

If you are in receipt of:

- Income Support;
- Income based Job Seekers Allowance (JSA);
- Any Income related element of Employment and Support Allowance (ESA).

Collect a **FREEPOST ENVELOPE** for your application form to be processed from either of the following:

- Customer Service Centre at
Municipal Buildings, Clyde Square, Greenock or
Princes Street House, Port Glasgow
- Job Centre Plus

Please ensure the school has correct address details as conflicting information may delay processing your application

Please allow up to 21 days for your application to be processed.

All other application forms and enquiries should be directed to:

Phone: 01475 712893

Email: comments@inverclyde.gov.uk

Write to: Customer Service Centre,
Municipal Buildings, Clyde Square,
Greenock, Inverclyde PA15 1LY

If you are claiming Free School Meals due to being in receipt of appropriate Child Tax Credit or Working Tax Credit we would ask that you bring your most up to date Tax Credit Award Notice with you as evidence when handing in the form, showing estimated household income for 2017/18.

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on 01475 717171

Designed by Corporate Communications & Public Affairs, June 2017. Printed on 140gsm Edixion uncoated Job ref 3702

Inverclyde Council Education Services

Clothing Grant and Free School Meals

How do I get them?

2017/18

Inverclyde
Council

Clothing Grant and Free School Meals

How do I get them?

To apply for a Clothing Grant/Free School Meals your child or children must attend an Inverclyde school and you must receive one of the following:

- Income Support;
- Income based Job Seekers Allowance (JSA);
- Child Tax Credit, but not Working Tax Credit, and where income is less than £16,105 (in 2017/18) as assessed by the Inland Revenue;
- An asylum seeker receiving support under Part VI of the Immigration and Asylum Act 1999;
- Employment and Support Allowance (Income Related) (ESA);
- Parent or carer who is in receipt of both maximum Child Tax Credit and maximum Working Tax Credit with an income under £6,420;
- Universal credit – where your maximum monthly income from employment does not exceed £610, as shown on your monthly Universal Credit statement.

Please note, only one application form should be completed per family.

All children who will be in P1-3 from August 2017 are entitled to receive a Free School Meal. However, if you wish to apply for a Clothing Grant, an application form will still require to be completed and the appropriate household income evidence submitted. If a pupil is over the school leaving age the application for Clothing Grant and Free School Meals will be processed when it is **confirmed** that the pupil has returned to school.

How should you apply?

Q How can I get an application form?

A Apply to the school that your child attends or, if your child is starting school, the school that your child is enrolled at. You can also apply to Customer Service Centre, Municipal Buildings, Clyde Square, Greenock for an application form or download from the Council's website. An application form will be sent to you if your child(ren) currently receive Free School Meals.

Q When can I get a form?

A The forms will be available from schools and Customer Service Centre, Municipal Buildings, Clyde Square, Greenock from end of June.

Q When can I apply?

A You can apply at any time between June 2017 and 31 May 2018.

Q How will I receive my clothing grant?

A The clothing grant will be **paid directly into your bank account**, once we have received the relevant household income evidence for the **current** year. **PLEASE NOTE: Inverclyde Council can no longer issue cheques.**

Q When will I receive my clothing grant?

A Clothing grants applied for before or during the summer break will generally be paid in early August. Payments will be paid directly into bank accounts. You should ensure that the bank account you hold accepts payments by BACS transfer - if not, your payments will be delayed.

If you delay making your application until August you may not receive your grant in time for the start of the new school session. Please note, at peak times over the summer period, your application may take up to 21 days to be processed due to the volume of applications received.

Q What is the value of the clothing grant?

A Each year the Council decides how much the grant will be. This year the grant will be £90 per child.

Q What if my circumstances change?

A You should immediately notify Customer Service Centre, Municipal Buildings, Clyde Square, Greenock, or call 01475 712893.

Q Where do I send the form?

A **The form must be returned to Customer Service Centre, Municipal Buildings, Clyde Square, Greenock** together with the appropriate household income evidence.