

Education, Leisure and Housing

Free School Meals and Clothing Allowances

Application Form for Session 2018 to 2019



Please fully complete this form using **BLOCK CAPITALS** and submit relevant evidence. Applications without proof of eligibility cannot be processed.

1. Applicant Details

Contact details for all parents/carers within the household should be provided. The term '**parent**' can refer to a mother, father, carer, step-parent or parent's partner who lives in the same home.

Title:	Forename:	Surname:	Relationship to Child/ren:

Address:	Postcode:

Telephone:	Mobile:	Email Address:

Have you received free school meals from Orkney Islands Council before?	<input type="checkbox"/> Yes. <input type="checkbox"/> No.
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2. Child's Details

Please provide your child(ren)'s details based on the school and class they will be in **on/after 21 August 2018**.

Forename:	Surname:	DOB:	School and Class (Aug '18): *LAC	
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

* Please tick if the child is formally 'Looked After', either in foster care, Local Authority care (e.g. Children's Residential Services) or kinship care which has been arranged by the Local Authority.

3. Eligibility

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

- Universal Credit (monthly income 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 formally 'Looked After' Child.**

Name of Social Worker: _____

Care Arrangement: Local Authority. Foster Care. Formal Kinship Care.

Informal kinship care which has not been arranged by/with the Local Authority is not eligible under this category. Please provide evidence that you are in receipt of one of the other qualifying benefits listed above.

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

(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 (monthly income under £610).
- 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 and complete to the best of my knowledge and I will notify Education, Leisure and Housing immediately of any change to my circumstances which may have an impact on my entitlement. I understand that providing false or misleading information may result in the withdrawal of support and I may have to pay back any amount received which I was not entitled to. I also give permission for any relevant departments within Orkney Islands Council to be contacted solely for the purposes of assisting with processing my application.

Orkney Islands Council are committed to protecting and safeguarding your privacy. We will only use the information that we collect about you lawfully in accordance with the General Data Protection Regulations which came into force in May 2018 (and the Data Protection Act 1998 prior to that). The information relating to this application will be retained for the period stated in the Council's Retention and Disposal Schedule. For more information about how we process information, please contact us or visit: <http://www.orkney.gov.uk/Online-Services/privacy.htm>

By signing this declaration you confirm that you have read and agree to the above terms.

Signature:

Date:

For Information

Orkney Islands Council provides assistance with free school meals and clothing allowances (to contribute to the purchase of essential outer clothing/footwear for school use). The clothing allowance for 2018-2019 is £100.00 per eligible child. To be awarded assistance, 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) 2018-2019.
Support under Part VI of Immigration and Asylum Act 1999.	Home Office paperwork, or other relevant information.
Guardian of a formally 'Looked After' Child.	Details of your Social Worker.

* Assistance may be awarded depending on the income stated on your Award letter or Tax Credit Award Notice for 2018-19. If you are receiving Child Tax Credit only (and not Working Tax Credit) your annual household income must be below £16,105; if you are receiving Child Tax Credit and Working Tax Credit, your annual household income must be below £6,420; or if you are in receipt of Universal Credit, your monthly income must be below £610.

Submitting an Application

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

If you are in receipt of one of the qualifying benefits listed above, you should complete an application form to apply for free school meals. However, children in nursery are not entitled to a clothing allowance.

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 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.

Deadlines

Applications 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. Ideally, you should submit your application before **3 August 2018** 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. It is important that you take care when filling in your details as we cannot be held responsible for missed or delayed payments as a result of errors on your bank mandate.

Completed Forms / Further Information

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, by telephoning 01856873535 extension 2416 or 2450 or emailing 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"/>
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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"/>
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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.