



Application Form for:
**FREE SCHOOL MEALS AND
 ASSISTANCE WITH SCHOOL CLOTHING**
 SESSION 2012/2013

Private
and
Confidential

APPLICANT

(Mr, Mrs, Miss, Ms) FIRST NAME(S) _____ SURNAME _____

ADDRESS _____

POST CODE _____

CONTACT TEL No _____ N.I. NUMBER _____

RELATIONSHIP TO PUPIL (if applicable e.g. Father, Mother, Guardian) _____

PUPIL DETAILS – For whom application is made:

FORENAME	SURNAME	DATE OF BIRTH	SCHOOL TO BE ATTENDED	School Class in 12/13	SCHOOL(S) ATTENDED LAST SESSION

EVIDENCE TO BE PROVIDED – Please attach proof of one of the benefits below:

Claims will not be backdated and will only come into force once the required benefit evidence has been confirmed.

Type of Benefit	Acceptable Evidence	Please ✓ appropriate box
Income Support	Current Letter of Entitlement	
Income-based Job Seekers Allowance	Current Letter of Entitlement	
Any income related element of Employment and Support Allowance	Current Letter of Entitlement	
Child Tax Credit, but not in receipt of Working Tax Credit, and an income below £15,860	Tax Credit Award Notice	
Child Tax Credit and Working Tax Credit, and an income below £6,420	Tax Credit Award Notice	
Support under Part VI of the Immigration and Asylum Act 1999	Home Office Immigration Form	

I UNDERTAKE TO LET THE COUNCIL'S EDUCATION CULTURE & SPORT SERVICE KNOW IMMEDIATELY OF ANY CHANGE OF CIRCUMSTANCES WHICH MAY AFFECT MY ENTITLEMENT TO THIS APPLICATION AND UNDERSTAND THAT FAILURE TO DO SO MAY LEAD TO PROSECUTION.

I certify that the information provided and the evidence enclosed is correct at time of application and I understand that checks may be made by the Council.

Signed _____ Applicant Date _____

The form should be returned to the address below with proof of benefit or can be submitted in person at the pupil(s) school or The Service Point where the proof of benefit will be evidenced and your form and photocopies of evidence will be passed on to:

Education, Culture & Sport, Catering Services, Ruthven House, Drummond Road, Inverness, IV2 4NZ
 E-mail: ecscatering@highland.gov.uk Fax: (01463) 237508 Any enquiries to (01463) 663340

FOR OFFICE USE ONLY	Application number	ASC Due £
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ENTITLEMENT INFORMATION

FREE SCHOOL MEALS & ASSISTANCE WITH SCHOOL CLOTHING can be claimed if you are receiving any **one** of the following:

- Income Support
- Income-based Job Seekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but **NOT** in receipt of Working Tax Credit, **and** an income below £15,860 (as assessed by the Inland Revenue)
- Child Tax Credit **and** Working Tax Credit, and an income below £6,420 (as assessed by the Inland Revenue)
- If you are 16 – 18 yrs old and receive any of these benefits in your own right then you can claim for yourself
- If you are an asylum seeker receiving support under part VI of the Immigration & Asylum Act 1999.

EVIDENCE REQUIRED

The Benefits Agency state that an applicant in receipt of any of these benefits is provided with one of the undernoted documents, which must be evidenced with your application:

- A. Current Letter of Entitlement
- B. Tax Credits Award Notice
- C. Home Office Immigration Form

FAILURE TO PROVIDE EVIDENCE OF ENTITLEMENT WILL DELAY YOUR APPLICATION.

Under no circumstances will Highland Council make contact with the Benefits Agency to establish benefit entitlement. Claims will not be backdated and will only come into force once the required benefit evidence has been confirmed.

AMOUNT OF ASSISTANCE FOR SCHOOL CLOTHING

For eligible applications received up until 31 December 2012: - **£50 per pupil**
For eligible applications received after 1 January 2013: - **£25 per pupil**

Only one payment per pupil per school year is paid

Please Note:

A new Application needs to be submitted for the start of every new school session in August.

Successful applications meeting the criteria for eligibility will be entitled to receive Free School Meals and Assistance with School Clothing for each school pupil. Application forms for academic year 2013-14 will be available from June 2013.

- ✦ Free School Meals will be effective immediately and the applicant will be advised in writing.
- ✦ A cheque for Assistance with School Clothing will follow (*normally within 3 weeks of application*). Payment is made directly to the applicant for the sum of £50 for every eligible child in Primary or Secondary school to the address as stated in your application (**if change of address is imminent please indicate your new address**). From January 2013 the amount reduces to £25 for every eligible child in Primary or Secondary school. This assistance is **not available** for Nursery pupils.
- ✦ Payment for assistance with school clothing will be issued from **July 2012 onwards**.
- ✦ Please note: payments will be in the form of an uncrossed cheque.
NB Some banks will require photographic proof of identity.

Should your circumstances change that affect your entitlement, you must inform the council's catering services immediately.

Education, Culture & Sport, Catering Services, Ruthven House, Drummond Road, Inverness, IV2 4NZ
or e-mail ecscatering@highland.gov.uk or Fax 01463 237508
Any enquiries or assistance can be made by telephoning 01463 663340