



Social Security Scotland  
Tèarainteachd Shòisealta Alba

# Getting help towards the costs of supporting your family

You can use this form to apply for these benefits:

- Scottish Child Payment
- Best Start Grant
- Best Start Foods

Once finished, return this form to:

Social Security Scotland  
PO Box 27155  
Glasgow  
G4 7DX

If you need a prepaid envelope,  
call us free on 0800 182 2222  
and we'll send you one.

**mygov.scot**

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# Getting help towards the costs of supporting your family

There are benefits available through Social Security Scotland to help towards the costs of supporting your family:

- Scottish Child Payment
- Best Start Grant
- Best Start Foods.

You can apply for all of these benefits at the same time and we'll consider whether you meet the conditions of all of them individually. Using the same form to apply for all of these benefits will not affect whether or not you can get any of them.

If you've already applied for Best Start Foods or Best Start Grant separately, you can still use this form for Scottish Child Payment.

## **Decision on your application**

Anyone applying for Scottish Child Payment will not get a decision until after 15 February 2021. The first payments will reach families after 22nd February 2021. We're expecting a high number of applications, so payments might take longer.

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# Scottish Child Payment

Scottish Child Payment helps towards the costs of supporting your family. It's a weekly payment of £10 which you can get for every child you look after who's under six years of age. You'll get the payment every four weeks if your application is successful.

It's up to you what you choose to spend the money on. You could use Scottish Child Payment for things like:

- travel costs
- nappies and other essentials
- childcare
- family days out.

Scottish Child Payment does not affect any other UK or Scottish Government benefits that you, or any person in your household, currently get. If you want to know how Scottish Child Payment might affect local authority allowances or grants, such as the Scottish Welfare Fund, you can contact your local authority at [gov.uk/find-local-council](http://gov.uk/find-local-council)

## Who should apply for Scottish Child Payment

You may be able to get Scottish Child Payment if all of the following apply:

- you live in Scotland
- you or your partner are getting certain benefits or payments
- you or your partner are the main person looking after a child who is under six years old.

The main person looking after your child (if any) might want to complete the application form, or use their bank details for payment.

Only one person can get Scottish Child Payment for a child. This means, if two people apply for the same child, we have a process of deciding who gets the payment. If you want to find out more about this, you can call us free on 0800 182 2222, or go to [mygov.scot/double-claims](http://mygov.scot/double-claims)

### Benefits or payments you or your partner must get

You can apply whether you're in work or not, as long as you're getting one or more of the following benefits:

- Universal Credit
- Child Tax Credit
- Income Support
- Pension Credit
- Working Tax Credit
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA).

# Best Start Grant and Best Start Foods

## You can get Best Start Grant and Best Start Foods if:

- you have a child who's the right age for payment
- you're in work or not, as long as you're on certain payments or benefits
- you or your partner are the main person looking after a child.

You can use Best Start Grant payments to help pay for things like a pram, childcare or toys for home learning. They're all cash payments, so it's up to you how you spend the money.

Best Start Foods is a prepaid card that you can use online and in shops to buy healthy food.

## The three payments of Best Start Grant

Best Start Grant has three payments that you can apply for:

- the Pregnancy and Baby Payment
- the Early Learning Payment
- the School Age Payment.

### 1 Pregnancy and Baby Payment

You can apply for the Pregnancy and Baby Payment from 24 weeks pregnant. You have until your baby turns six months old to apply. This goes up to one year old if you've taken over looking after a child, such as if you've adopted.

You can apply whether a child is your first or not, as long as you apply when your baby is the right age. If you can get the Pregnancy and Baby Payment for your first child, you'll be paid £600.

You'll be paid £300 for any child that comes after your first.

If your baby was stillborn, or your baby died after they were born, you can apply up to six months after their birth date. If you've taken over looking after a child, you can apply up to 12 months after their birth date.

Your first child is your oldest child under 16. Your first child can be a stepchild or a child you've taken over looking after, if they're your oldest child under 16.

