



# Shetland Islands Council

## Application for Clothing Grant/Free School Meals/Free School Milk

### Section 1: Your Personal Details

Title  Forename(s)  Surname

Full Name of Spouse/Partner

Your NI Number  Your Partner's NI Number

Address  Post Code

Telephone

Email

**A new application must be made each academic year.** All correspondence will be made by email.

If you have previously applied for a Clothing Grant and/or Free School Meals, please tick

### Section 2: Eligibility

You **must** submit the following documents in support of your application:

1. Current Bank Statement showing Child Benefit (CHB) payments AND 2. **All** pages for your new Tax Credit Award Notice (TCAN) - **Both elements are required in order to process your application.**

If you do not have a TCAN, please submit your current Bank Statement and a recent Benefit letter.

Please select how you intend to send your supporting documents:

Email to: [childrensservices-finance@shetland.gov.uk](mailto:childrensservices-finance@shetland.gov.uk)  In Person  By Post

Please select the type of application you wish to make:

Free School Meals  Free School Milk  Clothing Grant  All

I/We are in receipt of the following benefit(s)

- Income Support
- Income-based Job Seeker's Allowance
- Employment & Support Allowance (income related)
- Universal Credit
- Support under Part V1 of the Immigration & Asylum Act 1999
- In care of the Local Authority
- Child Tax Credit **only** with income less than £16,105 (not Working Tax Credit)
- Child Tax Credit & Working Tax Credit, with income less than £6,420
- Working Tax Credit and Child Tax Credit with an income greater than £6,420 but less than £16,105  
*(for Clothing Grant Only)*

To be completed by Job Centre Plus (if proof of benefit is not available)

Signature  Date

Print Name

*Office Stamp*

### Section 3: Pupil Details

Please list the children you wish to claim for below, you must claim Child Benefit for all children listed

| Surname | Forename(s) | Date of Birth | Class<br>(from August) | Name of School |
|---------|-------------|---------------|------------------------|----------------|
|         |             |               |                        |                |
|         |             |               |                        |                |
|         |             |               |                        |                |
|         |             |               |                        |                |
|         |             |               |                        |                |

### Section 4: Bank Details

To receive a Clothing Grant you should hold a Bank, or Building Society account, which accepts payments by Bank Automated Credit System (BACS) transfer.

Name on Account

Name of Bank/Building Society

Address of Bank/  
Building Society

Sort Code

Account Number

Signature

I do not have a Bank/Building Society account and wish to be paid by cheque

### Section 5: Declaration

I declare that the information I have given on this form is correct to the best of my knowledge. I understand that if I give false information or withhold relevant information this application will be cancelled and, if necessary, action will be taken against me to recover any money already paid. I understand that the Shetland Islands Council is registered under the Data Protection Act 1998. Under the terms of the Act, I authorise the Council to make checks on information held on me by its departments and other public bodies, for the following purposes:

- To verify my entitlement to free school meals/milk and / or a clothing grant for my child(ren);
- To make me aware of other benefits or concessions to which I may be entitled;
- To detect and prevent Fraud.

Signature

Date

If submitting by Email, please type your name in the signature boxes.

If printing the form to submit, please ensure the signatures are complete.