

4 List all the children who you are applying for (BLOCK LETTERS)

| Surname<br>(that is shown on the school roll) | First name | Male or female | Date of birth | School they will go to from August 2019 |
|---|------------|----------------|---------------|---|
|   |            |                | / /           |   |
|   |            |                | / /           |   |
|   |            |                | / /           |   |
|   |            |                | / /           |   |
|   |            |                | / /           |   |

- a Please tick this box if you receive Income Support.
- b Please tick this box if you receive Jobseeker's Allowance (income based).
- c Please tick this box if you receive Child Tax Credit, but not Working Tax Credit, with an income under £16,105.
- d Please tick this box if you receive both maximum Child Tax Credit and maximum Working Tax Credit with an income under £6,900.
- e Please tick this box if you receive Housing Benefit.

- f Please tick this box if you receive Council Tax Reduction.
- g Please tick this box if you receive Support under Part VI of the Immigration and Asylum Act 1999.
- h Please tick this box if you receive Universal Credit with a monthly earned income of not more than £610.
- i Please tick this box if you receive any income related element of Employment and Support Allowance.
- j Please tick this box if you are in receipt of Working Tax Credit with an annual income under £16,105.

**Data Protection**

I understand that you need my details to provide me with free school meals and/or clothing grants and that you may check those with information held by other Council Services and other public sector organisations to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds. Further information on how the Council handles your personal information can be found on <http://www.renfrewshire.gov.uk/article/2201/Privacy-policy>.

**Clothing grant and Free School Meals**

I confirm that the information I have provided is a true and accurate statement of my circumstances and that I have not withheld any important information. I acknowledge that false statements may result in proceedings in court.

Your signature (as parent or guardian)

/ /

Date

**Simplifying the process for future applications.**

In order to be eligible for a free school meal and/or clothing grant we require evidence of your household income. Renfrewshire Council may hold information on our Housing Benefit/Council Tax Reduction system and could use this to check entitlement and award Free School Meals and Clothing Grants for future years. However, we need your consent to check DWP information. It can save you time and simplify this process if you give us consent to check our Housing Benefit/Council Tax Reduction system for any information which may prove your eligibility for a free school meal or clothing grant including DWP information.

You do not have to give your consent, if you don't we will need you to provide evidence of your income with any future applications in order to assess your eligibility.

Do you give your consent for us to check our Housing Benefit/Council Tax Reduction system for any evidence of your income which may help us approve your future applications?

Yes  No

**You should now post the completed application form and original documents to:**

Free School Meals/Clothing Grant Application,  
Renfrewshire Council, Customer Service Centre,  
Renfrewshire House, Cotton Street,  
Paisley, PA1 1AN

# Free School Meals and Clothing Grants 2019–2020



## New/Change of Circumstances Form

### What is a clothing grant?

A clothing grant is a payment made by Renfrewshire Council to qualifying parents or guardians to assist with the purchase of school uniforms. A maximum of one grant will be paid for each child during any school year.

### What is a free school meal?

This entitles each pupil to one free meal every day they attend school.

### Who is eligible for free school meals and/or clothing grants?

Parents or guardians of children attending Renfrewshire primary, secondary or special schools during the school session who satisfy the financial conditions detailed below are eligible to apply for free school meals and/or clothing grants.

Parents or guardians of children resident in Renfrewshire who have been placed by Education and Leisure Services in a special school or special unit outside Renfrewshire Council's control and who satisfy the financial conditions detailed below are also eligible.

| Benefits Received   | Free School Meals | Clothing Grant | Proof Required Dated with the past 6 months   |
|---|-------------------|----------------|---|
| Income Support  | ✓                 | ✓              | DWP award letter or Current Tax Credit Award Notice (TC602) which shows entitlement to this benefit. <b>ALL PAGES REQUIRED.</b> |
| Jobseekers Allowance (Income Based)   | ✓                 | ✓              | DWP award letter or Current Tax Credit Award Notice (TC602) which shows entitlement to this benefit. <b>ALL PAGES REQUIRED.</b> |
| Employment & Support Allowance (Income Related)   | ✓                 | ✓              | DWP award letter or Current Tax Credit Award Notice (TC602) which shows entitlement to this benefit. <b>ALL PAGES REQUIRED.</b> |
| Child Tax Credit with a gross annual Income below £16,105 with no element of Working Tax Credit | ✓                 | ✓              | Current Tax Credit Award Notice (TC602). <b>ALL PAGES REQUIRED.</b>   |
| Maximum Child Tax Credit and maximum Working Tax Credit with annual income below £6900          | ✓                 | ✓              | Current Tax Credit Award Notice (TC602). <b>ALL PAGES REQUIRED.</b>   |
| Support Under part VI of the Immigration and Asylum Act 1999                                    | ✓                 | ✓              | Confirmation Letter/Home Office   |
| Universal Credit with a monthly earned income of not more than £610                             | ✓                 | ✓              | Universal Credit Award Notice   |
| Housing Benefit   | x                 | ✓              | Current Letter to show receipt of Housing Benefit   |
| Council Tax Reduction   | x                 | ✓              | Current Letter to show receipt of Council Tax Reduction   |
| Working Tax Credit with an annual income under £16,105  | x                 | ✓              | Current Tax Credit Award Notice (TC602). <b>ALL PAGES REQUIRED.</b>   |