### If you apply for twins and have no other children under 16

Only if one of the babies is your first child	Your payment for 2nd twin	Extra payment for twins	Total
£600	£300	£300	£1200

### If you apply for twins and have other children under 16

Your payment for 1st twin	Your payment for 2nd twin	Extra payment for twins	Total
£300	£300	£300	£900

If you have triplets, you'll be paid an extra £300 on top of what you get for twins. £1500 if you do not have any other children under 16, £1200 if you do.

## 2 Early Learning Payment

You can apply when your child is two years old. You have until they turn three years and six months old to apply.

If you get the Early Learning Payment, you'll be paid £250 for each child you can get the payment for. You can only be paid once for each child you look after.

If you want to apply for both Best Start Grant and Best Start Foods at the same time, you only need to fill in this form once.

If you need to apply for one payment now and another in a few months, fill in the form now and then fill in a new form when you're ready to apply again. You should use the Best Start Grant and Best Start Foods only form when you do this. You can get this form from [mygov.scot/best-start-grant-form](http://mygov.scot/best-start-grant-form)

## 3 School Age Payment

When you need to apply for the School Age Payment depends on when your child was born:

<b>Your child's date of birth</b>	<b>When you need to apply</b>
Between 1st March 2014 and 28th February 2015	Between 3rd June 2019 and 29th February 2020
Between 1st March 2015 and 29th February 2016	Between 1st June 2020 and 28th February 2021

You cannot apply before or after these dates.

If your child was born later than February 2016, you'll be able to apply after May 2021. You cannot apply for the School Age Payment for a child born before 1st March 2014.

If you get the School Age Payment, you'll get £250 for each child you're able to get the payment for.

## Best Start Foods payments

You can apply for Best Start Foods when you're pregnant, or any time up to your child turning three years old.

**The payments of Best Start Foods are:**

- £17 every four weeks during pregnancy
- £34 every four weeks from your child being born, up until they're a one year old
- £17 every four weeks between the ages of one and three.

You can find out more about how you can use your Best Start Foods payment by visiting [mygov.scot/best-start-grant](http://mygov.scot/best-start-grant)

## What affects whether you can apply

If you're under 18, you do not need to be on any payments or benefits to apply for Best Start Grant.

For Best Start Foods, you do not need to be on any payments or benefits to apply if you're under 18 and your baby is under one. For a child older than one, the rules are the same for a parent who's over 18.

## Who should apply for Best Start Grant and Best Start Foods

### If you're a parent over 18

You can apply whether you're in work or not, as long as you or your partner are getting one of these:

- Child Tax Credit
- Universal Credit
- Income Support
- Pension Credit
- Working Tax Credit
- Housing Benefit
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA).

If you get Child Benefit, you must also get one of the benefits or payments from this list to get Best Start Grant or Best Start Foods.

If your carer is the person in your household who gets one of these benefits, you must also give their details. You can do this on page 15.

Most people who get JSA or ESA get income-based JSA or income-related ESA. If you're not sure which one you get, tell us the one you think you get when you're asked in the form. We can check this for you.

For Best Start Grant, we do not need to know about your income. For Best Start Foods, some of the benefits have an income limit.

### Best Start Foods and income limits

The benefits you need to be on to get Best Start Food are the same as Best Start Grant, but some of the benefits have an income limit.

The benefits that have an income limit are:

- Universal Credit – if you or your partner have a job, your joint income from working must be less than £610 a month, after tax and National Insurance – Universal Credit payments are not counted as part of this
- Child Tax Credit – you and your partner's joint income must be less than £16,190
- Working Tax Credit – only counts if you also get full Child Tax Credit and your income is less than £7,320 per year
- Housing Benefit – the weekly income of you and your partner must be no more than £311.

### If you're 18 or 19 and do not get any benefits

You can still apply for Best Start Grant or Best Start Foods if you're named on your parent or carer's claim for:

- Child Tax Credit
- Child Benefit
- Universal Credit
- Pension Credit.

When you apply, you'll need to enter your parent or carer's details on page 15 of this form.

For Pregnancy and Baby Payment and Best Start Foods, your parent, carer or a partner of your parent or carer can apply instead of you.

You can apply for Best Start Grant and Best Start Foods at any age. This includes if you're under 16.

