

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(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.

<u>Type of Benefit</u>	<u>Acceptable Evidence</u>	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 £16,190	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, 30 Harbour Road, Inverness IV1 1UA
E-mail: escatering@highland.gov.uk Fax: (01463) 715180 Any enquiries to (01463) 251300

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. This data will be maintained in accordance with the Act and will not be passed on or sold 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 £16,190 (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 2009: - **£50 per pupil**

For eligible applications received after 1 January 2010: - **£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 2010-11 will be available from June 2010.

- ✚ 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 10 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 09 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, 30 Harbour Road, Inverness, IV1 1UA,
or e-mail ecscatering@highland.gov.uk or Fax 01463 715180
Any enquiries or assistance can be made by telephoning 01463 251300**