



Application form for **Back to School Clothing and Footwear Allowance 2024**

What is Back to School Clothing and Footwear Allowance?

The Back to School Clothing and Footwear Allowance is a once-off, means-tested payment. It is aimed at helping families with the extra costs of clothing and footwear, when children start school each autumn. The scheme is open from 1 June to 30 September each year.

How do I qualify for Back to School Clothing and Footwear Allowance?

To qualify for Back to School Clothing and Footwear Allowance, you must meet all the following conditions:

- You must be in receipt of a qualifying social protection payment or participating in an approved employment, education or training support scheme;
- You must be in receipt of an increase for a qualified child (IQC) in respect of each child for whom the allowance is being claimed except in certain circumstances;
- Each child being claimed for must be aged between 4 and 17 years of age, or be aged between 18 and 22 and returning to second-level education in the autumn;
- The assessable income for your household must be within a set income limit;
- You and each child in respect of whom the allowance is claimed must be resident in the State.

How do I apply?

The quickest way is to apply online at **MyWelfare.ie**. If you are unable to apply online, please send this completed application form to:

**Back to School Clothing and
Footwear Allowance Section**
Social Welfare Services
Department of Social Protection
College Road
Sligo
F91 T384

How to complete this application form?

This application form must be completed by the person in receipt of the qualifying payment. There is an example on the back of this page that can be used as a guide to fill in this form.

- Write with a **black pen**.
- Use **capital letters** and place an **X** in the relevant boxes.
- Answer all questions that apply to you, leave blank any that don't apply.
- Sign and date the declaration in **Part 6**.

How can I get help and further information?

If you have any difficulties applying on **MyWelfare.ie**, or completing this form, please contact the Back to School Clothing and Footwear Allowance team on **0818 111 113** or **071 919 3318**. You can also email us at **bscfa@welfare.ie** and we will help you.

For more information visit **www.gov.ie/bscfa**.

How to fill in this form

To help us process your application, write letters and numbers clearly and use one box for each. Please see examples below.

Part 1

Applicant's details

1. PPS Number:

1	2	3	4	5	6	7	T	A
---	---	---	---	---	---	---	---	---

2. Title, insert an **X** or specify:

Mr Ms Mrs Other

3. Surname:

M	U	R	P	H	Y												
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

4. First names:

M	A	U	R	E	E	N											
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--

5. Address:

1		N	E	W		S	T	R	E	E	T						
---	--	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--

O	L	D		T	O	W	N										
---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--	--	--

D	O	N	E	G	A	L		T	O	W	N						
---	---	---	---	---	---	---	--	---	---	---	---	--	--	--	--	--	--

County

D	O	N	E	G	A	L		
---	---	---	---	---	---	---	--	--

Eircode

C	1	5	A	9	6	V
---	---	---	---	---	---	---

6. Phone number:

0	8	8	1	2	3	4	5	6	7								
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

7. Date of birth:

2	8	0	2	1	9	7	0
---	---	---	---	---	---	---	---

D D M M Y Y Y Y

SAMPLE

Part 4

Details of income for yourself and your spouse, civil partner or cohabitant

If you have been approved for the 2024 Back to School Clothing and Footwear Allowance payment and wish to apply for children aged 18 and over, you do not need to complete **Part 4**.

14. Are you or your partner employed at present?

	You		Partner	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes , please state:			
Employer's name:				
Is this a Community Employment, Rural Social or a Tús scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How much is the gross weekly income from current employment?	€		€	
How much is your or your partner's weekly employee PRSI deduction, if applicable?	€		€	

Note: If you or your partner have more than one employer, a separate sheet of paper can be used to provide details as above.

15. Are you or your partner self-employed, farming or getting income from rental of land?

	You		Partner	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes , please state:			
Nature of self-employment:				
Annual net profit per most recent Revenue assessment:	€		€	
PRSI paid:	€		€	

Note: If you or your partner have more than one self-employment, a separate sheet of paper can be used to provide details as above.

Part 4 continued

Details of income for yourself and your spouse,
civil partner or cohabitant

16. Do you or your partner have savings or accounts in a Bank, Online Bank, Post Office, Building Society, Credit Union or any other financial institution in Ireland or another country?

	You		Partner	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes , please state:			
Financial institution and branch name:				
Current balance:	€		€	
Account number:				
Names of account holders:				

Note: If you or your partner have any other accounts, a separate sheet of paper can be used to provide details as above.

17. Do you or your partner have property apart from your home?

	You		Partner	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes , please state:			
Address of property:				
Country:				
Current market value:	€		€	
What is the outstanding mortgage, if applicable?	€		€	

Note: If you or your partner have any other properties, a separate sheet of paper can be used to provide details as above.

Part 4 continued

Details of income for yourself and your spouse,
civil partner or cohabitant

18. Do you or your partner own any investments?

	You		Partner	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes , please state:			
Type of investment:				
Name of investment holder:				
Reference number:				
Current total value of investment:	€		€	

Note: If you or your partner have any other investments, a separate sheet of paper can be used to provide details as above.

19. Do you or your partner own any shares?

	You		Partner	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Company name:				
Number of shares:				
PRSI paid:	€		€	

Note: If you or your partner have other shares, a separate sheet of paper can be used to provide details as above.

20. Do you or your partner get any foreign social security payment?

	You		Partner	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of payment:				
Weekly amount:	€		€	

Note: If you or your partner have other foreign social security payments, a separate sheet of paper can be used to give details.

Part 4 continued

Details of income for yourself and your spouse,
civil partner or cohabitant

21. Do you or your partner have any other pension from Ireland or a pension from any other country?

	You		Partner	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of payment:				
Pension paid by:				
Weekly amount:	€		€	

Notes: If you or your partner have any other pensions, a separate sheet of paper can be used to give details.

22. Do you or your partner have any other income?

	You		Partner	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Income source:				
Weekly amount:	€		€	

Note: If you or your partner have any other income, a separate sheet of paper can be used to give details.

Scheme Information

If you, your spouse, civil partner or cohabitant...	You may be requested to submit
Have a child aged 18-22	Letter from School confirming they are in second-level education
Are an employee or are working on an Employment Scheme for example Community Employment	A payslip for a period between 1 June and 30 September
Are self-employed including farming	Most recent 4 page Notice of Assesment or copy of latest tax return filed on Revenue Online Service
Have rental income	Documentary evidence of this income
Own property other than your home	Evidence of current valuation and details of any outstanding mortgage
Have any other income	Documentary evidence of this income

Part 6

Declaration

I declare that all the information I have given on this form is truthful, accurate and complete, and that I am legally resident and living permanently in the State. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, I will be required to repay any benefit I receive from the department and that I may be prosecuted.

Signature, **not** capital letters.

Date:

D D

M M

Y Y Y Y

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.

Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at www.gov.ie/dsp/privacystatement or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.