## **If you're under 18**

If you're under 18, you do not need to be on any payments or benefits to get Best Start Grant.

For Best Start Foods, you do not need to be on any payments or benefits if you're 18 and your child is under one. For a child older than one, the rules are the same as they are for a parent who's over 18.

If you're applying for the Early Learning Payment or the School Age Payment, you must apply yourself.

You can apply for the Pregnancy and Baby Payment in one of two ways:

- apply yourself
- someone else can apply for you as long as you're named on their Child Benefit, Child Tax Credit, Universal Credit, or Pension Credit claim.

If you're between 14 to 18 years old, you have the same choice when applying for Best Start Foods.

## **If you're under 14 and applying for Best Start Foods**

If you're under 14, pregnant and want to apply for Best Start Foods, you'll need to get your parent or carer to apply instead.

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# If you're not sure whether you're the main person looking after a child

You can apply if you're the main person looking after a child, such as if you're:

- the child's birth parent
- living with the birth parent and both of you are a couple, married or civil partners
- the child's kinship carer or your partner is a kinship carer.

## Confirming you're the main person looking after a child

To show you're the main person looking after a child, the child must be named on either your or your partner's claim for one of these benefits:

- Child Tax Credit
- Child Benefit
- Universal Credit
- Pension Credit.

If you or your partner are kinship carers, you need to have something to show you look after the child. This can be either:

- a letter from your local authority
- a copy of a legal order.

If you're an adoptive parent and applying for Best Start Grant or Best Start Foods, you can also send a copy of either of the above forms of information. This does not apply to adoptive parents applying for Scottish Child Payment.

For Scottish Child Payment, you'll need a copy of one of these legal orders:

- a Kinship Care Order
- a Compulsory Supervision Order
- a Residence Order
- a Permanence Order
- a Guardianship Order.

If you're applying for Best Start Foods or Best Start Grant, you can send a copy of any of the above legal orders or one of these:

- a Parental Order
- an Adoption Order.

For Best Start Grant and Best Start Foods you cannot apply for a child if they're in residential care or you're their foster carer. This is because it's the role of your local council to provide support.



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# Before you apply

## To complete this form, you'll need:

- a due date, if you're expecting a baby
- the dates of birth of any children you have
- your partner's details, if you have a partner
- your bank details.

If your current benefits are not being paid into a bank account because you do not have one, we can pay you in the same way you're being paid for other benefits.

You should also be able to give your National Insurance number. If you do not give your National Insurance number your payment could be delayed.

If you do not have a bank account but would like to set one up, please visit: [citizensadvice.org.uk/scotland](https://citizensadvice.org.uk/scotland) for more information.

## If you need to send a copy of a certificate or legal order

You can send or upload photos or scans of any documents you need to send us. There are details of how to do this at the end of the form, on page 29.

If you need a prepaid envelope to return this form or photocopied documents to Social Security Scotland, call us free on 0800 182 2222 and we'll send you one.

You should avoid sending original certificates or legal orders. It can take us a while to return anything you send. You can send your documents together with this form.

## If you need any help

If you need help to apply for Scottish Child Payment, Best Start Grant or Best Start Foods, call us free on 0800 182 2222. To find out more about these benefits, please visit [mygov.scot](https://mygov.scot). Your local Citizens Advice Bureau can also help with any questions you might have about benefits.

## You and your data

Social Security Scotland processes lots of data to do our job. We manage your personal data to deliver a number of social security benefits outlined in the Social Security (Scotland) Act 2018. We are committed to protecting and respecting your privacy.

To find out more about how Social Security Scotland uses your data you can either:

- go to [mygov.scot/social-security-data](https://mygov.scot/social-security-data)
- call us free on 0800 182 2222 and select the relevant benefit.

