Asylum Act 1999 | Please enclose your 2021/2022 TC602\_Support under Part VI of the Immigration and Asylum Act 1999 |[ ]
| Universal Credit where the monthly earned income (Take Home Pay) does not exceed **£625** | Please provide a copy of your online journal full statement |[ ]

|  |  |  |  |
| --- | --- | --- | --- |
| Have you moved into Midlothian in the last 12 months? | **Yes** |[ ]  **No** |[ ]   |
| If yes, please provide your previous full address with postcode | Click or tap here to enter text. |
| Which Local Authority area did you previously live? | Click or tap here to enter text. |

**Section 3:**

*Payments will be made by BACS into your bank/building society account.*

|  |  |
| --- | --- |
| **Name of Account Holder** | Click or tap here to enter text. |
| **Sort Code (6 digits)** | Click or tap here to enter text. |  |
| **Account Number** | Click or tap here to enter text. |

# Section 4: 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.

|  |
| --- |
| Click or tap here to enter text. |

|  |
| --- |
| **I declare that the above information is complete and correct. I agree to notify you in writing of any change in my circumstances that might affect my claim.** |
| **Your Signature (type name):** Click or tap here to enter text. |
| **Date:** Click or tap here to enter text. |



**Privacy Notice**

If you would like to know how Midlothian Council collects, uses and shares your personal Information, please visit our website [www.midlothian.gov.uk](http://www.midlothian.gov.uk/) to access our online Privacy notice




# Frequently asked questions: Q When can I apply?

A We will accept applications for session 2021/2022 from July 2021 emailed to FSMAwards@midlothian.gov.uk

# Q How often can I apply?

A You can only apply once per academic year for one child or more. Free School Meals and Clothing Grant are on the same application. You just need to tick the relevant box(es).

# Q What evidence do I submit if I am in receipt of Universal Credit?

A We need a copy of your full Universal Credit statement. Your monthly earned income (Take Home Pay) must be under £625.00.

# Q How do I access my Universal Credit statement?

A Log in to your online journal which will take you to your home page:

* select “Payments”
* select “See details of Universal Credit statement
* print or email full up to date statement – the option to print is at the top right hand corner
* we will not accept incomplete statement

# Q Can I still complete an application if I am new to Universal Credit and haven’t yet received my first payment?

A We cannot process or approve your application until we receive the evidence of your first payment.

# Q What evidence do I need to submit if I am in receipt of Income Support, Job Seekers Allowance or Employment & Support Allowance?

A If you are a Midlothian resident, we should be able to check your income on our system.

A If you have only just started receiving benefits, we will require a letter from the Job Centre dated within the last 6 months to confirm your benefits.

A If you have recently moved to Midlothian from another Local Authority, we will require a letter from the Job Centre dated within the last 6 months to confirm your benefits.

# Q What evidence do I submit if I am in receipt of Child Tax Credits only?

A We need a copy of your full up to date Tax Credits Award Letter for the current financial year. The correct letter will have TC602 printed on the bottom left hand corner. Your annual income must be under £16,105.00.

# Q What evidence do I submit if I am in receipt of Child Tax Credits AND Working Tax Credits?

A We need a copy of your full up to date Tax Credits Award Letter for the current financial year. The correct letter will have TC602 printed on the bottom left hand corner. Your annual income must be under £7500.00.

# Q What is the process if I am applying under Support under part IV of the immigration and asylum act 1999?

A You should seek advice from Children’s Services Contact Centre Telephone Number: 0131 271 6674 Or email enquiry to CFReferrals@midlothian.gov.uk

# Q Do you accept screenshots of evidence?

A We only accept screenshots for Universal Credit statement provided the full statement is screenshotted and emailed to FSMAwards@midlothian.gov.uk

A Please email your scanned Tax Credit Award letter to FSMAwards@midlothian.gov.uk

# Q How much is the payment of the Clothing Grant?

A Payment of £120.00 is made per primary child when eligible. Payment of £150.00 is made per secondary child when eligible.

# Q When do I hear if my application has been approved?

A We will only notify you if your application is refused or if we need further evidence.

# Q When will I receive payment for the clothing grant(s)?

A Payment will be made fortnightly from July throughout the academic school year. Please check your bank account. If you have not received payment within 6 weeks of submitting your application, please contact us. Our contact details are on the application.

# Q How will I know if the school meals have been set up?

A If your application has been approved, school meals are updated instantly on the school system. You can check directly with the school office.

A If your child attends High School, the funds will automatically be paid onto their cards in the morning, which they can check daily. Any issue should be immediately reported to the school office.

# Q What do I need to do if my circumstances change during the year?

A If you no longer receive any of the qualifying benefits, you must inform us immediately, as Free School Meals entitlement ends. Email: fsmawards@midlothian.gov.uk

# Q Can I get paid into my Post Office account?

A Unfortunately Post Office accounts cannot receive Bacs payments.

# Q Where do I hand my application form?

A Midlothian Council Receptions are currently closed due to the Coronavirus. Please email your application with the evidence to fsmawards@midlothian.gov.uk

 Please follow this advice to reduce the risks of sending personal information by email:

* Do not use a shared device to send your email.
* Do not use an unsecured or public WiFi network to send your email.
* Before sending, double check the email address you are sending to is fsmawards@midlothian.gov.uk
* After sending, delete your personal documents from your sent email.