

Application for Free School Meals only

Session 2019/2020



This application should be completed by the child/children's legal guardian. You may be asked to provide evidence of legal guardianship, in the form of Child Benefit or Child Tax Credit

The closing date for Clothing Grant applications for the current school session 2019/2020 was 31 March 2020. If you require Free School Meals for your school-aged children for the current school session, please complete and return this form.

Clothing Grant application forms for the new school session starting August 2020 will be available from July 2020

Your Details

Your Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	Partner's Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
Your Full Name	Partner's Full Name
Your NI Number	Partner's NI Number
Your Full Address inc. Flat Position & Postcode	
Your Phone Number	Your email address

Your income & benefits - Tick which of the below statements apply to you:

- ☐ I receive **Income Support** or **Jobseeker's Allowance**
- ☐ I receive **Employment and Support Allowance**
- ☐ I receive **Universal Credit** with a monthly take-home pay of £610 or less
- ☐ I receive **Working Tax Credit** and my income for tax year 18/19 was less than £6,900 (You must supply your 2019/2020 Tax Credit Award Letter with this form)
- ☐ I receive **Child Tax Credit** only and my income for tax year 18/19 was less than £16,105. (You must supply your 2019/2020 Tax Credit Award Letter with this form)
- ☐ I am an **Asylum Seeker**, receiving support under part VI of the Immigration and Asylum Act 1999

Your Children

Complete the details of **all** of the children you are applying for. You **must** include the School name. The Child(ren) must attend a Glasgow City Council school/establishment.

Child's Full Name	Date of Birth	School Attended from August 2019

Declaration

The information I have provided is true and accurate, and I have not left anything out. You may take me to court if I have made false statements. I agree that the Department for Work and Pensions can give you information about my benefit entitlement so that my application can be processed. I understand that if free school meals are authorised and my current circumstances change, I must tell you. I will provide proof, when needed, that I currently receive the benefits to allow me to have free school meals.

Signed
(legal guardian)

Date

Please email your completed application to cbsgrantservices@glasgow.gov.uk.

Please note that all information regarding free school meals and clothing grants can be found on our website at www.glasgow.gov.uk

PLEASE NOTE: What we will do with your information

Glasgow City Council is registered under the Data Protection Act 1998. The Council is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non-payers of Council Tax and to improve uptake of benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purpose with public bodies, including neighbouring Councils or other organisations which handle public funds.

The information which you provide on this form will be processed by Glasgow City Council, which is the data controller for the purposes of the Data Protection Act 1998. The personal data that you provide will be used to deal with your correspondence and to let you know what the outcome of this is. The Council will not use your personal data for any other purpose and will not disclose the personal information that you provide to any outside person or organisation except where required to do so by law or with your own consent.

Disclaimer: Plain English Campaign's Crystal Mark does not apply to this box

Do I Qualify?

Benefit	Free School Meals
Income Support or Jobseeker's Allowance	YES
Working Tax Credit and the yearly income for your household (before tax) is less than £15,050 but is £6,900 or above for the tax year 2018/2019	NO
Working Tax Credit and the yearly income for your household (before tax) is less than £6,900 for the tax year 2018/2019	YES
Housing Benefit or Council Tax Reduction	NO
Child Tax Credit only and the yearly income for your household (before tax) is less than £16,105 for tax year 2018/2019	YES
Income-related Employment and Support Allowance	YES
Universal Credit and your monthly take-home pay figure is less than £610	YES

Disclaimer: Plain English Campaign's Crystal Mark only applies to the wording on this form and not the design.