

# FREE SCHOOL MEALS & CLOTHING GRANT APPLICATION



Operational Support – Finance, Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG

Telephone Number: 0131 271 3655

Email: [fsmAwards@midlothian.gov.uk](mailto:fsmAwards@midlothian.gov.uk)

## OFFICIAL USE ONLY

<b>ID Number:</b>		<b>Benefit Number</b>	
<b>FSM Start Date</b>		<b>CG Total Paid £</b>	
<b>Signature of Authoriser</b>		<b>Date</b>	

## Section 1:

Name of Parent/Guardian 1		Name of Parent/Guardian 2	
Forename		Forename	
Surname		Surname	

Full Address:	National Insurance No:	
	Tel No:	
Town:	Mobile Number:	
Postcode:	Email:	

**Are you applying for?** Please tick relevant box(es)

Free school Meal ☐

School clothing Grant ☐

Free school Milk ☐

**Please include all children at school**

Forename	Surname	DOB	School	Year Group

## Section 2:

I am in receipt of the following benefit:

Type of Income	Evidence Required	✓
Income Support	We can check this for you on our system. Please refer to the FAQs	
Income based Job Seekers Allowance	We can check this for you on our system. Please refer to the FAQs	
Income Based Employment and Support Allowance	We can check this for you on our system. Please refer to the FAQs	
*Child Tax Credit <b>ONLY</b> (with an annual income less than <b>£16,105</b> )	Please enclose your 2019/2020 TC602	
*Child Tax Credit <b>AND</b> Working Tax Credit (with an annual income less than <b>£6,900</b> )	Please enclose your 2019/2020 TC602	
Support under Part VI of the Immigration and Asylum Act 1999	Please enclose your 2019/2020 TC602_Support under Part VI of the Immigration and Asylum Act 1999	
Universal Credit where the monthly earned income (Take Home Pay) does not exceed <b>£610</b>	Please provide a copy of your online journal full statement	

Have you moved into Midlothian in the last 12 months?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide your previous full address with postcode				
Which Local Authority area did you previously live?				

## Section 3:

Payments will be made by BACS into your bank/building society account.

Name of Account Holder																
Sort Code (6 digits)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account 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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 4: Other Relevant Details:

If you do not receive any of the stated benefits you may still qualify for assistance. Please give reasons for your application in the space below. Please use a separate sheet if necessary.

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I declare that the above information is complete and correct. I agree to notify you in writing of any change in my circumstances that might affect my claim.	
Your Signature:	Print Name:
Date:	



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## Guidance for applying - Free School Meals & Clothing Grant

### Frequently asked questions:

**Q When can I apply?**

A We will accept applications for session 2019/2020 from June 2019.

**Q How often can I apply?**

A You can only apply once per academic year for one child or more. Free School Meals and Clothing Grant are on the same application. You just need to tick the relevant box(es).

**Q What evidence do I submit if I am in receipt of Universal Credit?**

A We need a copy of your full Universal Credit statement. Your monthly earned income (Take Home Pay) must be under £610.00.

**Q How do I access my Universal Credit statement?**

A Log in to your online journal which will take you to your home page:

- select "Payments"
- select "See details of Universal Credit statement"
- print full up to date statement – the option to print is at the top right hand corner
- we will not accept incomplete statement

**Q Can I still complete an application if I am new to Universal Credit and haven't yet received my first payment?**

A We cannot process or approve your application until we receive the evidence of your first payment.

**Q What evidence do I need to submit if I am in receipt of Income Support, Job Seekers Allowance or Employment & Support Allowance?**

A If you are a Midlothian resident, we should be able to check your income on our system.

A If you have only just started receiving benefits, we will require a letter from the Job Centre dated within the last 6 months to confirm your benefits.

A If you have recently moved to Midlothian from another Local Authority, we will require a letter from the Job Centre dated within the last 6 months to confirm your benefits.

**Q What evidence do I submit if I am in receipt of Child Tax Credits only?**

A We need a copy of your full up to date Tax Credits Award Letter for the current financial year. The correct letter will have TC602 printed on the bottom left hand corner. Your annual income must be under £16,105.00.

**Q What evidence do I submit if I am in receipt of Child Tax Credits AND Working Tax Credits?**

A We need a copy of your full up to date Tax Credits Award Letter for the current financial year. The correct letter will have TC602 printed on the bottom left hand corner. Your annual income must be under £6900.00.

- Q What is the process if I am applying under Support under part IV of the immigration and asylum act 1999?**  
A You should seek advice from Children's Services  
Contact Centre Telephone Number: 0131 271 6674  
Or email enquiry to [CFReferrals@midlothian.gov.uk](mailto:CFReferrals@midlothian.gov.uk)
- Q Do you accept screenshots of evidence?**  
A We only accept screenshots for Universal Credit statement provided the full statement is screenshotted and emailed to [FSMAwards@midlothian.gov.uk](mailto:FSMAwards@midlothian.gov.uk)  
A We need original or copy of your Tax Credit Award letter.
- Q How much is the payment of the Clothing Grant?**  
A Payment of £100.00 is made per child when eligible.
- Q When do I hear if my application has been approved?**  
A We will only notify you if your application is refused or if we need further evidence.
- Q When will I receive payment for the clothing grant(s)?**  
A Payment will be made fortnightly from July throughout the academic school year. Please check your bank account. If you have not received payment within 6 weeks of submitting your application, please contact us. Our contact details are on the application.
- Q How will I know if the school meals have been set up?**  
A If your application has been approved, school meals are updated instantly on the school system. You can check directly with the school office.  
A If your child attends High School, the funds will automatically be paid onto their cards in the morning, which they can check daily. Any issue should be immediately reported to the school office.
- Q What do I need to do if my circumstances change during the year?**  
A If you no longer receive any of the qualifying benefits, you must inform us immediately as the Free School Meals entitlement ends by emailing [fsmawards@midlothian.gov.uk](mailto:fsmawards@midlothian.gov.uk)
- Q Can I get paid into my Post Office account?**  
A Unfortunately Post Office accounts cannot receive Bacs payments.
- Q Where do I hand my application form?**  
A Please hand your form to Fairfield House reception or to your child's school. You can also post the form to the address shown on the form.