




## **Application for School Clothing Grant, Free School Meals & Milk Academic Year 2023/2024**

(can be accepted up to 28 June 2024)

Please visit [www.westlothian.gov.uk/dataprotectionandprivacy](http://www.westlothian.gov.uk/dataprotectionandprivacy) to view privacy notice, or alternatively request a copy by emailing [EducationBenefits@westlothian.gov.uk](mailto:EducationBenefits@westlothian.gov.uk)

School Clothing Grants 

Free School Meals 

Please note all P1-P5 pupils get Free School Meals, but if you want milk for your P1-P5 children, please use this form supplying proof of a qualifying benefit as listed on the reverse page of this form.

When supplying proof of qualifying benefit, **PLEASE SEND PHOTOCOPIES OF ALL PAGES, DO NOT SEND ORIGINALS.** Applications received without acceptable evidence of eligibility **will be returned.** See section 7 for guidance.

In blue or black ink, please complete sections 1 to 8 in BLOCK CAPITALS. **YOU MUST SIGN THE FORM AT SECTION 8.** (If you are able to clearly write your email address in section 4, we will email you rather than posting confirmation)

Do you receive Council Tax Reduction, and if so, do you give permission for this to be checked to determine your eligibility for a School Clothing Grant? Yes  No

1 ARE YOU APPLYING FOR (please tick)? School Clothing Grant  Free School Meals & Milk

2 YOUR DETAILS (Parent/Guardian)

Title	Forename	Surname	National Insurance 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"/>

3 YOUR PARTNER'S DETAILS (you must include details of any partner living at your address)

Title	Forename	Surname	National Insurance 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"/>

4 Address (inc Postcode)

		Postcode
Tel No.	email address	

(we will email confirmation to you if you enter your email address above clearly)

5 YOUR CHILDREN OF PRIMARY & SECONDARY SCHOOL AGE ONLY  
(please state the name of the school which your child/children will attend in the 2023/2024 academic year)  
*To receive payment your child/children must be on the school roll – payment may be delayed otherwise*

Forename & Surname	Date of Birth	Full Name of School
	/ /	
	/ /	
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	/ /	

6 BANK ACCOUNT DETAILS

School Clothing Grants will only be provided in the form of a BANK TRANSFER (BACS), so you need to give us details of a bank or building society account. We **cannot** make payments directly into **Post Office** accounts.

Name of bank / building society	Name of person holding account
<input type="text"/>	<input type="text"/>
Sort Code (6 digits)	Account Number (8 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"/>

NOTE - account number does not always appear on your bank card, if this is the case, please check a recent bank statement or contact your local branch

Please now complete sections 7 and 8 (YOU MUST SIGN THE FORM AT SECTION 8).

**BOXES BELOW ARE FOR EDUCATION BENEFITS OFFICE USE ONLY**

SCG Amount	£	Ref No:	Input by/Date:	Approved by/Date:
FSM Approved	Yes / No		/ /	/ /

**7** To apply for **School Clothing Grant only** please get this form stamped by Jobcentre Plus or verified by Advice Shop, OR provide evidence listed below. Please tick the box below to confirm that you have supplied **all pages** of one of the documents listed. *(we can only accept the types of evidence listed below, please give a copy as originals cannot be returned)*

	<b>Please tick</b>
1) Income Support letter (most up to date letter you have).....	<input type="checkbox"/>
2) Income-Based Jobseeker’s Allowance (most up to date letter you have).....	<input type="checkbox"/>
3) Any Income-Related element of Employment & Support Allowance (most up to date letter you have)....	<input type="checkbox"/>
4) Universal Credit statement confirming that “take-home pay” does not exceed £1,560.....	<input type="checkbox"/>
5) 2023/24 Tax Credit Award Notice showing confirmed 22/23 financial year income as £18,725 or under....	<input type="checkbox"/>
6) Final Tax Credit Decision for 22/23 showing confirmed 22/23 financial year income as £18,725 or under..	<input type="checkbox"/>
7) Tax Credit Annual Review which confirms that you need do nothing more, and also confirming 22/23 financial year income as £18,725 or under.....	<input type="checkbox"/>

To apply for **School Clothing Grant & Free School Meals** please get this form stamped by Jobcentre Plus or verified by Advice Shop OR please tick one box below to confirm that you have supplied **all pages** of one of the documents listed. *(we can only accept the types of evidence listed below, please give a copy as originals cannot be returned)*

	<b>Please tick</b>
1) One of the documents described in numbers 1, 2, 3 above.....	<input type="checkbox"/>

