

# How can we help?

## 2008/2009

If your family has a low income we may be able to give you financial assistance while your children are at school.

- Find out if you are eligible and apply online at [www.hertsdirect.org](http://www.hertsdirect.org) (use the signpost on right of page to "How Can We Help")
- Or phone us and we can complete the application for you.

**You will need to have the following available before you start your online application or phone us:**

- \* Your National Insurance number (and pupil's if over 16 )
- \* Welfare benefit details
- \* Names and dates of birth of child/children
- \* Details of school attended
- \* Name of district or borough council where council tax is paid

- Or you can send the application form to us at:

Financial Help  
Hertfordshire County Council  
Children, Schools and Families  
PO Box 153  
Stevenage SG1 2GH

**Helpline 01438 737370**

callers from 01923 or 0208 dialling codes can call on  
01923 471370 to be charged at local rates.

**Email: [howcanwehelp@hertscc.gov.uk](mailto:howcanwehelp@hertscc.gov.uk)**



## SECTION 1 - YOUR DETAILS

Please complete in block capitals in blue or black ink.

### CLAIMANT DETAILS

First name: ..... Relationship to pupils/students: .....  
Surname: ..... Your date of birth ...../...../.....  
Preferred title (Mr/Mrs/Miss/Ms): .....  
Address: ..... Telephone number where you can be contacted during the day :  
..... Home: .....  
..... Work: .....  
Post code: ..... Mobile: .....

District or Borough Council to which you pay Council Tax or receive Housing Benefit:

When did you move to this address? Date: ...../...../.....

If it was less than four years ago, please give your previous address and dates of residence below:

Address: ..... Dates:  
..... from ...../...../.....  
..... to ...../...../.....  
..... Postcode.....

### FINANCIAL DETAILS/QUALIFYING BENEFITS

Your National Insurance number ...../...../...../...../.....

Home office number (if you have one) .....

Please tick the box(es) to show which benefit(s) you are receiving: Date granted  
(this information must be supplied) dd / mm / yyyy

**Income Support or Income-based Jobseeker's Allowance** ...../...../.....

**Child Tax Credit** (income no more than £15,575 and not receiving Working Tax Credit) ...../...../.....

**Child Tax Credit** (payable at a rate higher than the family element ie. more than £547.50 per year - or £1,095.00 if you also have a child under one year old) ...../...../.....

**Working Tax Credit** ...../...../.....

**Housing Benefit** ...../...../.....

**Council Tax Benefit** (not including second adult rebate) ...../...../.....

**Pension Credit** (guarantee credit element) ...../...../.....

## PUPIL/STUDENT DETAILS

First Name(s)	Surname	Male/ Female	Date of Birth dd/mm/yyyy	Name of School, Music Centre or College (please state campus). If moving to new school give that name
1 .....	.....	.....	.....	.....
2 .....	.....	.....	.....	.....
3 .....	.....	.....	.....	.....
4 .....	.....	.....	.....	.....
5 .....	.....	.....	.....	.....

ALL APPLICANTS MUST ALSO COMPLETE THE APPROPRIATE PARTS OF SECTION 2 (PAGES 4 TO 8) AND SIGN THE DECLARATION ON PAGE 8 (SECTION 3). YOU MUST ALSO PROVIDE PROOF THAT YOU ARE RECEIVING THE RELEVANT BENEFIT - SEE SECTION 4 ON PAGE 9.

## SECTION 2 - HELP AVAILABLE TO FAMILIES ON LOW INCOMES

### FREE SCHOOL MEALS

Please tick the box if you want to apply for children named above

If you receive **Income Support**, **Income-based Jobseeker's Allowance** or **Child Tax Credit** (with an annual taxable income of no more than £15,575 and **not receiving Working Tax Credit**) you are eligible for free school meals and free milk for your child/ren.

Free milk is available to children in infant classes and special schools (ALL nursery pupils are entitled to free milk).

**Proof is required** - see page 9.

We will inform the school your child/ren attend(s) of their entitlement to free school meals and free milk. **College students aged 16-19 should apply to their college.**

### ASSISTED TRANSPORT

Subject to availability, it is sometimes possible to offer a seat on an Education Route (this is not the same as a Public Transport Route) and you may not have to pay. To find out whether a seat is available and get an application form please contact your local area office.

**Telephone: 01438 737370 to be given contact details for your area**

**Callers from 01923 or 0208 dialling codes can call on 01923 471370 to be charged at local rates.**

**SAVERCARD 2008/09**

Please tick the box if you want to apply for a free SaverCard  and list the student(s) you are applying for below.

