

# FREE SCHOOL MEALS, MILK & ASSISTANCE WITH SCHOOLWEAR: Session 2017/18

Please return your completed application to:

The City of Edinburgh Council, School Grants, Transactions - Assessment & Finance  
Level C.3, Waverley Court, 4 East Market Street  
EDINBURGH, EH8 8BG

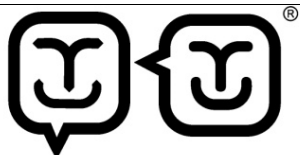
Contact us:

Tel: 0131 469 3033 (option 2)

Email: [school.grants@edinburgh.gov.uk](mailto:school.grants@edinburgh.gov.uk)

## A. Important notes: Please read before completing the application form.

- Applications can also be completed online at [www.edinburgh.gov.uk/schoolgrants](http://www.edinburgh.gov.uk/schoolgrants), or scanned and emailed to [school.grants@edinburgh.gov.uk](mailto:school.grants@edinburgh.gov.uk).
- **Assistance with schoolwear is changing.** You will no longer receive an award letter that is exchanged for vouchers. We will now be making a payment direct into your bank account.
- All P1 to P3 school pupils are entitled to free school meals however this does not include milk – you should complete this application form if you wish free school milk.
- **You must be in receipt of a qualifying benefit and be able to provide proof of this benefit before you can apply.** Details of qualifying benefits and what you need to provide are detailed on page 2 overleaf, Section B.
- You can apply if you are a young person living on your own aged 16-18 attending high school and claiming a qualifying benefit in your own right.
- During the summer it can take up to 4 weeks to deal with your application. If you have not heard anything within 4 weeks of sending your application please contact us (details above).
- Applications received after **31 July 2017** may not be processed in time for the beginning of session. We will still consider applications received after this date.
- You can only apply for assistance with schoolwear once per school year. **Applications for schoolwear will close on 31 March 2018.** Applications for schoolwear received after this date will be awarded in the summer for session 2018/19.
- Further information can be found at [www.edinburgh.gov.uk/schoolgrants](http://www.edinburgh.gov.uk/schoolgrants)



HAPPY TO TRANSLATE

ترجمہ کے لئے حاضر آناںہدےر سہے انوباد کررہ

يسعدنا توفير الترجمة MOZEMY PRZETŁUMACZYĆ 很樂意翻譯

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 and quote reference number 17-1765. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 469 3033.

## B. What do I need to provide?

### Q1. Do you receive Income Support, Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance

**Yes** – Go to Q2.      **No** - Go to Q3.

### Q2. Do you receive Housing Benefit or Council Tax Reduction from the City of Edinburgh Council based on you or your partner receiving this?

<b>Yes</b>	You do not need to provide confirmation of your benefit. <u>Your entitlement will be confirmed within the Transactions team.</u>
<b>No</b>	You must provide a <u>photocopy</u> or scan of <b>all</b> pages of your award letter from the DWP, dated within the last 3 months, indicating that you receive this benefit. <ul style="list-style-type: none"><li>• If you do not have this you can:-request a copy of your award letter from the DWP on 0345 608 8545, or</li><li>• ask the DWP to complete the <b>Benefit Confirmation</b> section overleaf before you send your form to us. If you wish to do this, please complete and send your form to - Bathgate Benefit Centre, Mail Handling Site A, Wolverhampton, WV98 1AN. Please note that this can take several weeks.</li></ul>

### Q3. Do you receive tax credits? *(Please see Section 2 on page 3 for criteria 5 and 6)*

<b>Yes</b>	Please provide a <u>photocopy</u> or scan of <b>all</b> pages of your latest Award Notice for <b>2017/18</b> .  If you do not have this you can request a copy of your tax credit award notice from HM Revenue and Customs on 0345 300 3900.  If your circumstances have not changed and you <b>only</b> receive an Annual Review statement please enclose a photocopy of all pages of this <b>as well as</b> a recent bank statement, dated within the last 2 months, showing your tax credits payments being made.
<b>No</b>	Go to Q4.

### Q4. Do you receive Universal Credit? *(Please see Section 2 on page 3 for criteria 7)*

<b>Yes</b>	Please provide a <u>photocopy</u> or scan of <b>all</b> pages of your latest Award Notice for <b>2017/18</b> .  If you do not have this you can request a copy of your Universal Credit award notice from the DWP on 0345 600 0723, or by accessing your account online.
<b>No</b>	Go to Q5.