**You are eligible for School Clothing Grant & Free School Meals if you receive Child Tax Credit only and your income is under £18,725, or if you receive Working Tax Credit and your income does not exceed £8,717.**

2) Universal Credit statement confirming that “take-home pay” does not exceed £726.....	<input type="checkbox"/>
3) 2023/24 Tax Credit Award Notice showing confirmed 22/23 financial year income.....	<input type="checkbox"/>
4) Final Tax Credit Decision for 2022/23 showing confirmed 22/23 financial year .....	<input type="checkbox"/>
5) Tax Credit Annual Review which confirms that you need do nothing more, and also confirming 2022/23 financial year income.....	<input type="checkbox"/>

**8** **DECLARATION** - I declare the above information is true and complete, and understand that to give false information may lead to the council taking action to recover money as deemed necessary. I understand that any supporting evidence given with this form will not be returned to me.

I consent to my benefit entitlement being checked with the Housing Benefit Section of West Lothian Council to verify eligibility to Free School Meals and/or a School Clothing Grant. You can withdraw this consent to the disclosure of such information at any time by writing to Education Benefits, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please see back page of this form for more services/organisations that can offer assistance and money advice**

If you are having difficulty supplying any documentation listed above, please contact us	
Please return completed application with proof of benefit to; Education Benefits, West Lothian Civic Centre Howden South Road, Livingston, EH54 6FF	Contact details email: EducationBenefits@westlothian.gov.uk

**BOXES BELOW ARE FOR JOBCENTRE & EDUCATION BENEFITS USE ONLY**

JobcentrePlus Non Taxable Benefits	JobcentrePlus Stamp	
Please tick which benefit applicant is in receipt of, then sign below and stamp opposite <input type="checkbox"/> Income support / Pension Credit <input type="checkbox"/> Income-Based Jobseeker’s Allowance <input type="checkbox"/> Employment & Support Allowance – Income Related <input type="checkbox"/> Universal Credit – take-home pay between £0 and £726 per month <input type="checkbox"/> Universal Credit – take-home pay between £727 and £1,560 per month	<i>please stamp</i>	
	<i>please sign</i>	<i>please date</i>
	<b>HM Revenue &amp; Customs Non Taxable Benefits</b> Please complete boxes below Confirm receipt of CTC only, or WTC & CTC Enter April 2023 household income on TCAN / and initial	
	CTC only / WTC & CTC <i>(please circle)</i>	
	<i>enter income</i>	<i>initial</i>

**Other services/organisations you may be interested in**

Name	Website	What they do (see website for more info)
West Lothian Council Advice Shop	<a href="http://www.westlothian.gov.uk/advice-shop">www.westlothian.gov.uk/advice-shop</a>	<p>If you would like a benefit check to make sure you are receiving your full benefit entitlement or would like more information about what other types of financial support may be available for you and your family then please get in touch with the Advice Shop on 01506 283000 option 5 or e-mail <a href="mailto:Advice.Shop@westlothian.gov.uk">Advice.Shop@westlothian.gov.uk</a></p> <p>More information is available on <a href="http://www.westlothian.gov.uk/advice-shop">www.westlothian.gov.uk/advice-shop</a></p>
Cost of Living Hub West Lothian	<a href="http://www.westlothian.gov.uk/costofliving">www.westlothian.gov.uk/costofliving</a>	See what other kinds of help may be available to you
Education Maintenance Allowance	<a href="http://www.westlothian.gov.uk/ema">www.westlothian.gov.uk/ema</a>	£30 per week paid to students staying on at school beyond the school leaving age
2 Year Old Provision	<a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>	Your child is eligible for 600 hours of ELC provision from the start of the first term after their 2 <sup>nd</sup> birthday, if you are the child's parent/carer and you are in receipt of a qualifying benefit (see website for list)
Crisis Grant	<a href="http://www.westlothian.gov.uk">www.westlothian.gov.uk</a>	May be awarded in a crisis to meet expenses that have arisen as a result of an emergency or disaster in order to avoid an immediate threat to health or safety. Examples of items that can be awarded are help with food and fuel costs
The School Bank West Lothian	<a href="http://www.schoolbank-westlothian.org">www.schoolbank-westlothian.org</a>	School can make referral on behalf of parent/guardian for clothing, footwear & stationery
Healthy Start Scheme	<a href="http://www.healthystart.nhs.uk">www.healthystart.nhs.uk</a>	You may get free vouchers every week to spend on milk, plain fresh and frozen fruit and vegetables, and infant formula milk. You can also get free vitamins.
River Kids	<a href="http://www.riverkids.org.uk">www.riverkids.org.uk</a>	They supply toys to West Lothian's most disadvantaged children by supplying the toy that enables them to play.