



MORAY COUNCIL EDUCATION AND SOCIAL CARE

FREE SCHOOL MEAL and CLOTHING GRANTS

You can claim free school meals and a clothing grant for your child if you are receiving the following benefits:

- Income Support,
- Income-based Job Seekers' allowance,
- Any income related element of Employment and Support Allowance
- Universal Credit
- Child Tax Credit but not Working Tax Credit, and your annual income, as assessed by the Inland Revenue, is below £16,105, **or**
Child Tax Credit and Working Tax Credit with an income below the threshold for receipt of maximum Working Tax Credit, currently set by the Government at £6,420
- Support under Part VI - Immigration & Asylum Act 1999

The process for applying for free school meals and a clothing grant is changing from 1 May 2017. The process is moving to Moray Council's Benefits Service. This means you will no longer need to submit an application form every year with your household income documents to the school that your child attends.

How do I now apply for free school meals and a clothing grant?

If you are eligible for Free School Meals and a Clothing Grant and you also currently claim Housing Benefit or Council Tax Reduction, and *your personal circumstances have not changed*, you do not need to do anything as the Benefits Service will contact you automatically by post.

If you have not heard from them by 1 August 2017 you can contact the Benefits Service by telephoning 01343 563456, writing to The Revenues Section, Council Office, High Street, Elgin, IV30 1BX, or emailing revenues@moray.gov.uk.

You can also visit any of the following offices:-

- BUCKIE - 13 Cluny Square, Buckie, AB56 1AJ
- ELGIN - Council Office, High Street, Elgin, IV30 1BX
- FORRES - Auchernack, High Street, Forres, IV36 1DX
- KEITH - The Resource Centre, 26 Mid Street, Keith, AB55 5AH

If you are eligible for Free School Meals and a Clothing Grant and you also currently claim Housing Benefit or Council Tax Reduction, and *your personal circumstances have recently changed* then you need to inform the Benefits Service.

Contact details are listed above.

If you are eligible for Free School Meals and a Clothing Grant and do not currently claim Housing Benefit or Council Tax Reduction then you need to complete a benefits claim form.

Forms will be available from the Moray Council Access Points listed above and from schools from 1 May 2017.

How will my child receive their free school meal?

- Primary pupils: School staff will be advised of those families who are eligible for Free School Meals and will issue school meal tickets to the child.
- Secondary pupils: School staff will be advised of those families who are eligible for Free School Meals and will credit the cashless catering system with a daily allowance.

How will I receive a clothing grant?

The grant is paid directly by cheque to the parent or guardian.

What will happen if my circumstances change?

If your household income changes during the year the school will be informed by the Benefits Service that you are no longer eligible and will stop issuing school meal tickets or stop crediting the cashless catering system.