



Nottinghamshire
County Council

Free School Meals and Milk

FSM1 Guidance Notes

You may qualify for free school meals if your child attends a Nottinghamshire County Council School or Nursery full time (in line with the school's published admission arrangements) and you receive one of the following benefits:

- **Income support**
- **Income-based Jobseeker's Allowance**
- **Income-related Employment Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **Child Tax Credit, but not Working Tax Credit and your yearly income, as assessed by Her Majesty's Revenue and Customs, is not more than £16,190** Note: From 1 May 2009 where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals
- **Guarantee element of State Pension Credit**

In addition, if you are receiving one of the above payments your children will be entitled to free milk in school if they are aged seven and under (there is no age limit for children attending special schools)

Notes on filling in the Application for free school meals and milk – FSM1

- Fill in the application form if your children go to a Nottinghamshire County Council School or Nursery full time and you receive one of the qualifying benefits listed above.
- You must complete your personal details, those of your partner (someone you are married to, have entered into a civil partnership with, or live with as though you are married) and your child's details in full. Please sign the form.
- Return your application form to us. We will attempt to verify your entitlement to an eligible benefit through the Department for Children, Schools and Families Electronic Checking System. If we are unable to confirm your entitlement we will return your application form to you requesting further information from you.
- If you are eligible for free school meals and/or milk we will write to you and your child(ren)'s school to tell you the date your child(ren)'s free school meals and milk will start. The start date will normally be within two days of when we receive your application form and proof of entitlement to a qualifying benefit.

Your child(ren) will continue to receive free school meals and milk while you are receiving the qualifying benefit. If your qualifying benefit stops you must tell us immediately. **Your benefit office will not inform us on your behalf.** You may have to repay the cost of any meals and milk your child(ren) received from the date your qualifying benefit stopped.

If you wish to return your application in person, you may take it into one of our local offices, your child's school or one of our area contact schools as follows:

- **Oliver Quibell Infant School, Bowbridge Road, Newark**
Monday to Friday, 9am – 3pm (term time only)
- **Dukeries Complex, Dukeries Campus, Whinney Lane, Ollerton**
Monday to Friday, 8.30 am – 7.30 pm (Main Reception)
- **Meden School (Reception), Burns Lane, Warsop**
Monday to Thursday, 8 am – 4pm; Friday 8am – 3.30 pm

You may return this form by post to:

Parent and Pupil Services
Children and Young People's Services
Meadow House, Littleworth
Mansfield, Nottinghamshire
NG18 2TA

Or e-mail:

parentpupil.north@nottscc.gov.uk

For further information
you may access the website at www.nottinghamshire.gov.uk
or telephone the advice line 0844 980 8080
(Minicom: 01623 436657)
lines are open from 8am to 8pm, Monday to Friday
and 8am to 12 noon Saturday