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| --- | --- | --- |
| My ref: | FSM PCC Transfer | High_Res_CCC_Logo_v7_col01 |
| Your ref: |  |
| Date: | 13 July 2020 |
| Contact: | Education Welfare Benefits |
| Telephone: | 01223 703200 |
| E Mail: | Ewb.fsm@cambridgeshire.gov.uk |
|  |  | People and CommunitiesExecutive Director: Wendi Ogle-WelbournEducation Welfare Benefits Service Box No: OCT1221  Octagon  Shire Hall  Cambridge  CB3 OAP Tel: 01223 703200 **Depot Address** |

Dear Parent / Carer

We are writing to you as the new free school meal (FSM) entitlement provider for your school.

To assist with the handover to our service, we would be grateful if you could complete a FSM application form, if you are currently eligible for free school meals, **or** feel that you may be eligible. This will allow us to gather the necessary information we need to carry out the checks and provide your school with the most up to date information regarding your entitlement.

Making an application is quick and simple to do using the online application form at [www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals) selecting “no” when asked if you have had a previous claim.

If you do not have internet access you can give the Team a call, and they can send you a form to complete by post. Paper forms should be returned to;

Education Welfare Benefits Team, (Free School Meals)

Cambridgeshire County Council

OCT 1222

Shire Hall

Cambridge

CB3 0AP

Please could we ask that your complete your application by **31 August 2021** to ensure that your child’s entitlement continues in September.

Yours Sincerely,



Dawn Rogers

Education Welfare Benefits Team