

Clothing Grant and Free School Meals Application Session 2018/19

- You should read the Notes of Guidance 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 2018	Stage to be attended from August 2018
		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)

□	□	□	□	□	□
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Account number (8 digits)

□	□	□	□	□	□	□	□
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Roll/reference number (if applicable)

□	□	□	□	□	□	□	□	□	□	□	□
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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 will where necessary share your information with South Ayrshire Benefit's system and/or Department of Works and Pension to ensure you meet the eligibility criteria.
 We also have a duty to manage public funds, prevent and detect fraud so we may share the information you have provided with relevant bodies as is permitted by law.
 If you would like more information please contact Educational Services.

I declare the information provided by me is a true and accurate statement of my circumstances.

Signature:Date:

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For Office Use Only – Customer Service Team

Information checked on Benefit System	By whom	Date	CSA Signature		
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="/ /"/>	<input style="width: 100%;" type="text"/>		
Claim Reference No.	<input style="width: 100%;" type="text"/>	Circle ALL qualifying benefits evidenced			
		HB CTR IS JSA(ib) ESA(ir) UC			
UC ^(ie)	<input style="width: 100%;" type="text" value="£"/>				
Where no HB/CTR – IS/JSA ^(ib) /ESA ^(ir) Award Letter	Date of letter	Type of Benefit	CSA Signature		
	<input style="width: 100%;" type="text" value="/ /"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Tax Credit Award Letter CTC only	Date of letter	Total Income	Tax Year	Date	CSA Signature
	<input style="width: 100%;" type="text" value="/ /"/>	<input style="width: 100%;" type="text" value="£"/>	<input style="width: 100%;" type="text" value="/"/>	<input style="width: 100%;" type="text" value="/ /"/>	<input style="width: 100%;" type="text"/>
CTC and WTC	<input style="width: 100%;" type="text" value="/ /"/>	<input style="width: 100%;" type="text" value="£"/>	<input style="width: 100%;" type="text" value="/"/>	<input style="width: 100%;" type="text" value="/ /"/>	<input style="width: 100%;" type="text"/>
Universal Credit Journal	Journal payment date	Earned Income		Date	CSA Signature
	<input style="width: 100%;" type="text" value="/ /"/>	<input style="width: 100%;" type="text" value="£"/>		<input style="width: 100%;" type="text" value="/ /"/>	<input style="width: 100%;" type="text"/>
Other evidence	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text" value="/ /"/>	<input style="width: 100%;" 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 Award	<input type="text" value="£"/>	CG only	CG and FSM FSM only
Authorised by	By whom	Date	Signature
	<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 9th July 2018.**

- Applications will be accepted from applicants/parents/carers who meet the eligibility criteria indicated on Page 2
- Young people aged 16-18 years old who meet the eligibility criteria indicated on Page 2, in their own right, can also claim free school meals and clothing grant
- The current value of a clothing grant is £100 for every child where the applicant/parent/carer meets the eligibility criteria. However, this may increase and we will inform you of any change to this value. 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.

An application for Free School Meals does not require to be submitted for P1-P3 pupils 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 18/19 (all pages required)
Child Tax Credit and Working Tax Credit where household income is less than £6,420	Letter of Award 18/19 (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 18/19 (all pages required)
Child Tax Credit and Working Tax Credit where household income is less than £16,105	Letter of Award 18/19 (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 V1 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.