Application for Free School Meals/Assistance with School Clothing/Footwear
Guidance Notes for Applicant – 2017/2018

YOU MUST READ THESE GUIDANCE NOTES BEFORE COMPLETING YOUR APPLICATION
Application forms for the start of school session 2017/2018 cannot be processed until after 1 July 2017 and should not be submitted prior to this date. Supporting evidence from Jobcentre Plus must be dated within 6 weeks of the date of your claim and Tax Credit Award Notices (TC602) must relate to financial year 2017/2018. Should you require assistance to complete your application please telephone (01738) 476200 or enquire at Pullar House Reception, 35 Kinnoull Street, Perth, PH1 5GD.

FREE SCHOOL MEALS (FSM)

Please see attached application form for qualifying benefits

- Free School Meals are now offered to ALL pupils in P1- P3 without the need for parents/carers to submit an application form. However, this application form must be completed if you also require assistance with school clothing/footwear for your child in P1-P3.
- If you are between 16 and 18 years old and receive any of the qualifying benefits listed on the application form, you can apply for free school meals in your own right.
- Please note: Free school meal entitlement is valid only for the current school year (August 2017 to June 2018). **A NEW APPLICATION IS REQUIRED FOR EACH SCHOOL YEAR**.
- **Claims cannot be backdated and entitlement will start from the date valid applications are approved.**

ASSISTANCE WITH SCHOOL CLOTHING/FOOTWEAR (SC/F)

Please see attached application form for qualifying benefits.

- Parents/carers in receipt of a qualifying benefit will receive £45.00 for each child in Primary School and £50.00 for each child up to age 16 in Secondary School. Assistance with school clothing/footwear is not awarded to nursery pupils.
- Children over 16 who are eligible to apply for an Education Maintenance Allowance will NOT be entitled to a clothing grant (contact secondary schools or Pullar House reception for further information).
- Please note only one application will be granted within each school year (August 2017 to June 2018).

TO ENABLE US TO PROCESS YOUR APPLICATION PROMPTLY, PLEASE:

- Ensure that you complete the information requested in all sections. List all of your children (regardless of Perth & Kinross school attended) on the same application form.
- Ensure that the application gives details of the person receiving the qualifying benefit and is signed by that person.
- Note if you are applying for free school meals under the criteria of Child Tax Credits and/or Working Tax Credits, you must provide a **full** copy of your current (2017/2018) Tax Credits Award Notice (TC602). *If you have been issued with a Tax Credit Annual Review notice (TC603) and your circumstances have not changed from last year, you should submit this notice along with the last Tax Credit Award Notice you received.*

Submit your application **directly** to Education & Children's Services, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

IMPORTANT NOTES

No payments for Assistance with School Clothing/Footwear will be made prior to week commencing 01 August 2017

In order to avoid delays please check that all information requested is included with your application. This will assist us to complete processing procedures before school commences in August. Please note however that applications received after 01 August 2017 may not be processed in time for the start of the new school term.

Please e-mail any queries you may have: ecsschools@pkc.gov.uk

Confidential 2017/2018

Application for Free School Meals and/or Assistance with School Clothing/Footwear

BEFORE completing this application form you must read the attached guidance notes

Your Details (Please complete in block capitals and in ink)			
Parent/Carer Name and Address:		**Relationship to child: (e.g. parent/carer)**	
		Parent/Carer DOB:	
Telephone Number:		**National Insurance No:**	
Email address:			

Pupil(s) Details				
Forename	**Surname**	**Date of Birth**	**Stage**	**Name of School attended in Perth & Kinross**

When did you last apply?_____ **To which Local Authority?** _____

Are you currently in receipt of Housing Benefit and can we use Housing Benefit records to verify your application? *(Please tick)* ☐ **Yes** ☐ **No**

Please tick which benefit you receive: You must supply proof of benefit (see guidance notes)			**For Office Use**		
If you receive	**You are entitled to**	**Tick Here**	**Date**	**Seen By**	**Income**
Income Support	FSM and Assistance with SC/F*				
Income Based Job Seeker's Allowance	FSM and Assistance with SC/F*				
Income Related Employment and Support Allowance	FSM and Assistance with SC/F*				
Child Tax Credit (but not Working Tax Credit) with a household annual income below £16,105	FSM				**£**
Child Tax Credit and Working Tax Credit with a household annual income below £6,420	FSM				**£**
Support under Part VI of the Immigration and Asylum Act 1999	FSM				
State pension credit	FSM				
Universal Credit where the monthly earned income does not exceed £610	FSM				

Declaration and Undertaking **WARNING: to give false information may result in prosecution**.

I declare that the information given is true and complete. I authorise Perth & Kinross Council to verify any information given on this form should they wish to do so. **I agree to inform you without delay if my circumstances change** and I acknowledge that free school meals may end immediately upon receipt of this information**.**

If you are applying for assistance with school clothing/footwear please complete Bank/Building Society Mandate on reverse

Signature of Applicant _____ **Date** _____

For official use only

SEEMIS Ref: ☐ Approved (tick) ☐ FSM ☐ CG

Date:

Bank/Building Society Mandate

If applying for Assistance with School Clothing/Footwear you must complete this mandate

AWARD(S) CANNOT BE PAID INTO A POST OFFICE ACCOUNT

You must inform us immediately of any changes to the details you provide below.
Please complete in BLOCK CAPITALS and in ink.

Please select one of the following (✓)

I agree to my award payment going directly into the account detailed below. ☐

OR

I confirm I do not have access to a nominated bank or building society account and acknowledge this may cause a delay in payment being made. **Please note that in order to receive payment by cheque you must be able to provide The Royal Bank of Scotland with both photographic ID and a utility bill.** ☐

Bank/Building Society Name: _____

Bank/Building Society Address: _____

_____

_____

_____

Account Holders Name: _____

Sort-Code (6 digits) | | | | | | |

Bank/Building Society Account Number (8 digits) | | | | | | | | |

Building Society Roll/Reference Number

The claimant requires to ensure that the sort code and account number is accurate as by signing this application the claimant confirms that Perth & Kinross Council will not be liable to recompense the claimant for any payment not received in the intended bank/building society account due to an error in the information provided by the claimant.

Signed _____ Date _____

Data Protection Act 1998 The information provided by you and by relevant third parties will be used in assessing your application for free school meals and assistance with school clothing/footwear. In terms of the Data Protection Act 1998 you are entitled to know what personal data information Perth & Kinross Council hold about you for a fee. Application should be made to the Executive Director (Education & Children's Services), Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

Please return completed applications to Education & Children's Services.
Pullar House, 35 Kinnoull Street, Perth, PH1 5GD