

Disability Access fund (DAF)

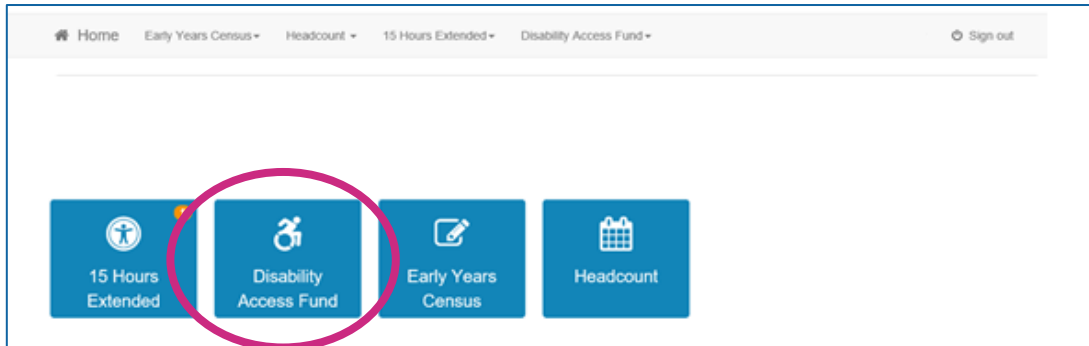
Provider application guidance notes

Staffordshire County Council

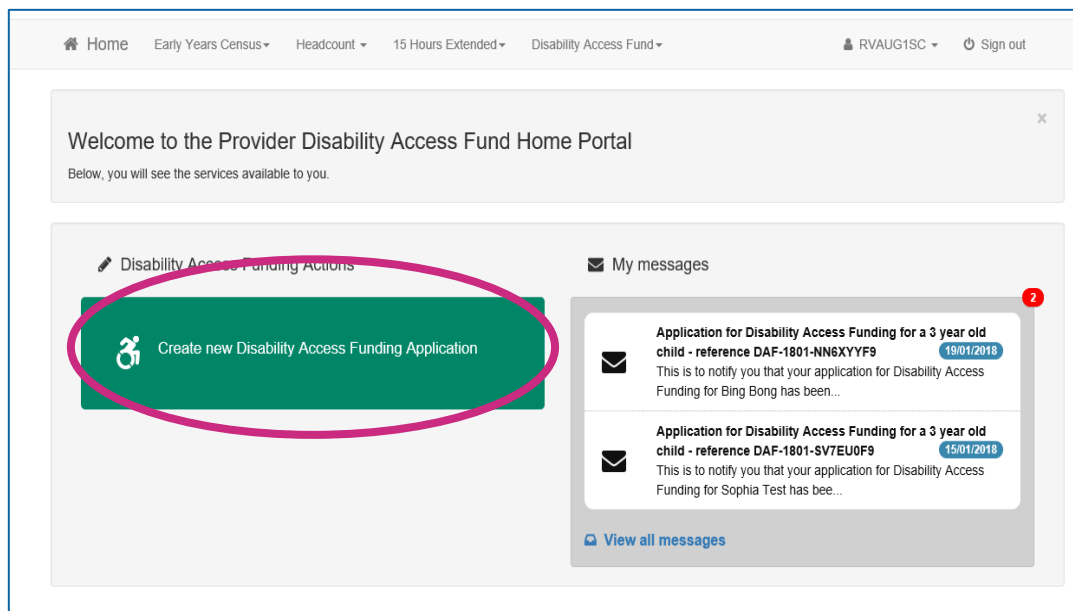


How to complete a Disability Access Fund (DAF) application on the Early Years portal

