

## School Meals and Clothing Grants Guidance

If your child attends a Dundee City Council school you may be entitled to free school meals and / or school clothing grant for them. You can check your benefits and how they affect your application on the table below.

Staff at Dundee House will check over your application and supporting documents. Once all necessary information has been provided, we'll be able to process your application.

<b>Benefit you receive</b>	<b>Are you entitled to free school meals?</b>	<b>Proof You Are Required To Provide</b>	<b>Are you entitled to a school clothing grant?</b>	<b>Proof You Are Required To Provide</b>
Income support or Job Seekers Allowance (Income Based)	Yes	DWP award letter which shows current entitlement to this benefit	Yes	Same as School Meals <u>PLUS</u> proof of child benefit
Universal Credit	Yes	DWP award letter which shows current entitlement to this benefit	Yes	Same as School Meals <u>PLUS</u> proof of child benefit
Employment & Support Allowance (Income Related)	Yes	DWP award letter which shows current entitlement to this benefit	Yes	Same as School Meals <u>PLUS</u> proof of child benefit
Child Tax Credit with a gross annual income of £16,105 with no element of Working Tax Credit	Yes	Current Tax Credit Award Notice (TC602A) which shows entitlement to this benefit	Yes	Same as School Meals <u>PLUS</u> proof of child benefit
In receipt of both Child Tax Credit and Working Tax Credit gross maximum income below £6,420	Yes	Current Tax Credit Award Notice (TC602A) which shows entitlement to this benefit	Yes	Same as School Meals <u>PLUS</u> proof of child benefit
Child Tax Credit <u>AND</u> working Tax Credit with an income between £6,420 and £16,105	No	Current Tax Credit Award Notice (TC602A) which shows entitlement to this benefit	Yes	Same as School Meals <u>PLUS</u> proof of child benefit
Support Under part V1 of the Immigration and Asylum Act 1999	Yes	Confirmation Letter/Home Office	Yes	Same as School Meals <u>PLUS</u> proof of child benefit
Housing Benefit	No	Current Housing Benefit award letter	Yes	Same as School Meals <u>PLUS</u> proof of child benefit
Council Tax Reduction – Council Tax discount or exemption does not qualify	No	Current Council Tax Benefit award letter	Yes	Same as School Meals <u>PLUS</u> proof of child benefit

## **Application Guidance**

During June to September we receive a large number of forms and therefore it may take up to 4 weeks to process your application. During this time we would ask that you do not call us to check on the progress of your application.

## **Applications during the school year**

You may submit an application at any time throughout the school year. Process of application will follow the same format as those applying in June.

Students who are 16 before 30th September and who are eligible to apply for an **Education Maintenance Allowance** will **NOT** be entitled to a Clothing Grant for the next session beginning in August. However, they may be entitled to Free School Meals.

## **Payments**

Applications will be accepted from beginning of June. Payments will be made from the start of July onwards.

The Clothing Grant payment will be made by BACS payment (directly into your bank/building society account)

Please note we cannot pay money directly into Post Office Accounts, Clearing Accounts or Credit Union Accounts. If you have one of these accounts we will pay you by cheque.

## **Only one Clothing Grant will be paid for any pupil during a school year**

### **Please Note:**

**The closing date for Clothing Grant Applications is 17 March each year.** Applications received after 17 March each year will **NOT** be processed for the current academic year. A fresh application will be required and a new application form will become available in June each year for the next school session beginning in August.

## **Change of circumstances**

**It is your responsibility to notify us of any changes as this could affect your entitlement.**

## **IMPORTANT NOTES**

- Where possible, please email any query you may have to [revenues.division@dundee.gov.uk](mailto:revenues.division@dundee.gov.uk)
- Applications received after the 1st of August may not be processed in time for the start of the school term.
- We are unable to backdate late or incomplete applications.
- One application form is suitable for all children in your family, even if they attend different schools.
- Assistance with schoolwear is only awarded ONCE per academic year.
- Assistance with schoolwear is NOT available to nursery school pupils.