

Clothing Grants Applications

Guidance for Parents/carers 2021/22

Customer focused business and contact services



Customer & Business Services

CBS Clothing Grants Administration Team

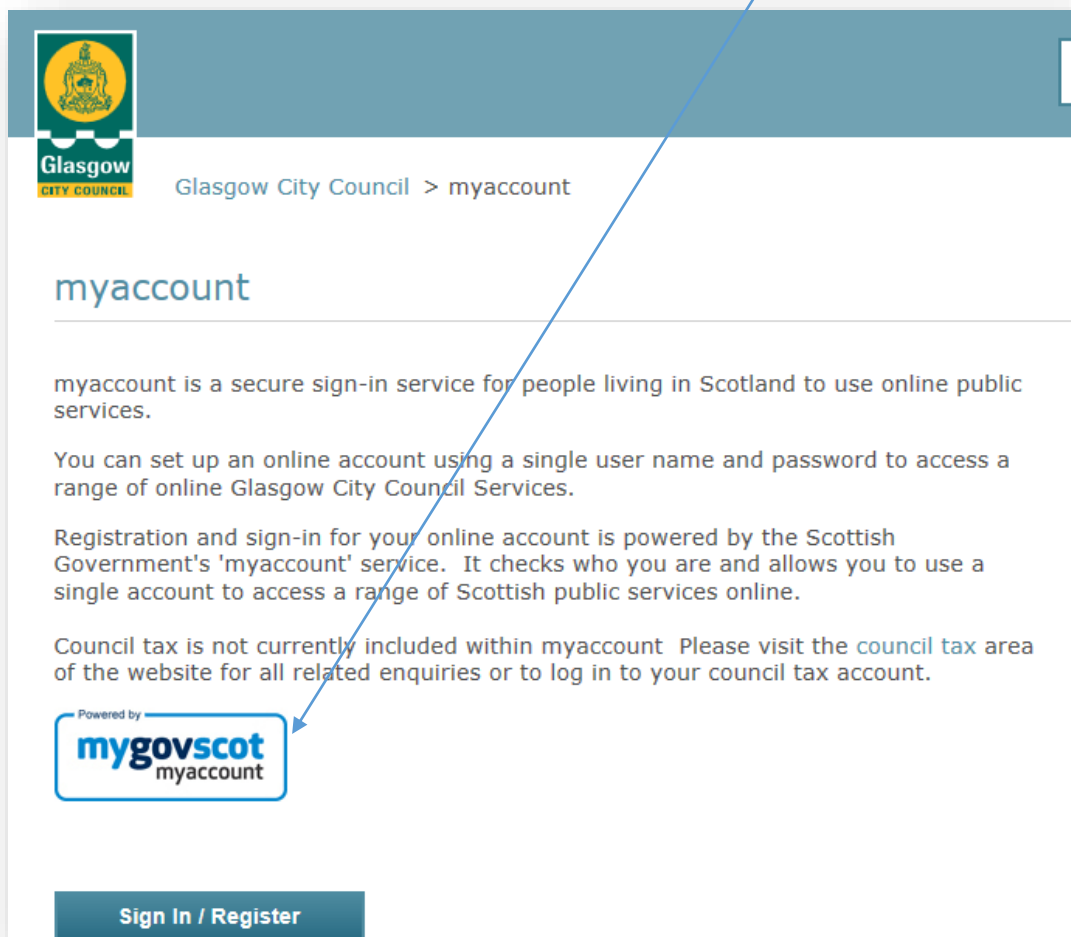
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1 Setup of myaccount

Before an online application can be completed all parents/carers will require to have or set up myaccount via the Glasgow City Council website. When you have clicked on the application form link you will be directed to the below page. Select the Sign in/Register option and either sign in or register.



Please ensure you keep a record of your log in details that you have created for myaccount as you may require to log in for future purposes. Once signed in/registered you will be taken to the online application to complete.

Please note - if you are experiencing issues with myaccount, i.e. Resetting passwords, login issues, updating details etc. See below links.

If you require to update your details, you can do so by signing in here:

<https://signin.mygovscot.org/home//webHP?requestType=ApplicationRH&actionVal=homePage&screenId=114>

If you have forgotten your password – you can reset from here:

<https://signin.mygovscot.org/home/?entityId=https://signin.mygovscot.org/shibboleth&sp=resetPassword/CAS>

2 Completing Clothing Grant application form

Most fields will already be completed due to the details you have already entered at the time of registration. Please ensure you complete all fields before continuing to 'Next' in each section.