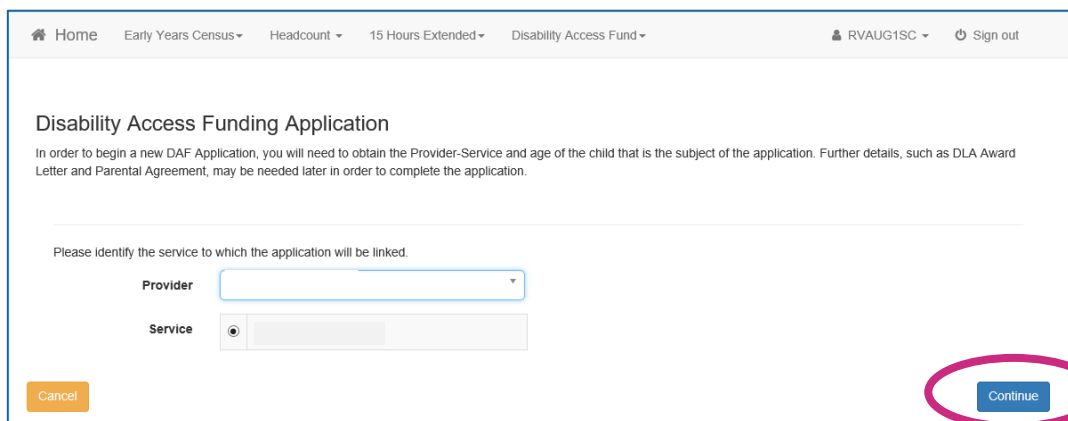
On the Home page of your Early Years portal, click 'Disability Access Fund':-



Click 'Create new Disability Access Funding Application':-



Check that your own setting has been selected and click 'Continue'.



A list of children registered at your setting will be displayed. To select the correct child, type their name or date of birth into the 'Find a Child' box. If the child is already registered at the setting, the child will be displayed.

Forename	Surname	Date of Birth	Age Eligibility	DAF Approved Date
Sophia	Test	08/10/2014	Yes	15/01/2018

Click the selection to the left of the child and click 'Continue'.

The child should be on your headcount before applying for DAF; DAF will only be payable to age eligible children accessing EEF and currently attending your setting.

If the child is not age eligible for DAF the selection button will be greyed out. Exit the application using the 'Cancel' button at the bottom left of the screen.

Click 'Continue'.

To upload the DLA Award Letter, click 'Choose File' and follow the onscreen prompts to locate and upload it. Documents are accepted in the following formats:- png, jpg, jpeg, pdf, doc, docx. and should be no larger than 1Mb. Make sure you include the front page of the letter, showing name and address of child and pages showing the period of award, which must be current.

Disability Access Funding Application

Providers in Staffordshire are eligible to receive DAF for a child who is currently in receipt of Disability Living Allowance (DLA) and is currently accessing their Early Education Funding (EEF) at your setting.

You will be asked to confirm that the child named in this application is currently in receipt of EEF.

I can confirm that Parental Consent for this application has been received and that this Provision is the nominated provider for the DAF payment for this child and the relevant DLA award pages containing the child's name and address, amount and period of DLA award will be submitted with the application.

The use of the DAF Funding has been discussed with the parent/carer in advance of the application. As a requirement of the current Provider Agreement, you are also confirming by completing the application that the parent / carer has completed and signed the [Parent Declaration](#) and [Privacy Notice](#) for this term. You must inform the parent/ carer in writing within 14 days of Staffordshire County Council advising your provision that this application has been successful. Evidence of the expenditure and parental consent will be maintained and available for audit purposes if required and it is understood that if the money has not been spent in a correct or timely manner all or part may be reclaimed.

Please attach a copy of the official letter regarding receipt of Disability Living Allowance with this application. This is the preferred method

Important: Maximum document size 1 Mb.
Only attach relevant pages containing the child's name and address, amount and period of DLA award.

However, if you are unable to do this and need to send your evidence separately you can Email it to eeac@staffordshire.gov.uk adding your application reference in the subject line.

By uploading DLA letter or ticking the box to email DLA letter you are confirming that the above conditions have been met.

DLA Award Letter No file chosen

I will provide DLA Award Letter by email

If you intend to supply the evidence by email, tick the 'I will provide DLA Award Letter by email' box:-

I will provide DLA Award Letter by email

Email the DLA Award evidence as soon as possible to eeac@staffordshire.gov.uk quoting the application reference number. Please **do not** post copies to us.

Next, enter supporting notes in the text box. This is a **mandatory** field. You must be as specific as possible about what you intend to use the fund for and explain how this will support the child in your setting. Failure to complete this section in full will result in delay or your application being declined. Then click 'Continue' at the bottom right of the screen.

