

SESSION 2015/2016

FREE SCHOOL MEALS & ASSISTANCE WITH SCHOOL CLOTHING can be claimed if you are receiving any one of the following:

- Income Support
- Income-based Job Seekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but **NOT** in receipt of Working Tax Credit, **and** an income below £16,105 (as assessed by the Inland Revenue)
- Child Tax Credit **and** Working Tax Credit, and an income below £6,420 (as assessed by the Inland Revenue)
- If you are 16 – 18 yrs old and receive any of these benefits in your own right then you can claim for yourself
- If you are an asylum seeker receiving support under part VI of the Immigration & Asylum Act 1999.
- Universal Credit

Please note: Free School Meals and Assistance with School Clothing is available for pupils in Primary or Secondary School classes only (i.e. not including Nursery Pupils)

UNIVERSAL FREE SCHOOL MEALS for Pupils in Primary 1, 2 and 3.

All PUPILS in Primaries 1 to 3 can have a school lunch free of charge. Applications for assistance with School Clothing for pupils in P1 to 3 should continue to be made using this form.

CLOTHING GRANT PAYMENT

Clothing Grant Payments will be made by Paypoint cash voucher, and you can receive this by sms text (ie mobile phone) or email, or a hardcopy voucher can be posted out to you. To redeem the voucher you simply present it at any PayPoint outlet.

APPLICANT

Title:	First Name:	Surname
Address		
Postcode	Contact Tel No	NI Number

Please tick your preferred method for receipt of clothing grant voucher and complete the necessary information

- Sms text (mobile phone) mobile phone number _____
- email email address _____
- hardcopy voucher

PUPIL DETAILS – For whom application is made:

FORENAME	SURNAME	DATE OF BIRTH	SCHOOL TO BE ATTENDED	School Class in 15/16	SCHOOL(S) ATTENDED LAST SESSION

EVIDENCE TO BE PROVIDED – Please attach proof of one of the benefits below (see page 3 for further information)
Claims will not be backdated and will only come into force once the required benefit evidence has been confirmed.

Type of Benefit	Acceptable Evidence	Please ✓ appropriate box
Income Support	Current Letter of Entitlement	
Income-based Job Seekers Allowance	Current Letter of Entitlement	
Any income related element of Employment and Support Allowance	Current Letter of Entitlement	
Child Tax Credit, but not in receipt of Working Tax Credit, and an income below £16,105	Tax Credit Award Notice for tax year April 2015 to April 2016	
Child Tax Credit and Working Tax Credit, and an income below £6,420	Tax Credit Award Notice for tax year April 2015 to April 2016	
Support under Part VI of the Immigration and Asylum Act 1999	Home Office Immigration Form	
Universal Credit	Award Notice	

Declaration

I declare the above information is true and complete. **(This must be the person in receipt of the benefit).** I understand that it is my responsibility to notify The Highland Council of any changes in my financial circumstances immediately.

I understand that if I am in receipt of Housing/Council Tax Benefit from The Highland Council, benefit records may be checked to verify my eligibility for a grant.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with the Benefits and Council Tax Department within The Highland Council

Signed _____ Applicant Date _____

By signing this form you are giving your consent for this information to be stored both manually and electronically. The information you have supplied will be used for the purpose for which you have provided it and any relevant procedures following from this, including exemption from charging for privilege places on school transport. All information is held in compliance with the Data Protection Act 1998 and will not be disclosed to any other organisation without your prior approval unless this is a legal requirement.

The form should be returned to the address below with proof of benefit or can be submitted in person at the pupil(s) school or The Service Point where the proof of benefit will be evidenced and your form and photocopies of evidence will be passed on to:

Care and Learning, Catering Services, Ruthven House, Drummond Road, Inverness, IV2 4NZ
E-mail: cl.catering@highland.gov.uk Fax: (01463) 237508. For queries, call 01463 663340

ENTITLEMENT INFORMATION

EVIDENCE REQUIRED – Failure to provide evidence of entitlement will delay your application.

The Benefits Agency state that an applicant in receipt of any of these benefits is provided with one of the undernoted documents, which must be evidenced with your application:

- A. Current Award Letter from the Department of Works and Pensions (DWP) - dated no more than 3 months prior to application. Please provide a copy **of all pages**.
- B. Tax Credits Award Notice for tax year April 2015 to April 2016. If your circumstances have not changed and you **only** receive an Annual Review statement please enclose a copy **of all pages** of this **as well as** a recent bank statement, dated within the last 2 months, showing your tax credits payments being made.
- C. Home Office Immigration Form

AMOUNT OF ASSISTANCE FOR SCHOOL CLOTHING

For eligible applications received up until 1st July 2016: - **£81 per pupil**
Only one payment per pupil per school year is paid

Please Note:

A new Application needs to be submitted for the start of every new school session in August.

Successful applications meeting the criteria for eligibility will be entitled to receive Free School Meals and Assistance with School Clothing for each school pupil. Application forms for academic year 2016-17 will be available from June 2016.

- ✚ Free School Meals will be effective immediately and the applicant will be advised in writing.
- ✚ Clothing Grant Payments will be made by Paypoint cash voucher which you can receive by sms text or email, or a hardcopy voucher can be posted out to you. To redeem the voucher you simply present it at any PayPoint outlet.
- ✚ Payment is made directly to the applicant for the sum of £81 for every eligible child in Primary or Secondary school.
- ✚ Payment for assistance with school clothing will be issued from July 2015 onwards.

Should your circumstances change that affect your entitlement, you must inform the council's catering services immediately.

Care and Learning, Catering Services, Ruthven House, Drummond Road, Inverness, IV2 4NZ
or e-mail cl.catering@highland.gov.uk or Fax 01463 237508
Any enquiries can be made by telephoning 01463 663340