Please use a black pen and write in BLOCK CAPITALS. You should tick boxes in this form rather than using a cross. If you make any mistakes, please put a line through errors clearly. If you need a new form you can:

- request it by calling us free on 0800 182 2222
- download it from: [mygov.scot/scottish-child-payment-form](http://mygov.scot/scottish-child-payment-form)

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## Tell us why you're applying

**If you tick one or more of these go to page 12.**

- Me or my partner are pregnant
- I have at least one child under six years old
- My baby was born within the last six months and my baby died, or was stillborn
- I've taken over looking after a child under six years old (this includes kinship care and adoption)

**If you tick the next box, go to page 11.**

- I want to apply because I look after someone under 20 who's pregnant or a young mother

This is only if you want to apply for the Pregnancy and Baby Payment or Best Start Foods for someone who's:

- under 20
- pregnant or a young mother.

If you look after someone who's under 20, you can apply for the Pregnancy and Baby Payment or Best Start Foods as long as the person is named on your or your partner's claim for:

- Child Tax Credit
- Child Benefit
- Universal Credit
- Pension Credit.

You can also apply if you have a legal order showing that you look after the person. For more information about legal orders, go to page 8.

Although you can still apply if you do not know the person you look after's National Insurance number, it may take longer for us to work out whether you should get a payment.

## If you look after someone who's under 20 and they're either pregnant or a young mother

If not, go to page 12.

You cannot apply for the Early Learning Payment or School Age Payment for someone who's under 20 and a young mother. They must apply themselves. This page is only for those applying for Best Start Grant Pregnancy and Baby Payment or Best Start Foods. It does not apply to Scottish Child Payment.

### Please give us the details of the person you look after.

First name(s)

Last name

Date of birth

National Insurance number (if you know it)

Address

  
  
  

Postcode

Is this person named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim, or do you have a legal order showing that you look after them?

Yes  No

If 'No', you cannot apply. The person should apply themselves. If you need further help, call us free on 0800 182 2222.

If you're helping to fill out this form as a friend or relative, put the details of the person who is applying on this page. You should not fill out page 23.

## Your details

If you're an appointee, Power of Attorney or legal guardian, you should fill out the details of the person whose affairs you look after on this page. You can then fill out your own details on page 23. If you're not an appointee, but want to become one, call us free on 0800 182 2222 for more information.

Please give us your details.

First name(s)

Last name

Date of birth

If you do not let us know your National Insurance number, it may take us longer to work out whether you can get a payment.

National Insurance number (if you know it)

Address

Postcode

If we need to send you letters, do you want letters sent to this address?

Yes  No

If 'No', tell us where you'd like letters sent:

Address

Postcode

Someone is your partner if you're living with them and both of you are a couple, married or civil partners. You must tell your partner that you're giving their details on this form. They can find out more about how their data will be handled by reading Social Security Scotland's privacy notice at [mygov.scot/social-security-data](https://mygov.scot/social-security-data)

If you tell us your partner's National Insurance number, we'll be able to process your application more quickly.

**Do you have a partner who lives with you?**

Yes  No

If 'Yes', please provide your partner's details.

First name(s)

Last name

Date of birth

National Insurance number (if you know it)

You or your partner can also have applied for these and be waiting on the outcome.

Housing Benefit is only accepted as a benefit for Best Start Grant and Best Start Foods. If you only get Housing Benefit, you will not be able to get Scottish Child Payment.

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## Tell us which of these benefits you or your partner get

Select any benefits you or your partner currently get:

- Child Tax Credit
- Universal Credit
- Income Support
- Pension Credit
- Working Tax Credit
- Housing Benefit
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- none of these
- I do not know

If you're 18 or 19 and do not get benefits, you can apply for Best Start Grant or Best Start Foods if you're named on your parent or carer's claim for:

- Child Tax Credit
- Child Benefit
- Universal Credit
- Pension Credit.

Just give us the details of your parent or carer.

Although you can still apply if you do not know your parent or carer's National Insurance number, it may take longer for us to work out whether you should get a payment if you do not.

## If you're 18 or 19 and do not get any benefits

If not, go to page 16.

This page only applies to Best Start Grant and Best Start Foods.

Please give us the details of your parent or carer.

First name(s)

Last name

Date of birth

National Insurance number (if you know it)

Are you named on this person's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?

Yes  No

If 'No', you cannot apply at the moment with these details. If you need further help, call us free on 0800 182 2222.