2.1 SECTION ONE – CONTACT DETAILS

If a Financial Inclusion Support Office is assisting with completing the application form, please ensure you select 'Yes' below.

Please confirm if you are a Financial Inclusion Support Officer assisting the applicant with their application?

☐ No

☐ Yes

This section is your contact details. All fields should be completed and ensuring that information is accurate i.e. contact number, email address etc. The only field that will be required to be actioned is Contact number

For Example:-

Title*	MS
First Name*	JO
Surname*	GLASGOW
Address 1*	40 JOHN STREET
Address 2	
Address 3	
City/Town*	GLASGOW
Postcode*	G1 1ZE
Contact Number*	01412874040
Email*	GLASGOW@GLASGOW.GOV.UK

[← Back](#)[Next →](#)

2.2 SECTION TWO – VERIFICATION & WHAT ARE YOU APPLYING FOR?

Evidence of eligible benefits is required to assess your grant application, we can verify your income using our trusted systems, the following section requests your consent for this to be carried out. If you select 'No' you will need to provide evidence of your eligible benefits.

Do you consent to us using our trusted access systems to verify your income as part of the eligibility checks? This means you **may** not have to supply evidence of income.

☐ Yes

☐ No

National Insurance number is required to carry out the required checks on our trusted system, please ensure this is completed accurately, **Please Note, if you're an Asylum Seeker, please input AS within the National Insurance field.**

Please confirm your National Insurance Number

If you do reside with a partner, we require this information as this will allow us to proceed if the evidence of benefits is in your partners name and also allows us to discuss the application with this if necessary. If you select 'Yes' you will then be asked to provide the full name of your partner.

Please confirm if you reside with a partner

☐ No

☐ Yes

This section is confirming what grant you wish to apply for and your circumstances/bank details.

What are you applying for?

☐ Clothing Grant

☐ Free School Meals

☐ Clothing Grant & Free School Meals

Are you an Asylum Seeker?

☐ Yes

☐ No

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Payments are now made via Bacs, please ensure this is completed accurately as this could delay payment if the award is granted. **Please note if you are an Asylum Seeker and do not have a bank account or an account please leave blank.**

Please confirm your bank details

Sort Code*

Account number *

Select all statements that suit your circumstances. For example, if you receive Housing Benefit and also in receipt of Universal Credit select two of these circumstances from the list.

Which statement(s) best matches your circumstances? (Please choose all applicable) For guidance please refer to Guidance document.

- ☐ I receive Housing Benefit and/or Council Tax Reduction (this is not Council Tax single person's discount or Student discount).
- ☐ I receive Income Support/ Jobseekers Allowance (JSA) or any income related element of Employment and Support Allowance (ESA)
- ☐ I receive Universal Credit with a monthly earned income of not more than £625.
- ☐ I receive Working Tax Credit and Child Tax Credit with an annual income of less than £15,050
- ☐ I receive Child Tax credit only (CTC) with an annual income of less than £16,105.
- ☐ I am an Asylum Seeker, receiving support under part IV of the Immigration Act 1999.

Please refer to Section 3 for guidance on verifying documents that are required.

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2.3 SECTION THREE – CHILD(REN) INFORMATION

This section is supplying information about your children who you wish to apply for (please ensure all children you list are also listed against any benefit you receive).

Please note, this should be your child's details not your own, if completed incorrectly this will delay the application process and payment if the grant is awarded.

Please confirm your child's details

First Name *

Surname *

Date of Birth *

Please note Clothing grant applications are only available for Primary aged children and above, Free School Meals apply to children of an Early Years age and above.

Please confirm your child's school type

- ☐ Primary
- ☐ Secondary
- ☐ ASL School
- ☐ Early Years

Are you applying for another child?

- ☐ Yes
- ☐ No

2.4 SECTION FOUR – SUPPORTING DOCUMENTS

This section allows for documentation to be uploaded to support your application and provide evidence of your circumstances as stated in section two. You can screenshot documents from your mobile device or attach from your computer.

Please refer to Section 3 for samples of documentation required.

Your Details

Upload any supporting documents here. If you are using a smartphone or tablet, you can take a photo of the documents with the camera

 Browse...

Upload another document

 Browse...

Upload another document

 Browse...

Upload another document

 Browse...

Upload another document

 Browse...

