

Disability Access Fund (DAF) Provider Application Process

These steps are to show a Provider how to complete an application form for Disability Access Funding for a child at their setting.



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How to complete a Disability Access Fund (DAF) Application Form

When you log in to the Provider Portal, you will be taken to the main Home Page. Click on blue 'Disability Access Fund' button:-



Click on green 'Create new Disability Access Funding Application' button:-

Home Early Years Census - Headcount - 15 Hours Extended - 1	Disability Access Fund - 🌢 RVAUG1SC - 🖒 Sign out
Welcome to the Provider Disability Access Fund He Below, you will see the services available to you.	ome Portal
Disability Access Funding Actions Create new Disability Access Funding Application	My messages Application for Disability Access Funding for a 3 year old child - reference DAF-1801-NN6XYYF9 This is to notify you that your application for Disability Access
	Funding for Bing Bong has been Application for Disability Access Funding for a 3 year old child - reference DAF-1801-SV7EU0F9 This is to notify you that your application for Disability Access Funding for Sophia Test has bee

Check that your own setting has been selected and click the blue 'Continue' button at bottom right to start your application.

🖀 Home	Early Years Cens	sus	15 Hours Extended -	Disability Access Fund -	≗ RVAUG1SC -	ථ Sign out
Disabilit In order to be Letter and Pa	y Access F I gin a new DAF App rental Agreement, n	unding Applicat lication, you will need to c nay be needed later in ord	tion blain the Provider-Service der to complete the applic	e and age of the child that is the subject of the application ation.). Further details, such a	is DLA Award
Please ide	entify the service to v Provider Service	which the application will I Popplewell Jaegar 650 Popplewell Jaegar	be linked. 650	Y		
Cancel						Continue

A list of children already registered at your setting will be displayed along with their Age Eligibility (noneligible children will have their selection box at left of their name greyed out).





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.

倄 Hon	e Early Years Census	Headcount - 1	5 Hours Extended -	Disability Access Fund -	▲ RVAUG1SC - Ů Sign out
Disab Select a d Filter by Forename, Date of Bit	thild from the list to continue to the second secon	ling Application	n		
	Forename	Surname	Date of Birth	Age Eligibility	DAF Approved Date
	Sophia	Test	08/10/2014	Yes	15/01/2018
Cancel					Add Child Continue

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

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

If the child is not already registered at the setting, click the 'Add Child' button at the bottom right of the screen.

The following screen will be displayed.

	1 7			
Add Child				
To progress this application,	enter the details of the child below	0		
Forename *	8	Child's legal forename		
Surname •	1			
Gender •	○ Male			
	○ Female			
Date of birth (dd/mm/yyyy)	m			
Ethnicity •	Please select	¥		
First Language •	Please select	٣		
Postcode *	#			
	Find Address I don't have a Post	code		
	* Required field			
Cancel Back				Continu

Complete all details for the child and click 'Continue' at the bottom right of the screen.

To progress this application.	enter the details of the child below	
Forename •	/ Test	
-		
Surname *	Roberts	
Gender •	Male	
	O Female	
ate of birth (dd/mm/yyyy)	22/09/13	
Ethnicity -	WBRI - White British (WHB) X *	
First Language -	Concerning English (ENG)	
	Cuse Another Address	
House Number •	* 1	
House Name	*	
Street Name	Salt Avenue	
District / Village	*	
Town	Stafford	
County	*	
Postcode •	ST17 4DW	
	Required field	
Cancel Back		Continue

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The following screen will be displayed. To upload the DLA Award Letter into the application, click 'Browse' and follow the onscreen prompts to locate and upload it. Documents are accepted in the following formats:- png, jpg, jpeg, pdf, doc, docx. Documents should be no larger than 1Mb so only upload the front page of the letter, showing name and address of child and period of award, which must be current. Do **not** tick the 'I will provide DLA Award Letter by post' box as this will remove the uploaded form and you will have to upload it again.

ease attach a copy	of the official letter regarding receipt of Disability Living Allowance with this application.
nly attach relevant p	ages containing the child's name and address, amount and period of DLA award.
you intend to post th	e documents, please post the documents to us promptly to the following address
arly Education & C	hildcare team, Staffordshire County Council, Staffordshire Place 1, Tipping Street, Stafford, ST16 2DH
A Award Lattor	
LA Awaru Letter	Browse
I will provide DLA	Award Letter by post
ils to support your	Disability Access Funding claim

When the document has been uploaded, enter required supporting notes ('Details to support your Disability Access Funding claim' is a mandatory field - enter N/A if there are no notes to add) then click 'Continue' at the bottom right of the screen.