You should let us know if you start looking after another child in the future by calling us free on 0800 182 2222. This is to make sure you get all the payments you should be. You may also need to update the provider of any other benefits you get.

If you've had your 12-week scan, your GP or midwife should have told you your due date. Please tell us this date.

If you've not had your 12-week scan, just enter a date around the time you think you might give birth. Don't worry, this does not need to be exact.

If you're pregnant and haven't told a GP or midwife, you should do this as soon as you can. This is so you can get the right type of care leading up to the birth of your baby. If you do not have a GP, you can find your nearest GP online at [nhsinform.scot](https://nhsinform.scot) If you're worried and need advice over the phone, you can call NHS 24 on 111.

## Baby's details

You only need to fill in this section if you're applying for any of these reasons:

- a pregnancy
- a birth in the last six months
- you've taken over looking after a baby under one.

If none of these apply to you, go to page 21.

### Part A – If the baby has not been born

What is the due date?

  
  
  

How many babies are you expecting?



## Part B – If you have a baby under six months old

Please tell us your baby's name and details.

First name(s)

Last name

Date of birth

Is this baby named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?

Yes

No

If you need to tell us the details of another baby, you can do this later on page 27.

If you have another baby under six months old, please give their details:

First name(s)

Last name

Date of birth

Is this baby named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?

Yes

No

We're sorry to hear your baby has died. You can get Best Start Grant to help you pay for anything you need.

If you want to apply by phone, you can call 0800 182 2222. The adviser will help you apply over the phone at your own pace.

You can add the details of other babies in the 'If you think there's anything else we need to know' section on page 27.

## Part C – If your baby has died

Please tell us your baby's details.

First name(s)

Last name

Date of birth

Date of death

If you need to tell us about another baby who's also died, please give us their details.

First name(s)

Last name

Date of birth

Date of death

## Part D – If you've taken over looking after a baby under one year old

If you've taken over looking after older children, include their details on page 21.

Please tell us the baby's name and details.

First name(s)

Last name

Date of birth

Is this baby named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?

Yes  No

If 'No', you or your partner may be kinship carers. If so, you need to send us something to show you look after the child. This can be either:

- a letter from your local authority
- a copy of a legal order.

For Scottish Child Payment, you'll need a copy of one of these legal orders:

- a Kinship Care Order
- a Compulsory Supervision Order
- a Residence Order
- a Permanence Order
- a Guardianship Order.

For Best Start Grant and Best Start Foods, you can send a copy of any of the above legal orders, or one of these:

- a Parental Order
- an Adoption Order.

# Baby Box

You do not need to fill in this section:

- for any babies you told us about in part D
- if you're only applying for Best Start Foods and Scottish Child Payment.

You do not need to send in one of these certificates if you're only applying for Best Start Foods or Scottish Child Payment.

## If you filled in parts A, B or C of 'Baby's details'

Can we use Baby Box to confirm the baby's details you've given us?

Yes  No  I did not sign up for Baby Box

If 'No', or you did not sign up for Baby Box, you'll need to send a copy of something that confirms the details you've given us.

This can be a copy of a:

- maternity B1 (MATB1) certificate  
– if you do not have this, you can contact your midwife
- birth certificate, if your baby's already been born
- death certificate, if your baby has died
- stillbirth certificate.

If you were not the person who signed up for Baby Box, give the details of the person who did:

First name(s)

  

Last name

  

Date of birth

National Insurance number (if you know it)

Address

  
  

Postcode

You do not need to include any child you've already told us about on pages 17 to 19.

We need to know about all your other children aged under 16 so that we can make sure we pay you the right amount.

If 'No', you or your partner may be kinship carers. If so, you need to send us something to show you look after the child.

This can be either:

- a letter from your local authority
- a copy of a legal order.

For Scottish Child Payment, you'll need a copy of one of these legal orders:

- a Kinship Care Order
- a Compulsory Supervision Order
- a Residence Order
- a Permanence Order
- a Guardianship order.

For Best Start Foods and Best Start Grant, you can send a copy of any of the above legal orders, or one of these:

- a Parental Order
- an Adoption Order.

