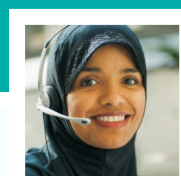


# Clothing Grant & Free School Meals Applications

*Guidance for Parents/Carers 2024/25*



Customer focused business and contact services



Customer & Business Services

*CBS Clothing Grants Administration Team*

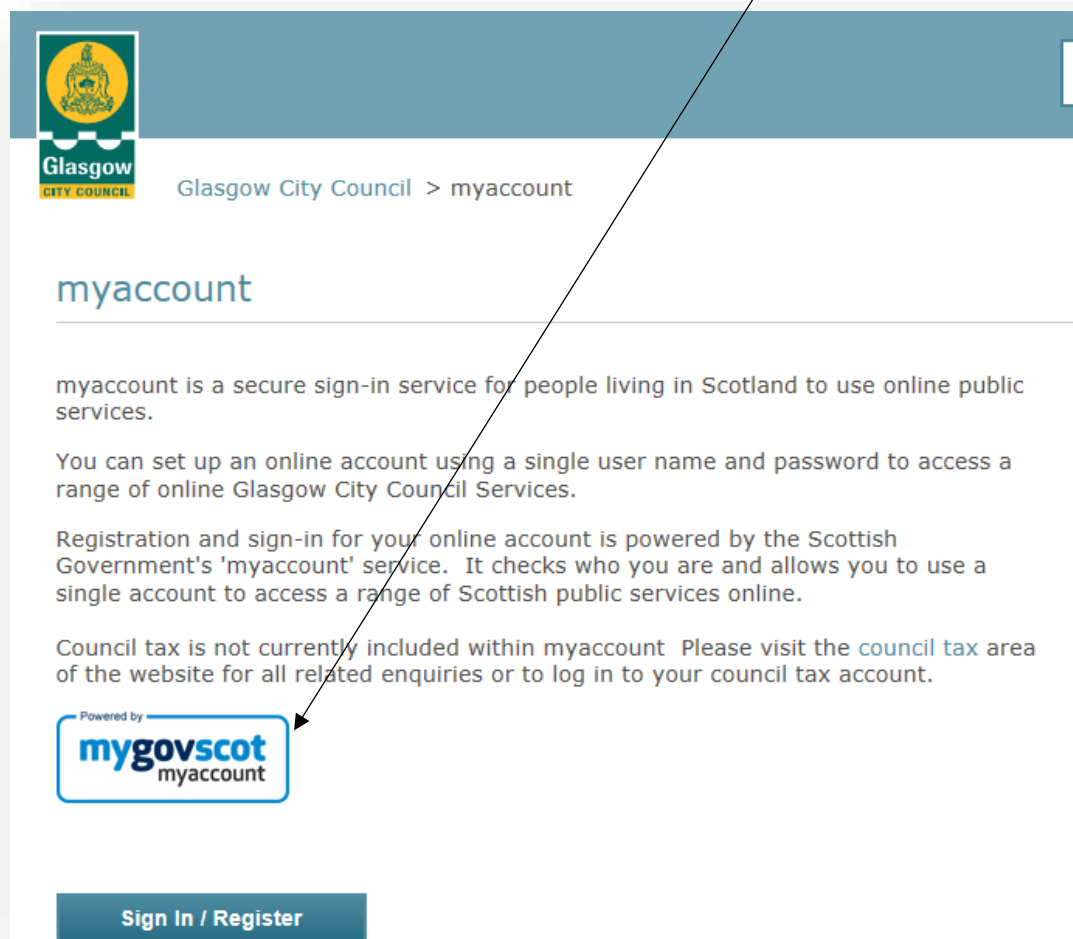
12/05/2023 v0.2

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## 1 Setup of myaccount

Before an online application can be completed all parents/carers will require to have or to set up a '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 the log in details that you have created for myaccount as you may require to log in the future. 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. you can use the links below.**

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 the Clothing Grant/FSM application form

Most fields will already be completed automatically using the information used to setup your 'myaccount' – therefore it is important that the 'myaccount' is in your own name and your details are up to date.

Please ensure you complete all blank fields before clicking 'Next' in each section.

### 2.1 SECTION ONE – CONTACT DETAILS

If this is the first time you have applied for this school year, select 'No'. If you have already applied and want to update your bank details or provide further information, select 'Yes'. You will be taken to our online enquiry form.

**Are you updating bank details or providing additional evidence of eligible benefits?**

- Yes
- No

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

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This section is your contact details. If the fields have been completed automatically, you must ensure that the information is accurate i.e. contact number, email address etc. The only field that you will be required to complete 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 may be able to verify your income using our trusted systems - the next section asks for your consent for us to carry out these checks. 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

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

Please confirm your National Insurance Number

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## OFFICIAL

If you 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 your partner 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

Payments are now made via Bacs into your bank account. Please ensure you complete your bank details accurately so your payment isn't delayed if the award is granted. **Please note if you are an Asylum Seeker and do not have a bank account, please leave this section blank.**

### Please confirm your bank details

Sort Code\*

Account number \*

### 2.3 SECTION TWO – YOUR ELIGIBLE BENEFITS

In this section, you should select **all** statements that apply to you. For example, if you receive Council Tax Reduction and also in receipt of Universal Credit, you should select both from the list.

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

- I receive Income Support/ Income-based 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 **£796** .
- I receive both Working Tax Credit and Child Tax Credit with an annual income of **£9,552** or under for tax year 22/23
- I receive Child Tax credit only (CTC) with an annual income of less than **£19,995**.
- I am an Asylum Seeker, receiving support under part VI of the Immigration and Asylum Act 1999.