2.5 SECTION FIVE – DECLARATION

This is the final section of the application; please ensure you read and confirm the declaration before selecting Send form.

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 & Pensions can give you information on my benefit entitlement, so my application can be processed. I understand if free school meals are provided, and my circumstances change, I must tell you. ☐

Select **send** to submit your application form. Please allow up to 2 weeks for your payment to be made. You will receive an email confirmation showing a summary of your request.

3 Samples Of Evidence

If the reasons selected in Section two was due to receiving Working Tax Credit, Child Tax Credit or Asylum seeker you will need to supply evidence to support your application and to meet the criteria for the award. Please find below examples of evidence.

3.1 UNIVERSAL CREDIT

You must supply a Universal Credit Award Letter dated within the last 3 months. This must show all details as shown below. Your application will not be successful without this document if you have stated you are in receipt of Universal Credit.

Example of Universal Credit Award letter

Ensure name and address is clearly shown.

Payments

[Print this statement](#)

Applicant Name(s) and Address

Your payment this month is

£

This will be paid by 8pm on March 2020

What you're entitled to

Standard allowance	£
You get a standard amount each month. You said you're in a couple	
Children	£
You get support for children	
Total entitlement before deductions	£

What we take off (deductions)

Take-home pay

Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

Applicant 1 Name

Earnings reported by your employer £

The amount we'll use to work out your Universal Credit is £

Applicant 2 Name

The amount we'll use to work out your Universal Credit is £0.00

The total take home pay for Applicant Name and Applicant 2 Name this period is £

The first £257.00 of your take home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your

Help and support

If you think we've made a mistake or want to appeal +

Other support you may be able to get -

Help managing your money

If you have trouble making your money last for the month, you can [ask for help with budgeting](#).

Other support you may be able to get

You may be able to get extra support, eg free school meals, food if you're pregnant or have a young child, help with legal costs and the costs of using courts or tribunals. You'll find more information about this on [GOV.UK](#)

Examples of support you can get

What you can get may depend on how much you earn.

Your take-home pay for this Universal Credit period is £ 500

If your take-home pay per month is up to	You may be able to get help with
£435 (or up to £935 if you are responsible for a child or have limited capability for work)	Health costs Including free NHS prescriptions, free NHS wigs and fabric supports, free NHS dental treatment, free sight tests in England (NHS eye examinations are already free in Scotland),

Take home pay is shown

Take home pay is shown

3.2 CHILD TAX CREDITS

You must supply a Child Tax Credit Award Letter for 2021/22, we require pages 1-3 of the award. Your application will not be successful without this document if you have stated you are in receipt of Child Tax Credits.

Example of a Child Tax Credit Award letter.

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APPLICANT NAME
ADDRESS
ADDRESS
ADDRESS
POSTCODE

PAGE 1

Helpline 0345 300 3900
Textphone 0345 300 3909
For our opening hours go to
www.gov.uk/contact-hmrc
TCO PRESTON 5
Tax Credit Office
HM Revenue and Customs
BX6 1ER
Issue Date

PAGE 2

If your payments have gone down

If you cannot meet your essential living expenses because your payments have gone down, please contact us. We may be able to make extra payments.

Other help you may get

Receiving tax credits may mean you can get other benefits that are not provided by us. For more information, please phone the Helpline.

The information below may help you apply.

The income we have used to calculate your tax credits is £

This is different from the figure you have given us (see Part 1, income section). That figure will be used when we calculate your payments from 6 April next.

Your income does not reduce the amount of tax credit you receive.

Part 1 Personal circumstances

Your tax credits are based on your personal circumstances. We hold the following details on 12/1/2019. Please tell us immediately if anything is wrong, missing or incomplete because if you receive more money than you are entitled to, you will have to pay the money back.

Claimants

Your tax credits are based on you being part of a couple. If you have separated, please tell us.

Tax credits take account of the hours you work. We need to know whether you work

- less than 16 hours a week
- between 16 – 23 hours a week
- between 24 – 29 hours a week
- 30 hours a week or more.

Tell us if your hours change so you move from one of the above groups into another.

For couples with children it is your joint working hours that count, but one partner must work at least 16 hours a week.

APPLICANT 1 NAME

You work 19 hours a week.

APPLICANT 2 NAME

You claimed tax credits jointly with the person named above.