## Children under 16

We need to know about all your children aged under 16. If you have more than six children under 16 and run out of space, you can add the details of other children in the 'If you think there's anything else we need to know' section on page 27.

First name(s)

Last name

Date of birth

Is this child named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?

Yes  No

First name(s)

Last name

Date of birth

Is this child named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?

Yes  No

First name(s)

Last name

Date of birth

Is this child named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?

Yes  No

First name(s)

Last name

Date of birth

**Is this child named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?**

Yes  No

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First name(s)

Last name

Date of birth

**Is this child named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?**

Yes  No

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First name(s)

Last name

Date of birth

**Is this child named on either your or your partner's Child Tax Credit, Child Benefit, Universal Credit or Pension Credit claim?**

Yes  No

You should only fill out this section if you're someone who has the legal right to apply for someone else, or need to help someone who cannot manage their own affairs.

This could be if you're legally someone's:

- appointee
- Power of Attorney
- legal guardian.

If you're completing this form as part of your job, you do not have to fill in your National Insurance number.

You only need to tell us this if you're part of an organisation, helping someone to fill in this form as part of your job.

## If you're filling in this form on behalf of someone who cannot manage their own affairs

If not, go to page 24.

### We'd like you to give us your own details.

First name(s)

Last name

Date of birth

National Insurance number (if you know it)

Company or organisation name

Address

  
  
  

Postcode

If we need to send you letters, do you want letters sent to this address?

Yes

No

If 'No', tell us where you'd like letters sent:

Address

  
  
  

Postcode

If you're an appointee, Power of Attorney or legal guardian, please fill in your own details on this page.

This is so we can contact you about your application, our feedback survey, or any other Social Security Scotland benefits you might be able to get.

We'll only hold one email address against your name. This means all emails you receive from us will be sent to the latest email address you have provided. This may affect the communications you get and access to your allpay account (if you have one).

If we have a question and we're not able to contact you, it could delay your application.

We can call you in over 100 languages.

## If we need to contact you

Your phone number

Is this phone a: mobile  landline

I do not have a phone number I can give you

**If you've given a mobile number, would you like to get text messages from us?**

Yes  No

**Can we use your email address?**

We need to send your email address to allpay to set up your online Best Start Foods account.

Yes  No

Your email address

**How would you like us to contact you if we need to ask you a question?**

**Select only one option.**

Phone call in English

Phone call in a different language  
(please tell us which language)

Video call, if you use British Sign Language

Letter



When we tell you whether you're going to get Scottish Child Payment, Best Start Grant and Best Start Foods, we can only do this by letter.

As well as a letter in English, tick the box of any other type of letter you need to be sent:

- Braille (English only)
  - Large print
  - Easy read
  - Audio
  - A letter in a language other than English
- Please tell us which language:

- I do not need to be sent any other type of letter

We'll only hold one bank account against your name. This will mean all the benefits you receive from us will be paid into the latest bank account you have provided.

Your sort code has six digits and your account number has eight digits. You can find both of these on your bank card or statements.

## Payment details

### Give details of the bank, building society or credit union account you want Scottish Child Payment and Best Start Grant paid into.

Your payment can be paid into your account or someone else's. If you're using someone else's bank account, you need to make sure they agree. You should also be sure you'll be able to access the money. The account holder can find out more about how their data will be handled by reading Social Security Scotland's privacy notice at [mygov.scot/social-security-data](https://mygov.scot/social-security-data)

Name on account

Sort code

  

Account number

Building society or credit union reference number  
(you only need to fill this in if your account has one)

Is this your bank account?

Yes  No

If 'No', you'll need to confirm that you have permission to use this bank account.

I'm using someone else's bank account and they've agreed to let me use it.

### If you've agreed another way to be paid with the DWP (Department for Work and Pensions) because you do not have a bank account

You can be paid Scottish Child Payment and Best Start Grant in the same way you're being paid for other benefits.

I do not have a bank account and I want to be paid Scottish Child Payment and Best Start Grant in the same way I've agreed to be paid for other benefits.

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If you think there's anything else we need to know (optional)

A large rectangular box with a thin black border, containing 25 horizontal lines for writing. The lines are evenly spaced and extend across the width of the box.

