**Frequently Asked Questions (FAQ’s)**

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| **Free School Meals (FSM) Summer Term allocation** | |
| Question | Answer |
| Which children are eligible for the vouchers and how have you allocated vouchers? | Children are only eligible for the free school meal vouchers if they:  meet the eligibility criteria for free school meals  **and**  normally attend for their education before and after the lunchtime period  **and**  normally have a lunch provided by the setting  **and**  are not currently attending the setting.  The allocation for each school or setting is based on the children who were submitted in the spring term Early Years Census. |
| What about eligible children who are currently attending the school/setting? | If eligible children are attending your setting and receiving a meal as normal, they are not entitled to a free school meal voucher. Instead we will pay the equivalent funding to the setting as usual.  Please complete and return the form to [FamilyInformation@birmingham.gov.uk](mailto:FamilyInformation@birmingham.gov.uk) indicating how many vouchers have been distributed and how many children have received a meal in the setting, so the council can continue to pay your setting for the meals provided. |
| Are children who attend part-time eligible? | Children who attend part-time are only eligible if they **normally** receive their early years education before and after the lunchtime period, including for a meal at lunchtime, provided under the free school meals entitlement. |
| We have more children that are eligible for FSM than were identified in the Spring Census/Headcount. How can we claim vouchers for additional children? | Please complete and return the form to [FamilyInformation@birmingham.gov.uk](mailto:FamilyInformation@birmingham.gov.uk) indicating how many additional vouchers you require. You will need to keep a record of the allocations you make for any future auditing purposes. You are required to undertake the checks to confirm eligibility in the usual way, and will also have to retain evidence of free school meal eligibility for future audit purposes. |
| When will the vouchers be available? How much are the vouchers worth? What period does this cover? | Voucher are being issued during the week ending 8th May. The vouchers are worth £30 per child. This covers five weeks of entitlement, from 20th April to 22nd May. The council agreed to a five-week allocation to ensure that parents do not lose any of the entitlement, as the vouchers come in £5 or £10 denominations only. We will reassess the position to identify whether further vouchers will be required to complete the period of the Summer Term. |
| Why is the value of the vouchers less than for older children? | Children in nursery are eligible for 15 hours early education entitlement, which means that the maximum number of whole days a child attends each week is two. The entitlement is therefore equivalent to 40% of a child who attends every day, i.e. £6 per week. |
| How do I access the vouchers? | If you are a maintained nursery school or a private/voluntary/independent childcare provider the voucher codes will be emailed to you securely. They will be emailed to the EEE email address we have for your setting.  If you are primary school with nursery provision, the voucher codes will be uploaded to Perspectives Lite for you to access. |
| Can I use the voucher codes issued for children no longer attending the nursery for other children who are eligible for FSM’s, or will I need to request additional vouchers/codes for new children? | The voucher codes have been allocated based on the eligible children in your setting at Spring term Census. The codes can be allocated to children who meet the criteria. You will need to keep a record of the allocations you make for any future auditing purposes. |
| I still need additional vouchers for the initial £12 two-week voucher distribution covering the Easter holidays | Please complete and return the form to [FamilyInformation@birmingham.gov.uk](mailto:FamilyInformation@birmingham.gov.uk) indicating how many additional £12 vouchers you require. |
| I am unable to log onto the Perspective Lite website. | Please contact [educationdata@birmingham.gov.uk](mailto:educationdata@birmingham.gov.uk) with any queries relating to accessing Perspective Lite. |
| I have checked on Perspective Lite and I cannot find the information for our EYFS FSM Vouchers. | If there are no vouchers for your school on Perspectives Lite, there are no voucher codes allocated. This will be because there were no eligible children returned in your Spring term census. |
| Not all parents have email addresses. How can we distribute the vouchers to them? | There is provision for you to download the vouchers and send to families. |
| Parents have complained that they were charged to access support to activate their voucher codes. | The voucher redemption website has a good set of guidance and frequently asked questions for parents to access. There is also a phone number for support. This is a Milton Keynes number, so parents will be charged at national call rates to access it. |