APPLICATION FOR CLOTHING GRANT (CG) / FREE SCHOOL MEALS (FSM) 2016/2017



Please complete this form in Black/Blue ink and in Block Capital letters.

Please submit proof of benefit along with completed application form to Service

Points Listed overleaf

1. Your Details (Parent or Guardian)									
Title	Mr / Mrs / Miss / Ms	(delete as appropriate)							
First Name		Surname							
Address									
Postcode		Telephone Number							
Spouse/Partner's (name if appropriate)	Nat Ins Number							
		Benefit Claim Number							
Email Address									
If no email address is provided then you will <u>not</u> receive a remittance advice for any payment.									

2. Will I qualify?									
Benefit	Clothing Grant	Free School Meals	Evidence Required Original documents only	Tick if enclosed					
Income Support, Jobseekers Allowance (Income Based) or Employment and Support Allowance (Income Related)	Yes	Yes	Letter of confirmation from Department Work & Pension						
Working Tax Credit but not Child Tax Credit (Income should not exceed £16,105)	Yes	No	Tax Credit Award Notice (TC602)						
Council Tax Reduction or Housing Benefit (25% Reduction For Single Occupancy is not included)	Yes	No	Written notification from Council						
Child Tax Credit but not Working Tax Credit (Income should not exceed £16,105)	No	Yes	Tax Credit Award Notice (TC602)						
Child Tax Credit and Working Tax Credit (Income should not exceed £6,420)	Yes	Yes	Tax Credit Award Notice (TC602)						
Support under Part VI of the Immigration and Asylum Act 1999	No	Yes	Letter of confirmation						
Universal Credit*	-	Yes	Decision Notice						

* eligibility under Universal Credit is currently under review and may be amended during 2016/17.

3. Children's Details (please list all children of school age)								
First Name	Surname	Da	te of B	irth	Sex M/F			plied for e tick)
		DD	MM	YY		August 2016	CG	FSM

4. <u>Bank/Building Society Details</u> accounts must be provided for <u>all</u> Clothing Grant Applications as we can													
		yments (please note the			ture of	Argyl	and	Bute	's pa	yme	nt sy	stem	is
Name of Bank		ayment to Post Office	accour	its).									
Society	building												
Name of Acco	unt												
Holder													
Account Detai	ils	Sort Code											
		Account Number											
		Roll Number											
		(if applicable)											
5. Declaration													
		on provided by me is							-				
acknowledge that false statements will render my application invalid and may result in prosecution. I will													
notify you of an	ny change ir	n circumstances as th	is coul	<u>d affe</u>	ct my e	ntitler	nent	to fre	e sc	hool	mea	ls.	
Signed			Date										
NOTES OF SUI	DANIOE FO	D DADENT/OLLADDIAN	•										
		R PARENT/GUARDIAN		., .		1.40							
a) Application for grants for pupils aged 16 or over (i.e. pupils who are aged 16 or over after 1 March 2016) will													
have their gra	have their grant paid once confirmation of their return to school has been received.						d.						

- b) Application for grants for pupils aged less than 5 years (i.e. pupils whose 5th birthday is after 28th February 2016) will have their grant paid once confirmation of their attendance at school has been received.
- c) Only one Clothing Grant payment per pupil will be made per school year (i.e. August June).
- d) Payment of Clothing Grant will be made within 28 days of application* other than a) and b) above. *Please note that the first payrun for 2016/17 session will be made on 21 July 2016 please allow 3-5 working days for payment to show in your account.
- e) School will be notified of your child's entitlement to Free School Meals within 5 days of approval of application.

DATA PROTECTION

All information will be held in the Council's confidential systems or hard files. Such information will be used to assist in the provision and administration of clothing grants and free school meals. It will also be shared with the Local Authority department responsible for the administration of Housing and Council tax benefit and may be used to assess changes in your entitlement to either of those benefits. The uses of your personal information are covered by our registration under the Data Protection Act 1998.

SERVICE POINTS	
Jamieson Street, Bowmore, Isle of Islay	1A Manse Brae, Lochgilphead
Burnet Building, St John Street, Campbeltown	Municipal Building, Albany Street, Oban.
22 Hill Street, Dunoon	Eaglesham House, Mount Pleasant Road, Rothesay
Helensburgh & Lomond Civic Centre, East Clyde St, Helensburgh	Breadalbane Street, Tobermory, Isle of Mull

OFFICE USE ONLY		
Original benefits notice	Application entered on	
checked by:	SEEMIS by:	
SEEMiS Reference	Application approved on	
Number	SEEMIS by:	

Please note that Clothing Grant applications for session 2016/2017 must be submitted by 31 March 2017. Clothing Grant applications received after this date will not be processed.