If you run out of space, you can carry on writing on another sheet of paper and send this to us with your form.

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# Things you need to agree before you send us your application

**Tick the boxes to show you've read and agreed to the following statements:**

As far as I know and believe, I declare that the information I have given in this form is correct and complete.

I understand that I may be breaking the law and could be prosecuted if I provide details that are not complete or correct.

I agree to update Social Security Scotland straight away if there are any changes to the details of my circumstances that I have given in this form.

**This could be if:**

- I move house outside of Scotland
- I'm no longer looking after a child
- I either have a new partner living with me, or a partner has stopped living with me.

**I understand that if I do not report these changes:**

- I may be breaking the law
- it may affect my ongoing payments
- I may be prosecuted
- money may be taken back from me, stopped or reduced in the future if I am paid too much.

Our privacy notice sets out how we process and protect personal data and your rights in respect of your own information. Read the notice at [mygov.scot/social-security-data](https://mygov.scot/social-security-data) or call us free on 0800 182 2222 and select the relevant benefit.

Your signature

Date

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# Sending us your application and documents

Please post this form and any copies of certificates, legal orders or letters from your local authority we've asked you to send us. You can put these in the pre-paid envelope given to you with this form.

If you do not have a pre-paid envelope, call us free on 0800 182 2222 and we'll send you one.

If you'd prefer, you can send your documents to:

Social Security Scotland  
PO Box 27155  
Glasgow  
G4 7DX

Please write the following information on your photocopied documents:

- your full name
- your date of birth
- your National Insurance number
- the words 'Scottish Child Payment' – even if you're applying for Best Start Foods or Best Start Grant as well, so we know what you're applying for.

If you do not include these things, your payment could be delayed.

If you want to send your certificates, legal orders or letters from your local authority by post, you should only send us photocopies. It can take us a while to return anything you send.

You can also upload your copies of certificates, legal orders or letters from your local authority online by going to [mygov.scot/uploading-your-documents](https://mygov.scot/uploading-your-documents)

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## What happens next

If you've asked for an email or a text message, we'll send you one when we've got your form.

We'll also send you:

- a letter telling you whether you're going to be paid Scottish Child Payment
- separate letters telling you if you'll be paid Best Start Grant and Best Start Foods.

We may also contact you using the method you chose on this form, if we need to ask you any questions.

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## Contact us

You can call us free on 0800 182 2222 if you want to get in touch about your application. If you have any questions, or want to check the progress of your application, we'll be able to do this quicker if you know your National Insurance number.

Our opening times are Monday to Friday 8am to 6pm.

If you're a British Sign Language (BSL) user, you can contact us via our national BSL video relay service, contact SCOTLAND-BSL. For more information, visit [contactscotland-bsl.org](http://contactscotland-bsl.org)

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## If you need any extra help

If you'd like someone else to help you with your application, contact your local Citizens Advice Bureau. You can find the contact details for your nearest branch by visiting [cas.org.uk/bureaux](http://cas.org.uk/bureaux)





Social Security Scotland  
Tèarainteachd Shòisealta Alba

If there's something else you need help with,  
or you want this form in other formats,  
call us free on 0800 182 2222.





Social Security Scotland  
Tèarainteachd Shòisealta Alba

Please complete the following form and return it with your Scottish Child Payment, Best Start Grant and Best Start Foods application



Social Security Scotland  
Tèarainteachd Shòisealta Alba

Scottish Child Payment, Best Start Grant and Best Start Foods

# Equalities Survey

This is a survey where we will ask you information about yourself. **You should return this form alongside your application.** Your answers to these questions will not affect the decision we make and will not be seen by anyone making decisions about your application.

The information that you give in this Equalities Survey will be used to help us understand who is using our services and to find out if any groups of people are having a different experience when dealing with us. If they are, we will make changes to the application process to make sure that everyone who applies is treated with dignity and respect.

We will use some information, your post code and date of birth, to link to the outcome of your application. This will help us to see if there are any patterns in application outcomes for different groups of people.

**Please remember that you should answer the questions about yourself and not anyone you are applying on behalf of. You can respond 'prefer not to say' at any time, for any question in this survey.**

For each question, please place a cross in the box/boxes next to the answer that is accurate for you.