### Q5. Do you receive Support under Part IV of the Immigration and Asylum Act 1999?

<b>Yes</b>	Please attach a recent letter from the Home Office indicating that you receive this support. Alternatively, please get the <b>Benefit Confirmation</b> section overleaf completed at your local Immigration office.
<b>No</b>	<b>I am sorry you would not qualify for assistance.</b>

### What to do If your circumstances change

If your circumstances change and you stop receiving a qualifying benefit detailed in Section 2 on page 3 or your monthly income for Universal Credit increases past £610 a month you must notify us immediately as you will no longer be entitled to help with free school meals. Failure to report a change in circumstance may result in you having to repay any monies owed.

Office use only - Date Received	
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Reference Number: (‘Your’ reference number - if known)	
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**Section 1: Applicant Personal Details**

Title: <small>Mr, Mrs...</small> -	First Name:-	Surname:-
Full Address Including Postcode:-		
NI Number: - <small>National Insurance (NI)</small>	Contact Number:-	
*Email address :-		
Full Name of Partner (if applicable):-		
Partner’s NI number (if applicable):-		
<i>*Please only provide an email address if you are happy for us to contact you this way should we require more information.</i>		

**Section 2: Eligibility – as of 6 April 2017 and may be subject to change**

If you do not receive Housing Benefit or Council Tax Reduction based on benefits 1 to 3 below then you **must** provide proof. Failure to do so will result in your award being delayed.

I wish to apply for -    **Free School Meals**             **Milk**             **Assistance with Schoolwear**

1	Income Support	
2	Income-based Jobseeker’s Allowance	
3	Employment and Support Allowance ( any income related element )	
4	Support under Part IV of the Immigration and Asylum Act 1999	
5	Child Tax Credit <b>ONLY</b> with <b>no</b> Working Tax Credit and an annual income under £16,105	
6	Both Maximum Child Tax Credit <b>and</b> Maximum Working Tax Credit with an annual income under £6,420 <i>If you receive this benefit you will <b>ONLY QUALIFY FOR FREE SCHOOL MEALS/MILK</b></i>	
7	Universal Credit – with a maximum monthly income of £610	

**Section 3: Bank Details –** Please note that your account must be able to accept BACS payments. If you are unsure please contact your bank to check. We are **unable** to make payments into Post Office accounts.

<b>Name of Account Holder:</b>	<input type="text"/>
<b>Name of Bank/ Building Society:</b>	<input type="text"/>
<b>Address of Bank:</b>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
<b>Sort Code (6 Digits):</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Account Number (8 digits)</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Roll/Reference Number:</b> <small>(if applicable)</small>	<input type="text"/>

**NOTE – your account number does not always appear on your bank card. If this is the case, please check a recent bank statement or contact your local branch**

**Section 4: Pupil Details – Please list all children of school age you wish to apply for.**

Forename	Surname	Date of Birth	Year Group from August 2017 (P1,P2,.....)	Name of Edinburgh School (attending in session 2017/18)

**Section 5: Declaration – You must sign your form.**

I declare the above information is true and complete, and understand that to give false information may lead to the council taking action to recover money as deemed necessary.  
I understand that City of Edinburgh Council may check the information I have given on this form, and may request further information to support my application.

<b>Signature</b>		Or tick here if completing online:		<b>Date</b>	
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**How we collect and use information**

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Free School Meals/Milk and Assistance with Schoolwear. We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue & Customs, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

We, The City of Edinburgh Council, are the data controllers for the purposes of the Data Protection Act.

If you want to know more about our privacy policy, please visit: [www.edinburgh.gov.uk/privacy](http://www.edinburgh.gov.uk/privacy)

**For Official Use Only**

**Benefit Confirmation** – You only need to have this section completed if you do not have an award letter for benefits 1 to 4 detailed on page 3 – Please see Section B, page 2, for more detail on acceptable proof.

**I confirm that the applicant is in receipt of:**

Income Support (IS)		<u>Official Stamp</u>
Income-Based Jobseeker's Allowance (IB-JSA)		
Any element of Income-related Employment and Support Allowance (IR-ESA)		
Support under Part VI of the Immigration and Asylum Act 1999 (IAA)		

**Signed:-****Date:****Office use only**

Processed by (Initial and date)		Outcome (AWD, REF, FI)	
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