Disability Access Funding Application I can confirm that this Provision is the nominated provider for the DAF payment for this child and we will attach or send a copy of the official letter regarding receipt of Disability Living Allowance with the application. We will maintain evidence of the expenditure should it be required in future for audit purposes.
Please attach a copy of the official letter regarding receipt of Disability Living Allowance with this application. Important: Maximum document size 1 Mb. Only attach relevant pages containing the child's name and address, amount and period of DLA award. If you intend to post the documents, please post the documents to us promptly to the following address Firstly Education 8. Childearn tarm. Stafford his County Council Stafford his Place 1. Targing Starts Stafford, ST45 2014
DLA Award Letter H:\DLA LETTER Test.docx Browse
Details to support your Disability Access Funding claim These are test details for the process notes
Cancel Back Continue

If you do not have the forms scanned and saved on your computer you can send **copies** by post to :-**Early Education & Childcare, Staffordshire County Council, Tipping Street, Stafford, ST16 2DH** Place a tick in the 'I will provide DLA Award Letter by post box and enter your required supporting notes before clicking 'Continue' at the bottom right of the screen. **Do not forget to post a copy of the**

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DLA award letter as the application cannot be processed without it. Please do not send originals as we will not be able to return them.

DLA Award Letter			Browse		
I will provide DLA	Award Letter by post				
etails to support your	Disability Access Funding	claim			
etails to support your These are test details	Disability Access Funding for process notes	claim			
etails to support your These are test details	Disability Access Funding for process notes	claim			
etails to support your These are test details	Disability Access Funding	claim			

You will see a summary screen to check through all of the details. Click the 'Back' button at bottom left of the screen to make any amendments.

Summary screen with uploaded document:-

	Disability Access Funding Application Below is the summary of Disability Application Funding application	
	Name Test Roberts Gender Male Date of Birth 22/09/2013 Address 1, Salt Avenue, Stafford, ST17 4DW Ethnicity WBRI - White British First Language English	
	Application Details Provider Service Name DLA Award Letter Details to support your Disability Access Funding claim	Popplewell Jaegar 650 Popplewell Jaegar 650 DLA LETTER Test docx These are test details for the process notes
	All the DAF details provided by me are correct Cancel Back	Submit
Summary	screen when sending document	by post:-
	Disability Access Funding Application Below is the summary of Disability Application Funding application	
	Name Test Roberts Gender Male Date of Birth 22/09/2013 Address 1, Salt Avenue, Stafford, ST17 4DW Ethnicity WBRI - White British First Language English	
	Application Details Provider Service Name DLA Award Letter by Post Details to support your Disability Access Funding claim	Popplewell Jaegar 650 Popplewell Jaegar 650 Yes These are test details for the process notes
	\Box All the DAF details provided by me are correct	
	Cancel Back	Submit

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When all is correct you should tick the 'All the DAF details provided by me are correct' box on the bottom left of the screen which will activate the 'Submit' button.

	DAF details provided by me are correct	
Cancel	Back	

Click the 'Submit' button.

Disability Access Funding Application Below is the summary of Disability Application Funding application		
Name Test Roberts Gender Male Date of Birth 22/06/2013 Address 1, Salt Avenue, , Stafford, , ST17 4DW Ethnicity WBRI - White British First Language English		
Application Details Provider Service Name	Popplewell Jaegar 650 Popplewell Jaegar 650	
Parental Agreement DLA Award Letter Details to support your Disability Access Funding claim	Parental Agreement Test docx DAL Award Letter Test docx These are test notes	
All the DAF details provided by me are correct Cancel Back	Submit	1

A confirmation message will be generated with a reference number that you should keep in case you wish to query the application at a later date.







You will receive a	n email confirmation of your submission:-
	Disability Access Funding message alert
	NEFPortal@staffordshire.gov.uk
	Sent: Thu 01/02/2018 13:07 To:
	This email is to inform you that you have a new message waiting for you in the Earl Years Portal Disability Access Funding, please log in to read it.
	https://ems.staffordshire.gov.uk/ProviderPortal TEST/Home/Index
	Regards
	Early Years Portal Administrator
	Should you experience any further problems, please <u>Click Here</u>
There will also be	a message on your Portal account:-
	☑ My messages
	© Back
	Application for Disability Access Funding for a 4 year old child - reference DAF-1802-LHJU6XF3 01/02/2018 14/32
	This is to notify you that your application for Disability Access Funding for Rupert Testing has been approved. Payment of 615 will be paid to you via the normal means of payment.
	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.
	Prease retain uns message for nume reference and quote reference number UAP-1802-LHJURAF sin all correspondence.
	n you nerve uny quoteene regulating and appendition, provide contract as on o rear reaction or entitle contractigeneous entitle
	DAF Team, This LA
	Visit aur unheite

Reasons for Rejection of a DAF Application

A DAF application may be rejected for the following reason(s):

1. If a DAF payment has already been made to another provider within the previous 12 months (for example, if the child moves provider within 12 months).

2. If child is not the correct age; DAF is only applicable to 3 and 4 year olds.

3. No evidence is supplied – if the application is made but no DLA Award letter is submitted via the portal or by post the application cannot be processed.

4. The DLA Award detailed on the Award letter supplied has expired – i.e. DLA was awarded to 2016 and there is no further date to say it is continuing. The DLA Award needs to be current at the time of the application.

Contact information

In case of query with the application process, DLA evidence or eligibility, please contact the Early Education & Childcare team on

01785 278201, or email think2@staffordshire.gov.uk

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



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