



Social Security Scotland
Tèarainteachd Shòisealta Alba

Scottish Child Payment

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

How it works

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.

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.

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

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

Check if you can get Scottish Child Payment

Tick all statements that apply to you

- I live in Scotland
- I have at least one child under six years old (this includes if you've taken over looking after a child under six years old)
- Me or my partner are getting at least one of the benefits needed to get Scottish Child Payment (see page 3 for a list of benefits)

If you have ticked all the boxes, you may be able to get Scottish Child Payment.

Other benefits you may be able to get

As well as Scottish Child Payment, you may be able to get other benefits to help towards the costs of supporting your family. This includes Best Start Grant and Best Start Foods. You can find out more about Best Start Grant and Best Start Foods at mygov.scot/best-start-grant

If you want to apply for Best Start Grant and Best Start Foods as well as Scottish Child Payment, you can apply for all of them in the same form to save yourself some time. You can get the joint form by visiting mygov.scot/scottish-child-payment-form. You can also call us free on 0800 182 2222 and we'll send it to you.

Who should apply

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's 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.

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).

If you're not sure if 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.

The type of legal order you need to have includes:

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

Before you apply

To complete this form, you'll need:

- 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 for more information.

If you need to send a copy of a 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 15.

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 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, call us free on 0800 182 2222. To find out more about Scottish Child Payment, visit 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
- 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

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 9.

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 9. 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 longer for us to work out whether you should get Scottish Child 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

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

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

National Insurance number (if you know it)

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

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
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- none of these
- I do not know

We need to know about any children aged under six so that we can make sure we pay you the right amount.

Children under six

We need to know about all your children aged under six. If you have more than three children under six 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 13.

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

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.

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

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 10.

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?

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, 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 means 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 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

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 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 in the same way I've agreed to be paid for other benefits.

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

A large rectangular box with a black border and horizontal lines, intended for optional text input. The box is empty and occupies most of the page's width and height.

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

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:

- 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 or call us free on 0800 182 2222 and select the relevant benefit.

Your signature

Date

Sending us your application and documents

You should post this form and any copies of 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

You should write the following information on your photocopied documents:

- your full name
- your date of birth
- your National Insurance number
- the words 'Scottish Child Payment', 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 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 legal orders or letters from your local authority online by going to mygov.scot/uploading-your-documents

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
- contact you, using the method of contact you chose on this form, if we need to ask you any questions.

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

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



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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 application



Social Security Scotland
Tèarainteachd Shòisealta Alba

Scottish Child Payment

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
- 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.

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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?

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

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
-

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

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

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

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.