

# Free School Meals and Clothing Allowances

## Application Form for Session 2017/2018



This form must be completed in BLOCK CAPITALS by the person in receipt of a qualifying benefit.

### 1. Applicant Details

Title:	Forename(s):	Surname:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:		Postcode:
<input type="text"/>		<input type="text"/>
Relationship to Child/ren:	Telephone:	*Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Providing an email address means that we can contact you sooner regarding the status of your application.

Have you received free school meals from Orkney Islands Council before?  Yes.  No.

### 2. Children's Details

Forename:	Surname:	DOB:	School:	Class:	*LAC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

\* Please tick if the child is 'Looked After', either in foster/Local Authority care, e.g. Children's Residential Services.

### 3. Eligibility

I am in receipt of at least one of the following benefits:

- Universal Credit (from 1 August 2017, monthly income must be below £610).
- Income Support.
- Income-Based Job Seekers Allowance.
- Income-Related Employment and Support Allowance.
- Child Tax Credit but not Working Tax Credit (annual income below £16,105).
- Child Tax Credit and Working Tax Credit (annual income below £6,420).
- Aged 16-18 and claiming one of the above benefits in my own right.
- An asylum seeker receiving support under Part VI of Immigration and Asylum Act 1999.
- The guardian of a child in foster/Local Authority care or kinship care.

Name of Social Worker: \_\_\_\_\_

We may contact your Social Worker to confirm the child is Looked After. This is to assess eligibility for free school meals and clothing allowances only.

Please refer to the guidance notes for assistance with the type of supporting evidence you may be required to submit along with this application. If you are receiving a qualifying benefit but do not have recent evidence, please take this form along to the JobCentre Plus for completion of part 4.

#### 4. Confirmation of Benefits Received

(to be completed by JCP)

I confirm that the person named and living at the address stated on this application is in receipt of:

Universal Credit.     Income Support.     Income-Based JSA.     Income-Related ESA.

**Signed (on behalf of JobCentre Plus):**

**Print Name:**

**Date:**

**Official Stamp:**

#### 5. Payment Details

**I would prefer for any Clothing Allowances that I may be entitled to be paid:**

- By cheque (please make this out to: \_\_\_\_\_ ).
- Into my bank account (please complete the bank mandate at the end of the form).
- Into my partner's bank account (please complete the bank mandate at the end of the form).

#### 6. Declaration

I certify that all the information provided on this form is correct to the best of my knowledge.

I will notify Education, Leisure and Housing immediately of any change to my circumstances which may have an impact on my entitlement.

I also give permission for any relevant departments within Orkney Islands Council (e.g. Revenues) to be contacted solely for the purposes of assisting with processing my application.

**Signature:**

**Date:**

**Completed application forms should be submitted, along with supporting documentation, to:**

Free School Meals and Clothing Allowances  
Education, Leisure and Housing  
Orkney Islands Council  
Kirkwall  
Orkney  
KW15 1NY

**If you have any queries, or would like assistance with completing your application form, please contact us at the address above or by:**

Telephone: 01856 873535 extensions 2416 or 2450.

Email: [education.grants@orkney.gov.uk](mailto:education.grants@orkney.gov.uk)

## Bank Mandate

You must complete this section if you would like your Clothing Allowance(s) paid into your bank/building society. Please fill in your account details carefully as any errors may result in delayed payments.

Please complete the following information in **BLOCK CAPITALS**:

**Title:**

Mr.  Mrs.  Miss.  Ms.

**Full Name:**

**Address:**

**Postcode:**

**Email Address:**

**Department:**

**Free School Meals and Clothing Allowances.**

**Name of Bank/Building Society:**

**Address:**

**Postcode:**

**Sort Code:**

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------

**Account Number:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**Roll Number (if applicable):**

**Signature:**

**Date:**

**Please return your bank mandate along with your completed application form to:**

Free School Meals and Clothing Allowances, Education, Leisure and Housing, Orkney Islands Council, Kirkwall, Orkney, KW15 1NY.

## Guidance Notes

Orkney Islands Council provides assistance with free school meals and clothing allowances (to assist with the purchase of essential outer clothing/footwear for school use). The clothing allowance for 2017-2018 is £56.00 per eligible child.

To be awarded assistance with school meals or clothing, proof must be provided that you are in receipt of a qualifying benefit. Please see the table below for further details.

Benefit.	Evidence Required.
Income Support, Income-Based Job Seeker's Allowance, Income-Related Employment and Support Allowance or Universal Credit.	Department for Work and Pensions letter (dated within the last 6 months) or Part 4 of this application form completed by JobCentre Plus.
Child Tax Credit and/or Working Tax Credit.*	Tax Credit Award Notice (TCAN) 2017-2018.
Support under Part VI of Immigration and Asylum Act 1999.	Relevant confirmation of support.

\* Assistance may be awarded depending on the annual income stated on your Tax Credit Award Notice for 2017-18. To be eligible, your annual income must be below £16,105 if you are receiving Child Tax Credit but **not** Working Tax Credit or below £6,420 if you are receiving Child Tax Credit **and** Working Tax Credit.

One application is suitable for all the children in your family, even if they are attending different schools within Orkney. If your circumstances change you must notify us immediately. A fresh application must be submitted each academic year.

### Nursery

Children who are attending nursery will receive a free school meal only if they are attending for a full day but will **not** be entitled to a clothing allowance. There is no need to complete this form for them.

### Primary 1-3

From January 2015, all children in P1-3 are automatically entitled to a free school meal without the need to fill out this application form. However, you should still complete the form if you are applying for a clothing allowance.

### Primary 4 and up

If you are in receipt of one of the benefits listed above then you should complete an application form to apply for free school meals and clothing allowances.

### 16-18 Year Olds

If you are applying for assistance for a child who is beyond statutory school leaving age, this will not be awarded until after the summer break once we have received confirmation from the school that they have returned for further study. Pupils aged 16-18 and still at school may apply for assistance in their own right if they are in receipt of any of the qualifying benefits listed above.

### Application Deadlines

Applications for free school meals can be submitted at any point throughout the school year. However, these will not be backdated and will only be paid from the date your application is approved by this office. Please bear in mind that during June-September we receive a large number of applications and it may take up to 4 weeks to process your application. Contact us if you have not received your award letter after this time.

### Start Dates

Once we have processed your completed application form we will notify the school of your child's entitlement to free school meals. You should submit your application before 21 August 2017 to receive free school meals from the start of term, otherwise they will be provided from the date we approve the application.

### Payment Methods

Clothing Allowances can either be made by BACS or by cheque. If you would prefer for the allowance to be paid into your bank account, please complete the bank mandate at the end of the application form.