The SaverCard enables students to travel on local buses in Hertfordshire at half the adult fare. Without a SaverCard they will be charged the standard adult fare at all times. Students aged between **11 and 15** pay a one off £10 for their SaverCard which is valid until the day before their 16th birthday. 16 - 18 year old SaverCards also cost £10 and will be valid for one year. Please note: All 16 - 18 SaverCards (issued or renewed) will be valid to 30 September 2009. SaverCards normally cost £10 but for some students it is free.



**To get a free SaverCard - You need to be receiving one of the benefits listed on page 3. Proof is required - see page 9.**

Students need to be in full-time education and between the ages of 10 and 18 at the time of application.

**You need to attach a passport style photograph (45mm x 35mm) for each student. Their name should be written clearly in block capitals on the reverse.**

First Name 1 ..... Surname .....  
2 .....  
3 .....

Only one free SaverCard will be issued each year. If your card is lost or stolen a replacement will cost £10.

**TRAINCARD 2008/09**

Please tick the box if you want to apply for a free TrainCard  and list the student(s) you are applying for below.

The Student TrainCard is available to 16-18 year olds attending post compulsory education in school sixth form/college and 19 year olds attending courses started prior to their 19th birthday. It allows students to travel by train to and from school/college within Hertfordshire at **two thirds of the adult season ticket fare**. The discount can only be used for the journey to and from school/college. Applicants must be in full time post compulsory education and resident in Hertfordshire. TrainCards normally cost £10 but for some students it is free.



**To get a free TrainCard - You need to be receiving one of the benefits listed on page 3. Proof is required - see page 9.**

**You need to attach a passport style photograph (45mm x 35mm) for each student. Their name should be written clearly in block capitals on the reverse.**

For further information about TrainCards ring 01992 588570.

Start (origin train station).....  
Finish (destination train station).....

First Name 1 ..... Surname .....  
2 .....  
3 .....

Only one free TrainCard will be issued each year. If your card is lost or stolen, a replacement will cost £10.

**HELP WITH MUSIC FEES**

Please tick the box if you want to apply for help with music fees  and list the child/ren you are applying for below.

We may be able to help with fees if you reside in Hertfordshire and your child receives instrumental / vocal tuition from Hertfordshire Music Service, either in an LA school or a Music Centre.

If you receive **Income Support, Income-based Jobseeker’s Allowance** or **Child Tax Credit** (with an annual taxable income of no more than £15,575 and not in receipt of Working Tax Credit) you will not have to pay the fee for up to half an hour individual / shared / group lesson per week, please contact your school / music centre for further information on lessons offered. If you are receiving any other benefit listed on page 3, you will pay only 50% of the fee.

All applications must be accompanied by the required proof of benefit. You need to make your application and then speak to your school / music centre to find out if lessons are available. The school / music centre has to provide further information before your application can be approved by Hertfordshire Music Service.

If you are applying for the first time, the school / music centre will advise you about all aspects of tuition, then they will send an online RMF2 form to Hertfordshire Music Service with relevant details for approval. If your child is continuing music tuition, please inform the school / music centre so they can forward an online RMF2 form to Hertfordshire Music Service.

To start tuition from:	School must notify Music Service by:	To start tuition from:	School must notify Music Service by:
Autumn term 2008	12 September 2008	Autumn half term 2008	12 September 2008
Spring term 2009	31 October 2008	Spring half term 2009	9 January 2009
Summer term 2009	20 February 2009	Summer half term 2009	17 April 2009

**Visit the Music Service website ([www.hertsmusicservice.org.uk](http://www.hertsmusicservice.org.uk)) to view leaflet of Terms and Conditions of the Remission of Music Fees Scheme OR please obtain hard copy from your school or music centre. Tuition must not start until this approval is received by the school / music centre.**

First Name 1 ..... Surname .....  
 2 .....  
 3 .....

**Instrument details**

**Tuition location**

Child 1 .....  
 Child 2 .....  
 Child 3 .....

Child 1 .....  
 Child 2 .....  
 Child 3 .....

## **ASSISTANCE FOR 16-19 YEAR OLDS IN SCHOOL - 2008/2009**

There are several schemes offering financial assistance to 16-19 yr old pupils whose families are on a low income please refer to the following.

### **Education Maintenance Allowance**

EMA is a weekly payment of £10, £20, or £30 paid during term-time, depending on your family income and is intended to help with the day-to-day costs when you stay on at school - such as books, equipment and travel.

You can get EMA if your household has a income of £30,810 or less and your course involves at least 12 hours of guided learning up to level 3.