Qualifying children and young people

For children born on or after 05/04/2017 we normally only pay the child element for up to 2 children and young people. The children and young people we are paying child element for are detailed in Part 2 of this letter. For more information see the notes.

3 aged under sixteen.

CHILD/CHILDREN'S NAMES SHOWN
HERE

Childcare costs

You have no qualifying childcare costs. If you start to pay for childcare and you qualify for Working Tax Credit you may be able to claim the childcare element of Working Tax Credit. Contact us for details.

Amended tax credits award for 06/04/2019 to 05/04/2020

APPLICANT 1 NAME National Insurance number
APPLICANT 2 NAME National Insurance number

Summary

Tax credit for the period - see Part 2

Child Tax Credit £

Amounts still to be paid to you for the period shown above - see Part 3

Child Tax Credit to NAME £

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/hmrc/your-charter

Why we are writing to you

Your income or benefits have changed.

What to do now

Please check the details on this award notice and tell us if anything is wrong, missing or incomplete.

It's important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the enclosed notes for more information.

TC602(C) 2/2020

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Amended tax credits award for 06/04/2019 to 05/04/2020

APPLICANT 1 NAME National Insurance number
APPLICANT 2 NAME National Insurance number

Continued

Income

This is the information we have about your income. Please contact us immediately if it is not correct.

Your income for the year 6 April 2019 to 5 April 2020

This income is based on an estimate provided by you.

APPLICANT 1 NAME

Earnings as an employee £ 2000
Your total income £2000

APPLICANT 2 NAME

Earnings as an employee £ 4000
Your total income £4000
Total income for the year from 6 April 2019 to 5 April 2020 £ 6000

Your income for the year 6 April 2018 to 5 April 2019

Total income for the year from 6 April 2018 to 5 April 2019 £ 10000

Has your income changed?

Please tell us if your income goes up or it goes down. This helps us to keep your payments on the right track.

Income gone down? – tell us now, you may be due more tax credits.

If you are due more tax credits, we will increase your remaining payments straightaway. After 5 April 2020 we will send you a Renewal Pack. Once you have told us your actual income for the year from 6 April 2019 to 5 April 2020, we will check your whole award. If we owe you any money we will pay it

Income gone up? – tell us now to keep your payments on the right track

This does not usually affect your tax credits payments for this year.

From 6 April 2020 your payments will be based on the income you have told us about. If your income has gone up and you do not tell us until you complete your Renewal Pack, you may be paid too much from 6 April 2020 onwards. If you are, we will reduce your payments to collect back any overpaid amount.

3.3 ASYLUM SEEKER

You must provide either an Application Registration Card (ARC), BAIL201 Letter, or Serco Tenancy Agreement. Your application will not be successful without either of these documents if you have stated you are an Asylum Seeker.

Example - Application Registration Card



Example – Tenancy Agreement

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OCCUPANCY AGREEMENT GIVEN BY THE LESSEE TO EACH INDIVIDUAL

THIS OCCUPANCY AGREEMENT IS GRANTED EXPRESSLY ON A TEMPORARY BASIS FOR THE PURPOSE OF PROVIDING ACCOMMODATION TO ASYLUM-SEEKERS IN ACCORDANCE WITH SECTION 4 OR PART VI OF THE IMMIGRATION AND ASYLUM ACT 1999. THIS AGREEMENT DOES NOT CONFER ANY RIGHTS OF A TENANT.

Occupancy Agreement

Between Mears

And

Name: (NASS: _____) ('the Occupant')

This Occupancy Agreement sets out the terms on which the Occupant occupies the property ('the property') leased by Mears as part of its contract with the AASC - Scotland and UKVI and the duties and obligations of AASC - Scotland and the Occupant. This property is for temporary accommodation only.

1. Mears agrees

1.1 To make the property available to the Occupant, on a temporary basis, on behalf of UKVI, whilst his/her asylum application is being assessed.

1.2 That this Occupancy Agreement shall commence on _____ (regardless of the date of signing this Agreement).

1.3 To ensure that at the commencement, and throughout the period, of occupancy the property is structurally sound, is in a wind and watertight condition, and is in a reasonable state of repair and maintenance.

1.4 To provide a day-to-day housing management service to deal with and resolve any issues arising from the accommodation. Any issues relating to the property may be discussed with or reported to the A.I.R.E Provider.

1.5 To provide furniture and utensils for use within the property which are detailed on the attached schedule. The furniture and utensils remain the property of Mears at all times and must not be removed from the property. Any loss or damage to the furniture or utensils, arising from any misuse or neglect by the Occupant or any person living in the accommodation or any visitor, will be reported to UKVI.

