

Application for Clothing Grant and Free School Meals 2019/20

Note: It is important that you read the notes of guidance (on the back) before completing this form.
This single form should be used to make an application for all children in a family. Please ensure the school has correct address details as conflicting information may delay processing your application.

**Please return the completed form and any supporting evidence to
 Customer Service Centre, Municipal Buildings, Clyde Square,
 Greenock, Inverclyde PA15 1LY**

PLEASE USE BLOCK LETTERS

Name of Parent or Carer

Title Initial Surname

First Name (Parent/Carer)

Address

Postcode

Tel No

- In receipt of:**
- Income Support (IS);
 - Income-based Job Seekers Allowance (JSA);
 - Employment and Support Allowance (Income Related) (ESA);
 - Child Tax Credit, but not Working Tax Credit and where income is less than £16,105 (in 2019/20) as assessed by HMRC;
 - Parent or Carer is in receipt of Working Tax Credit and/or Child Tax Credit with Annual Gross Earnings of no more than £11,288;
 - Universal Credit, where your take home pay does not exceed £915, as shown on your monthly Universal Credit statement;
 - An Asylum Seeker, receiving support under Part VI of the Immigration and Asylum Seekers Act 1999

Bank Details

Account Holder

Bank

Address

Sort Code (6 digits)

Account Number (8 digits)

Roll No (Building Societies only)

PLEASE NOTE
 Post Office Accounts cannot be used.
 Inverclyde Council can no longer issue cheques.

List of ALL children in respect of whom application is made (block letters)

First Name	Surname	Date of Birth			School to be attended from August 2019
		Day	Month	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	If a pupil is over the school leaving age the application for Clothing Grant and Free School Meals will be processed when it is confirmed that the pupil has returned to school.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

To be completed by Parent or Carer

Please read declaration overleaf before signing.

Signed

Date

Office use only

Confirmed by Date

Authorised by Date

Job Centre Plus Stamp

The above person is in receipt of Income Support, Job Seekers Allowance (Income Based), Employment and Support Allowance (Income Related).

Signed *on behalf of job Centre Plus*

Claimant NI Number

Date

NOTES OF GUIDANCE

- 1 As the information given by applicants will be used in processing the provision of Free School Meals and payment of Clothing Grant, all entries should be made in BLOCK LETTERS. Dates of birth should be entered as an eight-digit number with zeros if necessary, for example, 5 February 2005 should be completed:

Date of Birth		
Day	Month	Year
05	02	2005

In completing the form, the following should be noted:

Title: Please insert Mr, Mrs, Miss or Ms

Initial: The initial letter of parent or guardian's first name only

2 Please note:

a) Clothing Grant and Free School Meals are available for pupils whose parents are in receipt of:

- Income Support (IS);
- Income-based Job Seekers Allowance (JSA);
- Employment and Support Allowance (Income Related) (ESA) ;
- Child Tax Credit, but not Working Tax Credit and where income is less than £16,105 (in 2019/20) as assessed by HMRC;
- Parent or Carer is in receipt of Working Tax Credit and/or Child Tax Credit with Annual Gross Earnings of no more than £11,288;
- Universal Credit, where your take home pay does not exceed £915, as shown on your monthly Universal Credit statement;
- An Asylum Seeker, receiving support under Part VI of the Immigration and Asylum Seekers Act 1999

b) Pupils are eligible for a Clothing Grant and Free School Meals in their own right if they are aged 16-18 and fall into any of the above categories;

c) Your children must attend a school managed by Inverclyde Council;

d) Only one Clothing Grant per pupil will be made per school year (August - June);

e) Free School Meals are not provided for children attending nursery schools, nursery classes or other early years centres;

f) Clothing Grants will not be made in respect of children attending nursery schools, nursery classes or other early years centres;

g) In all cases it is YOUR responsibility to provide Inverclyde Council with proof of eligibility for Clothing Grant and Free School Meals;

h) CLOTHING GRANT AND FREE SCHOOL MEALS APPLICATIONS FOR PUPILS OVER THE SCHOOL LEAVING AGE WILL BE PROCESSED WHEN IT IS CONFIRMED THAT THE PUPIL HAS RETURNED TO SCHOOL.

- 3 Clothing Grant applied for before or during the summer holiday will generally be paid early August. Pupils who receive any of these benefits in their own right can also claim Free School Meals. Payments will be paid directly into bank accounts. You should ensure that the bank account you hold accepts payments by BACS transfer - if not, your payments will be delayed. Clothing Grants applied for after the school holiday will be paid as soon as possible.

- 4 **Data Protection:** Inverclyde Council is obliged to comply with current Data Protection Laws. Information provided by you will be held by the Council. Such information will be used to assist in the provision and administration of Clothing Grant and Free School Meals. The Council is under obligation to manage public funds properly. Accordingly information that you provide may be used to prevent and detect fraud. It is also possible that we may share this information for the same purposes with public bodies, including neighbouring councils, government organisations or other organisations, which handle Public Funds. By signing this form you have given your consent for data processing. Further information can be found at: www.inverclyde.gov.uk/privacy

IMPORTANT Declaration to be read

I declare that the information provided by me is a true and accurate statement of my circumstances and that I have not withheld any facts with regard thereto. I acknowledge that false statements made may result in proceedings in court. In the event of Free School Meals being authorised and my circumstances changing, I hereby undertake to notify you. I confirm that the named child(ren) is/are unable by reason of inadequacy or unsuitability of clothing to take advantage of the education provided.