

Please return your completed application to:

The City of Edinburgh Council, School Grants, Transactions - Assessment & Finance
Level 3.1, Waverley Court, 4 East Market Street
EDINBURGH, EH8 8BG

Contact us:

Tel: 0131 469 3471

Fax: 0131 529 6228

Email: school.grants@edinburgh.gov.uk

A. Important notes:

- All P1 to P3 school pupils are entitled to free school meals however this does not include milk – please apply for free school meals as normal should you wish free school milk.
- **You must be in receipt of a qualifying benefit and be able to provide proof of this benefit before you can apply.** Details of qualifying benefits are listed overleaf and what you need to provide is detailed below in Section B.
- You can apply if you are a young person living on your own aged 16-18 attending high school and claiming a qualifying benefit in your own right.
- You can apply if you are a parent with a child attending nursery with funded additional hours taking them over lunch (for free school meals only).
- During the summer it can take up to 4 weeks to deal with your application. If you have not heard anything within 4 weeks of sending your application please contact us (details above).
- Please send us your form **before 31st July 2016** if you want your award to start at the beginning of session.
- You can only apply for assistance with schoolwear once per school year.
- Over-16s do not get their award until the school confirm their attendance on return in August.
- Further information can be found at www.edinburgh.gov.uk/schoolgrants

B. What do I need to provide and what should I do if I do not have proof of my benefit?

If you receive Income Support, Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance you must provide a copy of **all** pages of your award letter from the DWP, dated within the last 6 months, indicating that you receive this benefit.

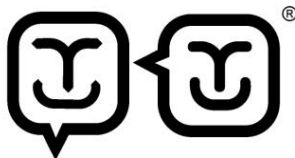
If you do not have this you can:-

- request a copy of your award letter from the DWP on 0345 608 8545, or
- ask the DWP to complete the **Benefit Confirmation** section overleaf before you send your form to us. If you wish to do this, please complete and send your form to - Bathgate Benefit Centre, Mail Handling Site A, Wolverhampton, WV98 1AN. Please note that this can take several weeks.

If you receive Tax Credits or Universal Credit you must provide a copy of **all** pages of your latest Award Notice for **2016/17**. If you do not have this you can request a copy of your award notice from HM Revenue and Customs on 0345 300 3900.

If your circumstances have not changed and you **only** receive an Annual Review statement please enclose a copy of all pages of this **as well as** a recent bank statement, dated within the last 2 months, showing your tax credits payments being made.

If you receive Support under Part IV of the Immigration and Asylum Act 1999 please attach a recent letter from the Home Office indicating that you receive this support. Alternatively please get the **Benefit Confirmation** section overleaf completed at your local Immigration office.



HAPPY TO TRANSLATE

ترجمہ کے لئے حاضر آماندہر সঙ্গে انুবاد کررر

يسعدنا توفير الترجمة MOŻEMY PRZETŁUMACZYĆ 很樂意翻譯

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact Interpretation and Translation Service (ITS) on 0131 242 8181 and quote reference number 16-0120. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 469 3471.

Office use only - Date Received	
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Reference Number: (‘Your’ reference number - if known)	
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Section 1: Your Personal Details			
Title:- <small>Mr, Mrs....</small>	First Name:-	Surname:-	
Full Address Including Postcode:-			Postcode:-
NI Number: - <small>National Insurance (NI)</small>	Contact Number:-		
Email address :-			
Full Name of Partner (if applicable):-			

Section 2: Eligibility – as of 6 April 2016 and may be subject to change			
You must provide proof of ONE of the benefits below. Failure to do so will result in your award being delayed.			
I wish to apply for -	Free School Meals	<input type="checkbox"/>	Assistance with Schoolwear
		<input type="checkbox"/>	<input type="checkbox"/>
1	Income Support		<input type="checkbox"/>
2	Income-based Jobseeker’s Allowance		<input type="checkbox"/>
3	Employment and Support Allowance (any income related element)		<input type="checkbox"/>
4	Support under Part IV of the Immigration and Asylum Act 1999		<input type="checkbox"/>
5	Child Tax Credit ONLY with no Working Tax Credit and an annual income under £16,105		<input type="checkbox"/>
6	Both Maximum Child Tax Credit and Maximum Working Tax Credit with an annual income under £6,420 <i>If you receive this benefit you will ONLY QUALIFY FOR FREE SCHOOL MEALS</i>		<input type="checkbox"/>
7	Universal Credit		<input type="checkbox"/>

Section 3: Pupil Details – Please list all children of school age you wish to apply for.				
Forename	Surname	Date of Birth	Year Stage (P1,P2,S1,S2)	Name of Edinburgh School (attending in session 2016/17)

Section 4: Declaration – You must sign your form.			
I declare that the information provided by me is a true and accurate account of my circumstances.			
Signature		Date	

For Official Use Only			
Benefit Confirmation – You only need to have this section completed if you do not have an award letter for benefits 1 to 4 above – Please see Section B Overleaf for more detail.			
I confirm that the applicant is in receipt of:			
Income Support (IS)	<input type="checkbox"/>	Official Stamp	
Income-Based Jobseeker’s Allowance (IB-JSA)	<input type="checkbox"/>		
Any element of Income-related Employment and Support Allowance (IR-ESA)	<input type="checkbox"/>		
Support under Part VI of the Immigration and Asylum Act 1999 (IAA)	<input type="checkbox"/>		
Signed:-		Date:	

Office use only			
Inputted by (Initial and date)		Outcome (AWD, REF, FI)	Approved by (Initial and date)