2. The Occupant agrees

2.1 To occupy the property allocated by the Mears as his/her only home and to limit occupation solely to those of his/her dependants for whom the property was allocated. Visitors are permitted at all reasonable times, but cannot remain overnight. The occupant is responsible for the conduct of any visitors to the property who must behave in accordance with Clause 2.5 of this agreement whilst on the premises.

2.2 Not to carry out any structural, internal or external alterations, or any other repair to the property.

2.3 To report any outstanding repairs to the AIRE Provider, Migrant Help.

4.3 Any breach of paragraphs 2.5 or 2.6 or 2.7 or where there is a persistent or other substantial breach of this Occupancy Agreement which the Occupant has failed to remedy may lead to Mears informing the Home Office which, in turn may lead to termination in accordance with due process of law.

Signed for and on behalf of AASC - Scotland and Mears

_____(Signed)

_____(Date)

The terms of this Agreement are understood by me and

(a) I agree to keep to them as governing my Occupancy at:

Address:

(b) I understand the Emergency Procedures which have been explained to me. I have received a copy of the Welcome and Information Pack printed in my own language, which I shall retain for my own records.

(c) I am aware of my right to be accompanied by a person of my choice in all my dealings with Mears.

_____(Signed)

_____(Date) #

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7 Frequently Asked Questions

1. Do I need to re-apply this year if I applied last year?

You will receive your Clothing Grant payment **automatically** if:

- Your child/children attend a Glasgow City Council school
- You receive Housing benefit/Council Tax reduction, and your child/children are listed on your claim
- OR
- You have received a Declaration letter from us, advising that your payment will be issued automatically

However, please ensure you have updated any changes i.e. bank details, address etc. If circumstances **HAVE** changed you will need to apply again.

2. When will I get paid?

If your part of the automated payments, payments will be paid by 30/06/21. For new applications please allow 2 weeks from date of submission.

3. I have not received my payment?

If you have not received payment and you have allowed the given timescales advised and have supplied updated bank account details, please complete an online enquiry form (insert link to enquiry form here)

4. I have only received payment for one sibling?

Have you ensured all children are listed on all benefit claims, if not you will need to do so and re apply. If all children have been added and you have allowed the given timescales, please complete an online enquiry form (insert link to enquiry form here).

5. Do I qualify for free school meals if I am entitled to a Clothing Grant?

Not necessarily, you would only be entitled if you meet the criteria for both. Please refer to the eligibility criteria for free school meals on the web page.

6. I have not received free school meals?

If you have allowed the given timescales and not received confirmation, please complete an online enquiry form (insert link to enquiry form here)

7. My child is starting Primary 1, do I need to apply?

We have matched data from the P1 enrolment exercise to allow for automated payments however if your child is not included in your benefit claim we will not have captured them, and you may need to apply. If your child is on your benefit claim and you have allowed the given timescales, please complete an online enquiry form (insert link to enquiry form here).

8. My child is moving to another school, do I need to re apply?

If your child is moving from one Glasgow school to another Glasgow school this should be automatic and no need to apply. If you live out with Glasgow, then you need to apply to the relevant local authority for the school your child is moving to.

9. When will payments be made for S5 & S6 pupils?

For pupils moving into S5 & S6, we obtain confirmation of pupils returning prior to the grant being released. Due to this, monies are paid after the school has returned in the new term. Payments will be released from September 2021. However if you qualify for the summer Free school meal grant this will be paid at the end of June.

10. I have not received my declaration; however, I get one every year?

Letters will be issued to parent/carers from May 2021. Please be aware if any of your details have changed from when the last payment was made i.e. Bank account, address etc. you will need to inform us immediately, the quickest and most convenient way to do this is completing the online enquiry form (insert link to enquiry form). If you do not update us straight away this could delay payments.

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11. I need to update my bank details/address

Please complete the online enquiry form ([insert link to enquiry form here](#)) and select preferred option from the drop-down list.

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Document Control & Sign-Off

Author(s)	
Name(s)	Location(s)
Ashley Gillen	Customer & Business Services

Document Log				
Version	Status	Date Issued	Description of Change	Pages affected
0.1	Final	26/05/2021	New document	All

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Date	Supplier Name and Designation	Signature
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Date	Customer Name and Designation	Signature
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