



**APPLICATION FOR  
SCHOOL CLOTHING GRANT, FREE SCHOOL MEALS & MILK  
ACADEMIC YEAR 2017/2018**

(can be accepted after 01 June 2017)

Please note all P1-P3 pupils get Free School Meals, but if you want milk for your P1-P3 children, please use this form supplying proof of a qualifying benefit as listed on the reverse page of this form.

When supplying proof of qualifying benefit, **PLEASE SEND PHOTOCOPIES OF ALL PAGES, DO NOT SEND ORIGINALS.** Applications received without acceptable evidence of eligibility **will be returned.** See back of form for guidance.

In blue or black ink, please complete sections 1 to 8 in BLOCK CAPITALS. **YOU MUST SIGN THE FORM AT SECTION 8.**  
(If you are able to clearly write your email address in section 4, we will email you rather than posting confirmation)

1 **ARE YOU APPLYING FOR (please tick)?** School Clothing Grant  Free School Meals & Milk

2 **YOUR DETAILS (Parent/Guardian)**

Title	Forename	Surname	National Insurance 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"/>

3 **YOUR PARTNER'S DETAILS** (you must include details of any partner living at your address)

Title	Forename	Surname	National Insurance 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"/>

4 **Address (inc Postcode)**

		<b>Postcode</b>	
<b>Tel No.</b>		<b>email address</b>	

(we will email confirmation to you if you enter your email address above clearly)

5 **YOUR CHILDREN OF PRIMARY & SECONDARY SCHOOL AGE ONLY**  
(please state the name of the school which your child/children will attend in the 2017/2018 academic year)  
*To receive payment your child/children must be on the school roll – payment may be delayed otherwise*

Forename & Surname	Date of Birth	Full Name of School
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

6 **BANK ACCOUNT DETAILS**

School Clothing Grants will only be provided in the form of a BANK TRANSFER (BACS), so you need to give us details of a bank or building society account. We **cannot** make payments directly into **Post Office** accounts.

<b>Name of bank / building society</b>	<b>Name of person holding account</b>
<input type="text"/>	<input type="text"/>
<b>Sort Code (6 digits)</b>	<b>Account Number (8 digits)</b>
<input type="text"/>	<input type="text"/>
<b>Roll / reference number (building society accounts only)</b>	
<input type="text"/>	

NOTE - 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

Please now complete sections 7 and 8 overleaf (YOU MUST SIGN THE FORM AT SECTION 8).

**BOXES BELOW ARE FOR EDUCATION CUSTOMER SERVICES OFFICE USE ONLY**

SCG Amount	£	Ref No:	Input by/Date:	Approved by/Date:
FSM Approved	Yes / No		/ /	/ /

7 To apply for **School Clothing Grant only** please get this form stamped by Jobcentre Plus or Advice Shop, OR provide evidence listed below. Please tick the box below to confirm that you have supplied **all pages** of one of the documents listed.

*(we can only accept the types of evidence listed below, please give a copy as originals cannot be returned)*

**Please tick**

- |  |                          |
|--|--------------------------|
| 1) Income Support letter (most up to date letter you have).....  | <input type="checkbox"/> |
| 2) Income-Based Jobseeker's Allowance (most up to date letter you have).....   | <input type="checkbox"/> |
| 3) Any Income-Related element of Employment & Support Allowance (most up to date letter you have)....  | <input type="checkbox"/> |
| 4) Universal Credit letter confirming that monthly earned income does not exceed £610.....   | <input type="checkbox"/> |
| 5) 2017/18 Tax Credit Award Notice showing confirmed 16/17 financial year income as £16,105 or under....   | <input type="checkbox"/> |
| 6) Final Tax Credit Decision for 16/17 showing confirmed 16/17 financial year income as £16,105 or under..   | <input type="checkbox"/> |
| 7) Tax Credit Annual Review which confirms that you need do nothing more, and also confirming 16/17 financial year income as £16,105 or under..... | <input type="checkbox"/> |

To apply for **School Clothing Grant & Free School Meals** please get this form stamped by Jobcentre Plus or Advice Shop OR please tick one box below to confirm that you have supplied **all pages** of one of the documents listed.

*(we can only accept the types of evidence listed below, please give a copy as originals cannot be returned)*

**Please tick**

- |   |                          |
|---|--------------------------|
| 1) One of the documents described in numbers 1, 2, 3 or 4 above.....  | <input type="checkbox"/> |
| <b>You are eligible for School Clothing Grant &amp; Free School Meals if you receive Child Tax Credit only and your income is under £16,105, or if you receive Working Tax Credit and your income does not exceed £6,420.</b> |                          |
| 2) 2017/18 Tax Credit Award Notice showing confirmed 16/17 financial year income.....   | <input type="checkbox"/> |
| 3) Final Tax Credit Decision for 2016/17 showing confirmed 16/17 financial year .....   | <input type="checkbox"/> |
| 4) Tax Credit Annual Review which confirms that you need do nothing more, and also confirming 2016/17 financial year income.....  | <input type="checkbox"/> |

**Using your personal information**

Personal information which you give us may be used in a number of ways, for example:

- To process your claim for school clothing grant and/or free school meals
- To provide education and functions associated with education
- For fraud prevention
- For audit and debt collection
- For statistical analysis

We may check your personal information with other services within the Council and other relevant third party public sector organisations as necessary in order to verify eligibility to Free School Meals and/or a School Clothing Grant, to prevent and detect crime, protect public funds and make sure the personal information is accurate. We may also require to check personal information you have provided, or information in relation to you which has been provided to us by a third party, with other information held by the Council.

We will not disclose your personal information to any organisation outside the Council except to help to prevent fraud or if required to do so by law.

8 **DECLARATION** - 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 any supporting evidence given with this form will not be returned to me.

I consent to my benefit entitlement being checked with the Housing Benefit Section of West Lothian Council to verify eligibility to Free School Meals and/or a School Clothing Grant. You can withdraw this consent to the disclosure of such information at any time by writing to Education Customer Services, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF

**SIGNATURE:**

**DATE:**

Please return completed application with proof of benefit to  
Education Customer Services, West Lothian Civic Centre  
Howden South Road, Livingston, EH54 6FF

Contact details  
Tel No: 01506 281952  
email: EducationCustomerServices@westlothian.gov.uk

**BOXES BELOW ARE FOR JOBCENTRE & EDUCATION CUSTOMER SERVICES USE ONLY**

JobcentrePlus Non Taxable Benefits	JobcentrePlus Stamp	
Please tick which benefit applicant is in receipt of, then sign below and stamp opposite  <input type="checkbox"/> Income support / Pension Credit <input type="checkbox"/> Income-Based Jobseeker's Allowance <input type="checkbox"/> Employment & Support Allowance – Income Related <input type="checkbox"/> Universal Credit not exceeding £500 per month	<i>please stamp</i>	
	<i>please sign</i>	<i>please date</i>
<b>HM Revenue &amp; Customs Non Taxable Benefits</b>		
Please complete boxes below		
Confirm receipt of CTC only, or WTC & CTC	CTC only / WTC & CTC <i>(please circle)</i>	
Enter April 2017 household income on TCAN / and initial	<i>enter income</i>	<i>initial</i>