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

**2.4 SECTION THREE – DETAILS OF YOUR CHILD(REN)**

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

**You must provide your child’s details, not your own. If this section is 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.**

**Please confirm your child’s school type**

- Primary
- Secondary
- ASL School

You will now be asked for the name of the school your child will attend from **August 2024** and what school year your child will be in. If your child is moving up to Secondary School in August 2024, you should choose the name of the Secondary School and the School year will be S1.

If you are applying for more than one child, select ‘Yes’. Repeat for **all** children you require a grant for.

**Are you applying for another child?**

- Yes
- No



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### 2.5 SECTION FOUR – PROVIDING EVIDENCE

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...

### 2.6 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 4 weeks for your payment to be made. You will receive an email confirmation showing a summary of your request.

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### 3 Samples Of Evidence

If you receive Universal Credit, Working Tax Credit, Child Tax Credit or you are an Asylum seeker you will need to supply evidence to support your application. Please find below examples of evidence.

#### 3.1 UNIVERSAL CREDIT

You must supply a copy of your **most recent** Universal Credit statement – this can be in the form of screenshots from your online account. If you have stated you receive Universal Credit, your application will not be successful without this proof. Your statement must show the following:

- Name and address
- Date
- Breakdown of payment (housing and child elements, take home pay)
- Full Deductions section
- Total payment for the month

#### Example of Universal Credit Statement


<p><b>Payments</b> <a href="#">Print this statement</a></p> <p>Your Name Here</p> <p>Your address here Street Name GLASGOW Postcode</p> <p>Assessment period: 17 March to 16 April 2023 <a href="#">Need help understanding your assessment period?</a></p> <div style="background-color: #0056b3; color: white; padding: 10px; text-align: center;"> <p>Your payment this month is</p> <h1 style="margin: 0;">£624</h1> <p>This will be paid by 8pm on 23 April 2023</p> </div> <p><b>What you're entitled to</b></p> <p><b>Standard allowance</b> £334.91 You get a standard amount each month. You said you're single</p>	<p><b>What you're entitled to</b></p> <p><b>Standard allowance</b> £334.91 You get a standard amount each month. You said you're single</p> <hr/> <p><b>Children</b> £290.00 You get support for 1 child</p> <hr/> <p><b>Total entitlement before deductions</b> £624.91</p> <p><b>What we take off (deductions)</b></p> <hr/> <p><b>Total deductions</b> £0.00</p> <hr/> <p><b>Your total payment for this month is</b> £624.91</p> <p><b>If your circumstances change</b> You must immediately <a href="#">report changes in your circumstances</a> that could affect your Universal Credit payments.</p> <p><b>Help and support</b></p>
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3.2 WORKING TAX AND/OR CHILD TAX CREDITS

You must supply a copy of your Tax Credit Award Letter for 2024/25 - 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 Tax Credits.

Example of a Tax Credit Award letter.

PAGE 1



**HM Revenue & Customs**

Helpline 0345 300 3900  
Textphone 0345 300 3909  
For our opening hours go to [www.gov.uk/contact-hmrc](http://www.gov.uk/contact-hmrc)

TCO PRESTON 5  
Tax Credit Office  
HM Revenue and Customs  
BXS 1ER

issue Date

APPLICANT NAME  
ADDRESS  
ADDRESS  
ADDRESS  
POSTCODE

**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](http://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 Page 1 of 6

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 12/11/2019. 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 06/04/2017 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 can claim. Contact us for details.

PAGE 3



**HM Revenue & Customs**

**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.

<b>APPLICANT 1 NAME</b>		
Earnings as an employee	£ 2000	
Your total income		£2000
<b>APPLICANT 2 NAME</b>		
Earnings as an employee	£ 4000	
Your total income		£4000
<b>Total income for the year from 6 April 2019 to 5 April 2020</b>		£ 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.

# OFFICIAL

## 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

<p><b>OCCUPANCY AGREEMENT GIVEN BY THE LESSEE TO EACH INDIVIDUAL</b></p> <p>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.</p> <p style="text-align: center;"><b>Occupancy Agreement</b></p> <p style="text-align: center;">Between Mears</p> <p style="text-align: center;">And</p> <p>Name: (NASS: _____) ('the Occupant')</p> <p>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.</p> <p><b>1. Mears agrees</b></p> <p>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.</p> <p>1.2 That this Occupancy Agreement shall commence on _____ (regardless of the date of signing this Agreement).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>2. The Occupant agrees</b></p> <p>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.</p> <p>2.2 Not to carry out any structural, internal or external alterations, or any other repair to the property.</p> <p>2.3 To report any outstanding repairs to the AIRE Provider, Migrant Help.</p>	<p>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.</p> <p>Signed for and on behalf of AASC - Scotland and Mears</p> <p>_____(Signed)</p> <p>_____(Date)</p> <p>The terms of this Agreement are understood by me and</p> <p>(a) I agree to keep to them as governing my Occupancy at</p> <p>Address:</p> <p>(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.</p> <p>(c) I am aware of my right to be accompanied by a person of my choice in all my dealings with Mears.</p> <p>_____(Signed)</p> <p>_____(Date) #</p>
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**OFFICIAL**

**Document Control & Sign-Off**

Author(s)	
Name(s)	Location(s)
AG	Customer & Business Services
JM	Customer & Business Services

Document Log				
Version	Status	Date Issued	Description of Change	Pages affected
0.1	Final	26/05/2021	New document	All
0.2	Final	12/05/2023	Updates	All
0.3	Final	06/03/2024	Updates	All

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