You will be able to get more information on how to apply from your school, your Connexions Personal Advisor, or your careers teacher. There is also a lot of information on the EMA website: <http://ema.direct.gov.uk>

### **Learner Support Funds**

There may be some limited assistance available from Learner Support Funds to help with some of the additional costs in school sixth form study, for example - field trips or university visits, other needs for equipment, books, travel etc. These funds are available to all school students receiving EMA (Education Maintenance Allowance). Please contact your school to discuss what may be available to help with these if you are experiencing financial difficulties.

For help with your travel, please refer to page 4/5 Assisted Transport, SaverCard and TrainCard.

## **HELP WITH CYCLE TRAINING FEES**

Please tick the box if you want to apply for help with cycle training fees and list the children you are applying for below.

### **To be eligible?**

Your child needs to be 10 years old or over. If you are eligible, you will be charged 50% of the course fees. You need to be receiving one of the benefits listed on page 3. Proof is required - see page 9.

	Surname	First Name
1	.....	.....
2	.....	.....
3	.....	.....
4	.....	.....
5	.....	.....

## SECTION 3 - DECLARATION

So that we can process your application, you must complete the declaration below and provide proof of your benefit (please see Section 4 on page 9).

### **Declaration of Parent/Guardian (or student where applicable).**

This declaration is needed for all the grants listed.

The information I have given is complete and correct to the best of my knowledge and belief. **If any of this information changes I will notify the Local Authority immediately via the Customer Service Centre on 01438 737370.**

Signature of Claimant ..... Date .....  
(Mr/Mrs/Miss/Ms)

**ALL BENEFITS OFFERED WILL CEASE AT THE END OF EACH ACADEMIC YEAR (JULY) UNLESS RENEWED OR IF YOU STOP GETTING THE QUALIFYING BENEFIT.**

**YOU MUST INFORM THE CUSTOMER SERVICE CENTRE AS SOON AS YOU STOP GETTING THE QUALIFYING BENEFIT\***. In addition you will be asked at regular intervals if you are still receiving benefit. Please send this form with proof of benefit (and passport photograph if you are applying for a SaverCard/TrainCard) to the address printed on the front of this form.

**\*If you don't we may go to court to get the money back**

## SECTION 4 - PROOF OF BENEFIT

**We need proof that you are receiving the relevant benefit - we cannot process your application form without this.**

For **Income Support, Income-based Jobseeker's Allowance or Pension Credit**, please supply a **copy** of:  
 either a) a recent Department for Work and Pensions or Job Centre letter granting the benefit. **This must be dated within 28 days of application**  
 or b) your school's secretary can photocopy the recent letter (as above), sign and stamp as seen and return to the Customer Service Centre via courier (school's post) with this form.

For **Child Tax Credit and Working Tax Credit**, please supply a **copy** of:  
 a) Your most recent HM Revenue and Customs Tax Credit award notice (TC602) from the current tax year.  
 or b) The school secretary may photocopy the TC602 tax credit award notice, sign and stamp as seen (with the school's details) and return to the Customer Service Centre via courier (school's post) with this form.

**Bank Statements are not accepted as proof of benefit, please ensure COPIES only are sent as we cannot guarantee originals will be returned.**

For **Housing and Council Tax Benefit (not including second adult rebate)**, please supply a **copy** letter granting the benefit. This must be dated within 28 days of application.

If you have none of these please ask the Department for Work and Pensions, District/Borough Council or HM Revenue and Customs Office to complete the box below.

### CONFIRMATION OF BENEFIT to be completed by the appropriate office -

- For Income Support, Income Based Jobseeker's Allowance and Pension Credit, confirmation of benefit to be completed by Department for Work and Pensions/Job Centre Plus. Watford Benefit Delivery Centre, Watford, WD99 1AA
- For Child Tax Credit or Working Tax Credit, confirmation to be completed by HM Revenue and Customs Office.
- For Council Tax Benefit and Housing Benefit, confirmation to be completed by District or Borough Council.

Income Support/Income-based Jobseeker's Allowance

Claimant's Name: .....

Child Tax Credit (income less than £15,575 and not receiving Working Tax Credit)

National Insurance/

Home Of Office Number: ...../...../...../...../.....

Child Tax Credit (payable at a rate higher than the family element)

Date benefit started: ...../...../.....

Working Tax Credit

Signed: .....

Housing Benefit

On behalf of DWP/Job Centre Plus/District or Borough Council or Inland Revenue Office

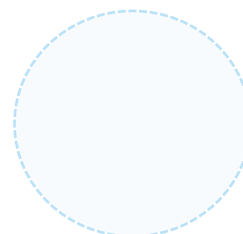
Council Tax Benefit (not including second adult rebate)

Agency: .....

Pension Credit

Address: .....  
 .....  
 .....  
 .....

Official Stamp



Date: .....