Nursery children are not entitled to a clothing grant.

## When and how will I receive my clothing grant payment?

- Clothing grant payments can be made by faster payment direct to your bank account or made by cheque and posted out to you. These are usually processed within three weeks of a successful application.
- Applications for payment direct into your bank account must be handed in person to:
  - » Customer Service Centre, Cotton Street, Paisley PA1 1AN
  - » Customer Service Point, Johnstone Town Hall, Church Street, Johnstone PA5 8FA
  - » Customer Service Point, 14 Renfield Street, Renfrew PA4 8RN
- If your child is 16 (before 30 September) and could leave school after June you may still apply for a clothing grant and free school meals for that child but as staff are required to check your child has returned to school they will be unable to process that particular application until after the new school year begins.
- If you are applying for a child who has never previously attended a Renfrewshire Council nursery or school, we will be unable to process an application for that child until their enrolment has been completed. This is usually during the early part of August.

## What if I have not received or I have lost my clothing grant cheque?

If you have not received your clothing grant payment or cheque three weeks after submitting your application then you should telephone 0300 300 0300.

If you are sure that your cheque has been sent to you or it has been mislaid or gone missing, you may apply for a replacement cheque. For a replacement cheque to be issued, you must visit the Customer Service Centre or a Customer Service Point to complete the appropriate declaration form. Depending on the circumstances, some applications for replacement cheques may involve Renfrewshire Council asking the local police to investigate.

## When will the school be notified about my child's entitlement to free school meals?

Meals will be provided from the first day of the school session, provided that the application form and qualifying proof has been received by 12 July 2019. Thereafter meals will only be provided from the date after the application form and proof has been processed by the office.

## What evidence do I need?

The chart on the front page and the application form clearly state the proof you will need to support your application.

All DWP and Housing Benefit/Council Tax Reduction award letters must be **dated within the past 6 months**.

If you need a copy of your award letter for:

- Income Support, Job Seekers Allowance or Employment Support Allowance, contact the Department for Work and Pensions on 0845 608 8598.
- Tax Credits, contact HM Revenue & Customs on 0345 300 3900.

You may deposit the Clothing Grant cheque in your personal bank account or cash the cheque at Clydesdale Bank:

- Dunn Square, Paisley

To cash the cheque in the Clydesdale Bank, Paisley, branch you will need to provide photographic proof and a utility bill, dated within the past 3 months, showing your name and current address.

**CLOSING DATE FOR CLOTHING GRANT APPLICATIONS WILL BE 31 MARCH 2020.**

## School Year 2019/2020

## Application for a clothing grant and free school meals

Note: It is important that you read the guidance notes before you fill in this form.

### 1 Name of parent or guardian (BLOCK LETTERS)

Title  First name   
(Mr, Mrs, Miss, Ms)

Surname of parent/guardian (as shown on benefit)

Relationship to child(ren)

National Insurance No

### Name of partner (if appropriate, as shown on benefit)

First name of partner

Surname of partner

Relationship to child(ren)

### 2 Full address (BLOCK LETTERS)

Postcode:

Contact telephone number:

Email address:

### 3 How we will pay you

You can choose to receive your clothing grant payment direct into your bank account or by cheque. If you would like the payment paid directly into your bank account please complete the details below.

**Payment cannot be made to Post Office accounts.**

**I would like my clothing grant to be paid straight into a bank account. This account is:**

in my name  in my partner's name  in both my name and my partner's name

You must answer all the questions on this page. You can find the account details on the chequebook, passbook or statements. If you are not sure about the details, ask the bank or the account provider.

**Whose name or names is the account in?**

(Please write the name or names as they appear on the chequebook, passbook or statement.)

Names or names

Account number         Sort code   -   -

Name of bank or account provider

Address of bank or account provider

Signature of account holder

