

SESSION 2014/2015

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 14/15	SCHOOL(S) ATTENDED LAST SESSION

EVIDENCE TO BE PROVIDED – Please attach proof of one of the benefits below (see page 2 for further information)

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 £16,010	Tax Credit Award Notice for tax year April 2014 to April 2015	
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	
Universal Credit	Award Notice	

I UNDERTAKE TO LET HIGHLAND COUNCIL CARE AND LEARNING 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:

Care and Learning, 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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Data Protection – the information you have supplied will be used for the purpose for which you have provided it and any relevant procedures following from this, including exemption from charging for privilege places on school transport .We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information about you from certain third parties, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, for research or statistical purposes, as permitted by law. These third parties include other government departments This data will be maintained in accordance with the Act and will not be disclosed to any other organisation without your prior approval unless this is a legal requirement.

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 £16,010 (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.
- Universal Credit

Please note: Free School Meals and Assistance with School Clothing is available for pupils in Primary or Secondary School classes only (i.e. not including Nursery Pupils)

EVIDENCE REQUIRED – Failure to provide evidence of entitlement will delay your application.

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 - dated no more than 3 months prior to application.
- B. Tax Credits Award Notice for tax year April 2014 to April 2015
(Please note that the Tax Credits Annual Review is not an acceptable form of Evidence)
- C. Home Office Immigration Form

AMOUNT OF ASSISTANCE FOR SCHOOL CLOTHING

For eligible applications received up until 31 December 2014: -	£50 per pupil
For eligible applications received after 1 January 2015: -	£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 2015-16 will be available from June 2015.

- ✚ 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 2015 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 2014 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.

**Care and Learning, 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**