Social Security Scotland processes lots of data to do our job. We are committed to protecting and respecting your privacy. To find out more about how Social Security Scotland uses your data you can either:

- go to [mygov.scot/social-security-data](https://mygov.scot/social-security-data)
- call us free on 0800 182 2222 and select the relevant benefit.

Once finished, return this form in the pre-paid envelope alongside your application. If you do not have this envelope, call us free on 0800 182 2222 and we'll send you a new one.

**mygov.scot**

Social Security Scotland  
PO Box 27155  
Glasgow  
G4 7DX

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**1 About you - This allows us to check if there are any patterns in application outcomes for different groups of people.**

What is your date of birth?

What is your post code?

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**2 What is your ethnic group?**

Choose **ONE** section from A to F, then tick **ONE** box which best describes your ethnic group or background

**A – White**

- 1  Scottish    2  Other British    3  Irish    4  Gypsy/Traveller    5  Polish  
6  Other white ethnic group, please write in

**B – Mixed or multiple ethnic groups**

- 7  Any mixed or multiple ethnic groups, please write in

**C – Asian, Asian Scottish or Asian British**

- 8  Pakistani, Pakistani Scottish, or Pakistani British  
9  Indian, Indian Scottish, or Indian British  
10  Bangladeshi, Bangladeshi Scottish, or Bangladeshi British  
11  Chinese, Chinese Scottish, or Chinese British  
12  Other, please write in

**D – African**

- 13  African, African Scottish or African British  
14  Other, please write in

**E – Caribbean or Black**

- 15  Caribbean, Caribbean Scottish, or Caribbean British  
16  Black, Black Scottish, or Black British  
17  Other, please write in

**F – Other ethnic group**

- 18  Arab, Arab Scottish or Arab British  
19  Other, please write in

- 
- 20  Prefer not to say

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### 3 How would you describe your gender identity?

- 1  Man
- 2  Woman
- 3  In another way (if you would like to, please tell us what other words you would use)

- 4  Prefer not to say
- 

### 4 Do you consider yourself to be a trans person?

('Trans' is a term used to describe people whose gender is not the same as the sex they were assigned at birth.)

- 1  Yes    2  No
- 3  Prefer not to say
- 

### 5 Do you have a physical or mental health condition or illness lasting or expected to last 12 months or more?

- 1  Yes    2  No
- 3  Prefer not to say
- 

### 6 If yes, does this condition or illness affect you in any of the following areas?

(select **ALL** that apply):

- 1  Vision (for example blindness or partial sight)
- 2  Hearing (for example deafness or partial hearing)
- 3  Mobility (for example walking short distances or climbing stairs)
- 4  Dexterity (for example lifting or carrying objects, using a keyboard)
- 5  Learning or understanding or concentrating
- 6  Memory
- 7  Stamina or breathing or fatigue
- 8  Socially or behaviourally (for example associated with Autism, Attention Deficit Disorder or Asperger's Syndrome)
- 9  None of the above
- 10  Other (please specify)
- 11  Prefer not to say
-

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## 7 Which of the following best describes how you think of yourself?

1  Heterosexual/Straight    2  Gay/Lesbian    3  Bisexual

4  In another way (please write in)

5  Prefer not to say

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## 8 What religion, religious denomination or body do you belong to?

1  None    2  Church of Scotland    3  Roman Catholic    4  Other Christian

5  Muslim    6  Buddhist    7  Sikh    8  Jewish

9  Hindu    10  Pagan

11  Another religion (please write in)

12  Prefer not to say

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## About your experience with Social Security Scotland

The following questions are optional. **It would help us if you could complete them** so we know how you've found this service so far. You can skip this section if you do not wish to rate the service and provide some feedback.

## 9 How would you rate your experience of applying?

1  1 – Very good    2  2 – Good    3  3 – Neither poor nor good

4  4 – Poor    5  5 – Very poor

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## 10 If you have any other feedback for us, you can write it in the box below

You can use this space to tell us what you liked about this application form, or if you think there is anything we could do to improve it.