West Lothian Council

APPLICATION FOR SCHOOL CLOTHING GRANT & FREE SCHOOL MEALS ACADEMIC YEAR 2012/2013

(can be accepted after 01 May 2012)

Clothing Grants & Free Meals
West Lothian Civic Centre
Howden South Road
LIVINGSTON
EH54 6FF

In blue or black ink, please complete sections 1 to 5 in **BLOCK CAPITALS,** then sign and date section 6

1

ARE YOU APPLYING FOR? (PLEASE TICK ONE BOX)	CLOTHING GRANT	FREE SCHOOLS MEALS	BOTH

2

YOURSELF		
TITLE	SURNAME	FORENAME

NATIONAL INSURANCE NUMBER
☐☐ / ☐☐☐☐☐☐ / ☐

YOUR PARTNER		
TITLE	SURNAME	FORENAME

NATIONAL INSURANCE NUMBER
☐☐ / ☐☐☐☐☐☐ / ☐

3

ADDRESS (INCLUDING POST CODE)	
POST CODE	

4

E-MAIL ADDRESS (IF APPLICABLE)	
TELEPHONE NUMBER	

5

YOUR CHILDREN OF PRIMARY & SECONDARY SCHOOL AGE ONLY			
SURNAME	FORENAME	DATE OF BIRTH	NAME OF SCHOOL

6

DECLARATION - I declare the above information is true and complete, and understand that relevant information may be shared with Council Information Offices within the Local Authority:	
Signature:-	Date:-

BOXES BELOW ARE FOR OFFICIAL USE ONLY

JobcentrePlus Non Taxable Benefits		JobcentrePlus Stamp	School Stamp
Please tick which benefit applicant is in receipt of, then sign below and stamp opposite ☐ Income Support ☐ Income-Based Jobseeker's Allowance ☐ Employment & Support Allowance – Income Related		*please stamp*	Please stamp only if a recent document dated within the last 6 months has been seen
Please sign opposite	*please sign*		

HM Revenue & Customs Non Taxable Benefits		HMRC Stamp	School Stamp
Please complete boxes below, and stamp opposite		*please stamp*	Please supply a photocopy of pages 1 to 4 of new Tax Credit Award Notice (TCAN)
Confirm receipt of CTC only, or WTC & CTC	CTC only / WTC & CTC *(please delete)*		
Enter April 2012 household income seen on new TCAN	*enter income*		
Please sign opposite	*please sign*		

BOXES BELOW ARE FOR EDUCATION SERVICES OFFICE USE ONLY

School Clothing Grant		Joint SCG & FSM		Free School Meals	
Amount of Grant (£)		Ref No:		Start Date:	/ /
Cheque Request Date:	/ /	Checked & Approved		End Date:	28 / 06 / 13

West Lothian Council

Application for School Clothing Grant & Free School Meals
Academic Year 2012/2013

Guidance Notes for Applicants
One application form is sufficient for all children in the family

SCHOOL CLOTHING GRANT

A grant will be made to pupils of primary and secondary school age attending a West Lothian school, but are not payable for students over the school leaving age. Parents of these students will normally be eligible to receive an Education Maintenance Allowance for the period in which their child stays on at school beyond the school leaving age.

A pupil is entitled once per academic year, and forms for the 2012/2013 academic year will be accepted from **01 May 2012**. The amount you will receive is **£94.00** for a primary school age child, and **£110.00** for a secondary school age child. This will be sent by way of a cheque from our Finance Department direct to your home address.

Parent/guardians must be in receipt of **Income Support, Income-Based Jobseeker's Allowance,** or **any Income Related element of Employment & Support Allowance.** You will also qualify if you are in receipt of **Working Tax Credit and/or Child Tax Credit** and household income is less than **£15,860**. If the parent/guardian is in receipt of **Pension Credit**, you may also be eligible.

If you do not receive any of these benefits, you may still qualify due to your personal circumstances. In such cases, an accompanying letter is required, and a report is called for from the Children & Young People Team regarding the families' circumstances.

FREE SCHOOL MEALS

Entitlement will be granted to pupils of primary and secondary age attending a West Lothian school. A pupil is entitled for the 2012/2013 academic year providing that the parent/guardian continues to receive a qualifying benefit as described below. If you cease to receive any of the qualifying benefits listed below you should advise this office immediately.

Application forms for the 2012/2013 academic year will be accepted from **01 May 2012**, and if not received by **17 August 2012,** the start date will be delayed and entitlement cannot be backdated.

Parent/guardians must be in receipt of **Income Support, Income-Based Jobseeker's Allowance,** or **any Income Related element of Employment & Support Allowance.** You will also qualify if you are in receipt of **Child Tax Credit only (with no Working Tax Credit)** and your household income is less than **£15,860**. You will also qualify if you are in receipt of **Working Tax Credit and Child Tax Credit** and your household income is less than **£6,420** (maximum Working Tax Credit). If the parent/guardian is in receipt of **Pension Credit**, you may also be eligible.

Primary school aged pupils in receipt of Free School Meals are provided with 0.25 litre of **milk** daily free of charge.

HOW TO PROVIDE PROOF OF A QUALIFYING BENEFIT TO ACCOMPANY YOUR APPLICATION

If you receive **Income Support**, **Income-Based Jobseeker's Allowance** or **Employment & Support Allowance – Income Related** you should follow one of the steps below:-

1. Take the form to your local JobcentrePlus (DWP), Council Information Services or West Lothian Council Advice Shop (Bathgate) who will put their stamp in the box provided.
2. Take the form, together with all pages of a recent assessment letter (dated within the last 6 months) to your child's school. The details will then be checked and the documents returned to you immediately.
3. Send the form to the address below together with all pages of an award letter (dated within the last 6 months). The details will then be checked and the document returned to you.

If you receive **Working Tax Credit and/or Child Tax Credit**, you should follow one of the steps below. Please do not apply if you have not yet received your new Tax Credit Award Notice detailing payments from 06 April 2012 onwards. Please note that a Tax Credit Annual Review is not acceptable.

1. Take the form, together with pages 1 to 4 of your **new** Tax Credit Award Notice to your child's school. The award notice will then be photocopied and returned to you immediately.
2. Send the form to the address below together with pages 1 to 4 of your **new** Tax Credit Award Notice. The details will then be checked and the document returned to you.

Please return completed application to:-	Here are the contact details:-
Clothing Grants & Free Meals West Lothian Civic Centre Howden South Road LIVINGSTON, EH54 6FF	Tel No: (01506) 281952 or Fax No: (01506) 281685 e-mail: schoolclothgrant@westlothian.gov.uk or e-mail: freeschoolmeals@westlothian.gov.uk