Detail in the text box below how you intend to use the Disability Access Fund to support the child named in the application. You must be as specific as possible and outline how this will support the child in your setting. Failure to complete this in full may result in your application being delayed or declined.

Cancel Back **Continue**

You will then see a summary screen to enable you to check all the details. Click the 'Back' button to make any amendments.

Example of Summary screen with uploaded document:-

Disability Access Funding Application
 Below is the summary of Disability Application Funding application
 You must inform the parent/ carer in writing within 14 days of Staffordshire County Council advising your provision that this application has been successful.
 Please note that you may be required to provide confirmation of this when audited.

Child Details

Name	[Redacted]
Gender	Female
Date of Birth	21/04/2022
Address	Wedgwood Building, Tipping Street, Stafford, ST16 2DH
Ethnicity	BGHA - Black Ghanaian
First Language	Arabic (Morocco)

Application Details

Provider	Test 9999
Service Name	Test 9999
DLA Award Letter by email or post	Yes
Detail in the text box below how you intend to use the Disability Access Fund to support the child named in the application. You must be as specific as possible and outline how this will support the child in your setting. Failure to complete this in full may result in your application being delayed or declined.	hfhfh

I confirm the child named in this DAF application is currently in receipt of Early Education Funding and attending at this setting and all the details provided by me are correct.

When you have checked all details are correct tick the 'I confirm the child named in this DAF application is currently in receipt of Early Education Funding at this setting and all the details provided by me are correct.' box. Then click 'Submit'.

You will see a confirmation message including a unique reference number. This number should be quoted in all correspondence. Click 'Finish'.

Application submitted
 Your application for [Redacted] has been submitted. You will be notified of the result of your claim by a message to your provider portal account.
Application reference number for your information:
 DAF-2409-IB'-'.F.'Y'4

The application reference number above will help us with enquiries – please store it somewhere safe.
 If you have any further enquiries about your application please contact the **Early Education & Childcare team** on 01785 278201 or email EEAC@staffordshire.gov.uk marking your email 'DAF application' and quoting the application reference number above in the Subject bar.

You will receive an email confirmation of your submission and there will also be a message on your Portal account:-

My messages

Application for Disability Access Funding for a 1 year old child - reference DAF-2403-6Q14D4F4 05/03/2024 14:35

Services Test 9999 - Test 9999

This is to notify you that your application for Disability Access Funding for Annie Child has been approved
 This will be paid to you in the same way that you receive funding for EEF and/or Think 2.
 If the approval was granted before 20th of the month, you will receive the funding by the end of the same month, applications approved after 20th of the month will be paid by the end of the month following.
 You will not be able to make a further claim for Disability Access Funding for this child until 12 months from the date of your application.
 You are reminded evidence of the expenditure and parental consent must be retained and made available for audit purposes if required and it is understood that if the money has not been spent in a correct or timely manner all or part may be reclaimed.
 Please retain this message for future reference and quote reference number DAF-2403-6Q14D4F4 in all correspondence.
 If you have any questions regarding this application, please contact us on 01785 278201 or email eeac@staffordshire.gov.uk
 Regards
Early Education & Childcare team - Staffordshire County Council
[Visit our website](#)

Allow up to 5 working days for the EEAC team to review your application.

Reasons for Rejection of a DAF Application

1. A DAF payment has already been made to a setting (including another provider) within the previous 12 months.
2. The child is not age eligible.
3. No DLA Award evidence is supplied on the portal or by email.
4. Applications may be rejected if no specific details on spend are supplied. Providers must be as specific as possible on what the fund will be used for to support the child.

DAF cannot be used for 121 care for children who already receive Early Years Inclusion Funding (SENIF). Settings may need to consider an alternative use for DAF in these cases.

Please note, providers may be audited to ensure that funding has been spent in an appropriate and timely manner which matches the application; providers must keep receipts and proof of spend.

5. The DLA Award has expired. The DLA Award needs to be current at the time of the application.

Contact information

In case of query contact the Early Education & Childcare team on 01785 278201, or email eeac@staffordshire.gov.uk

For any enquiries regarding your Early Years Portal account, resetting passwords or payments contact Early Education Funding team on 01785 854009, or email eefportal@staffordshire.gov.uk

For more details on DAF visit www.staffordshire.gov.uk/DAF