

FAO:
NYCC Maintained and Voluntary Aided
Nurseries, Primary and Secondary Schools

Stuart Carlton, Corporate Director
Children and Young People's Service
Business Support
Admissions, Transport & Welfare Team
Jesmond House, 31-33 Victoria Avenue
Harrogate HG1 5QE
Tel: 01609 533405

Email: schoolwelfare@northyorks.gov.uk
Web: <http://northyorks.gov.uk/freeschoolmeals>

Our ref: FSMA Service
Contact: School Welfare

12 March 2019

Dear Colleague

Free School Meal Eligibility Checks

As you will be aware following the introduction of the National Funding Formula (NFF) there have been changes in the way schools are funded.

One of the changes from April 2019 will be that the funding for assessing Free School Meal (FSM) Eligibility will no longer be delegated by the local authority. This means that all schools will be responsible for processing and checking the entitlement of pupils to free school meals.

The local authority currently provides a Free School Meal Assessment (FSMA) Service as a traded service to academies and we are extending this to all schools from April 2019.

The support available as a traded service will include:

- Processing new applications for free school meals
- Processing Key Stage1 applications to determine economic entitlement to FSM
- Verifying if a pupil is eligible or not to free school meals using the ECS

(The ECS is a Department for Education system which automatically checks data from Department for Works & Pensions (DWP), Her Majesty's Revenue & Customs (HMRC) and the Home Office. LA's use this system to check eligibility for free school meals electronically ensuring the process is more accurate and efficient)

- Informing parents of eligibility or otherwise
- Providing the school with access to SAM (Schools Access Module) to view information relating to free FSM eligibility
- Following up Proof of benefits where required and the investigation of any suspected fraudulent applications.
- Advice and support on all aspects of free school meal enquiries

The cost of the service for 2019/20 is £9 per pupil per successful application.

More information on the Free School Meal Assessment Service can be found on the North Yorkshire Education Services (NYES) website www.northyorks.gov.uk/north-yorkshire-education-services.

Should you wish to discuss purchasing this service please contact North Yorkshire Education Services via email NYES@northyorks.gov.uk or contact 01609 533222 and it can be arranged for your Customer Relationship Manager (CRM) to contact you.

If you would like to sign up to use the FSMA Service please can you do this before the end of April 2019.

Please do not hesitate to contact me on 01609 534953 if you require any further clarification

Yours sincerely

Lisa Herdman

Lisa Herdman
Business Support Manager
School Admissions, Transport and Free School Meals