



**Shetland Islands Council
Application for Clothing Grant/Free School Meals 2011/12**

Section 1: Your Personal Details

Title:	Forename(s):	Surname:
Full name of spouse/partner:		
National Insurance Number(s):		
You:	Your Partner:	
Full Address:	Post Code:	
	Telephone:	
	Email:	

Did you apply for assistance in session 2010/11: Yes No

Section 2: Eligibility

Please submit all pages of your original 2011/12 Tax Credit Award Notice (TCAN), **OR** if you do not have a TCAN, please provide proof of the benefit you have ticked below **AND** proof of Child Benefit. This can either be your most recent Child Benefit letter, or a Bank Statement no more than 2 months old.

PLEASE NOTE THAT ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED

Assistance applied for (tick box) Free School Meals Clothing Grant Both

I/We are in receipt of the following benefits (please tick):

- Income Support
- Income-based Job Seeker's Allowance
- Employment & Support Allowance (income related)
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit **only** with income less than £15,860 (not Working Tax Credit)
- Child Tax Credit and 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 £15,860 **(for Clothing Grant only)**

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

I confirm details for the above person, NI number are correct.

Signature:	Office Stamp
Print Name:	
Date:	

Section 3: Pupil DetailsPlease list the children you wish to claim for below, you must claim **Child Benefit** for all children listed

Surname	Forename(s)	Date of Birth	Stage/Class (from Aug 2011)	Name of School or Nursery (attending from Aug 2011)

Section 4: 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 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.

Signed _____ (Parent/Carer) Date _____

Print Name _____

Section 5: 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 (8 digits) I do not have a Bank/Building Society account and wish to be paid by cheque

Signature: _____