

My ref: FSM PCC Transfer
Your ref:

Date: 13 July 2020

Contact: Education Welfare Benefits
Telephone: 01223 703200
E Mail: Ewb.fsm@cambridgeshire.gov.uk



People and Communities
Executive Director: Wendi Ogle-Welbourn

Education Welfare Benefits Service
Box No: OCT1221
Octagon
Shire Hall
Cambridge
CB3 0AP

Tel: 01223 703200

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 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 you complete your application by **31 August 2020** to ensure that your child's entitlement continues in September.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "D Rogers".

Dawn Rogers
Education Welfare Benefits Team