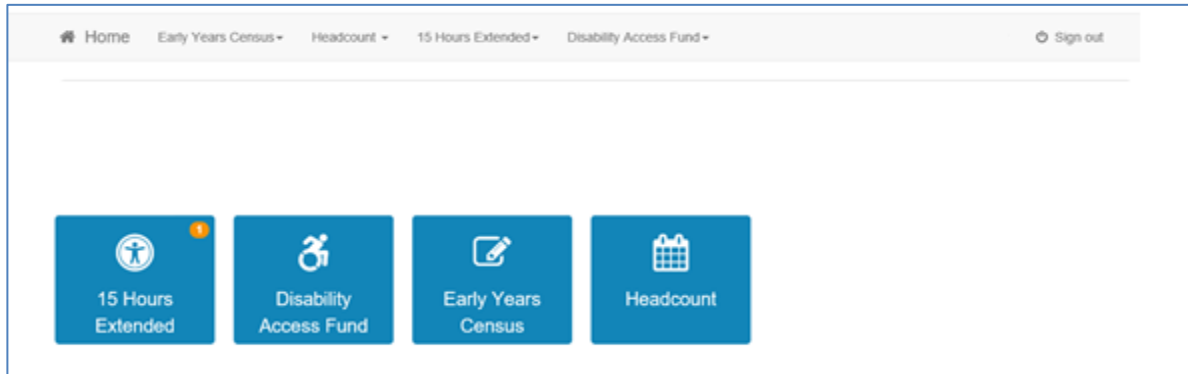


Disability Access Fund (DAF) Provider Application Process

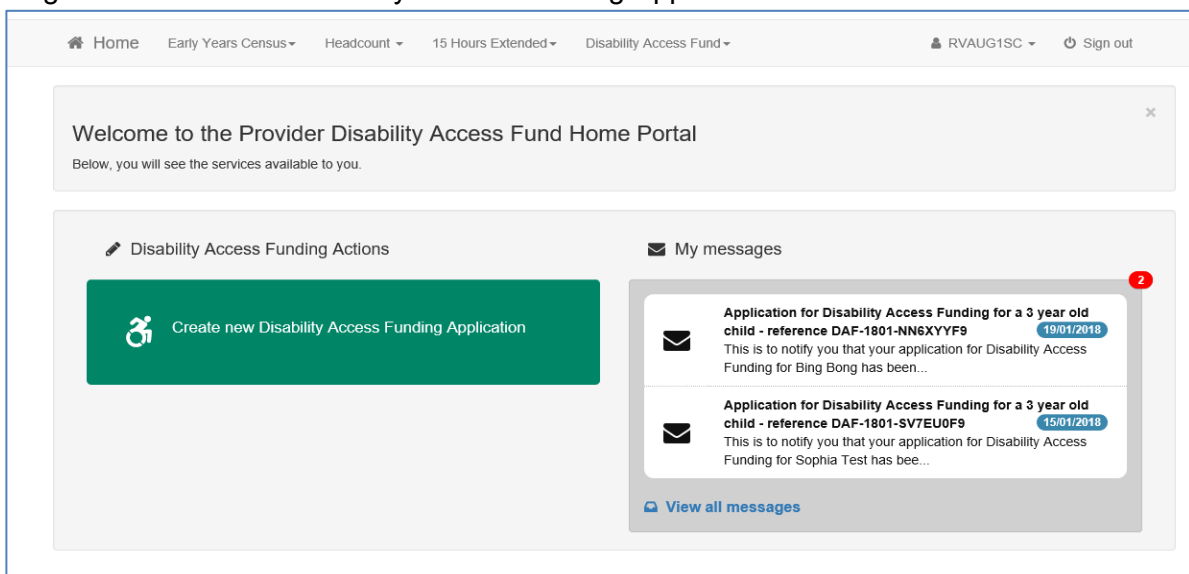
These steps are to show a Provider how to complete an application form for Disability Access Funding for a child at their setting.

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

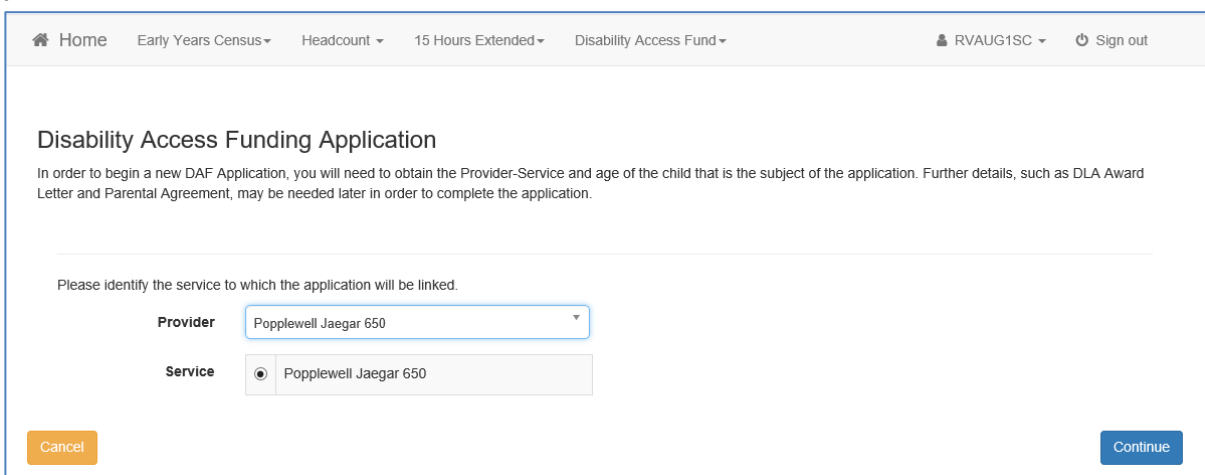
When you log in to the Provider Portal, you will be taken to the main Home Page.
Click on blue 'Disability Access Fund' button:-



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

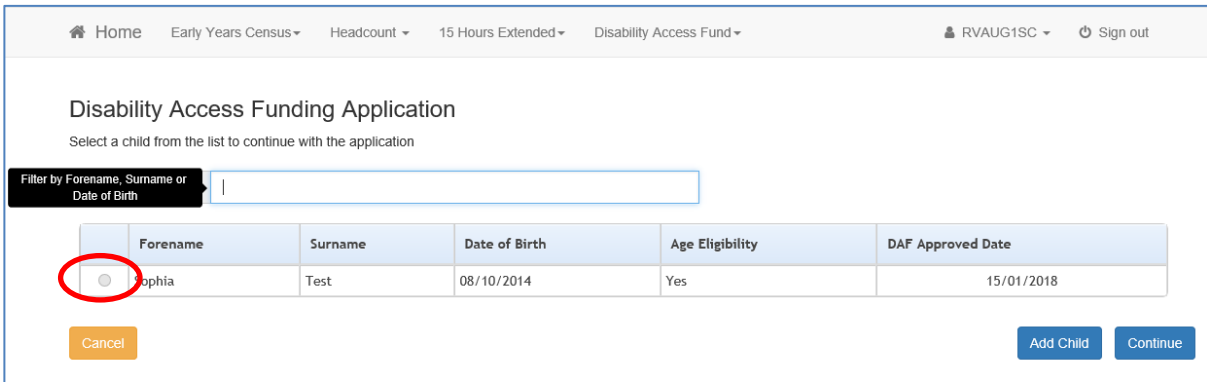


Check that your own setting has been selected and click the blue 'Continue' button at bottom right to start your application.



A list of children already registered at your setting will be displayed along with their Age Eligibility (non-eligible 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.



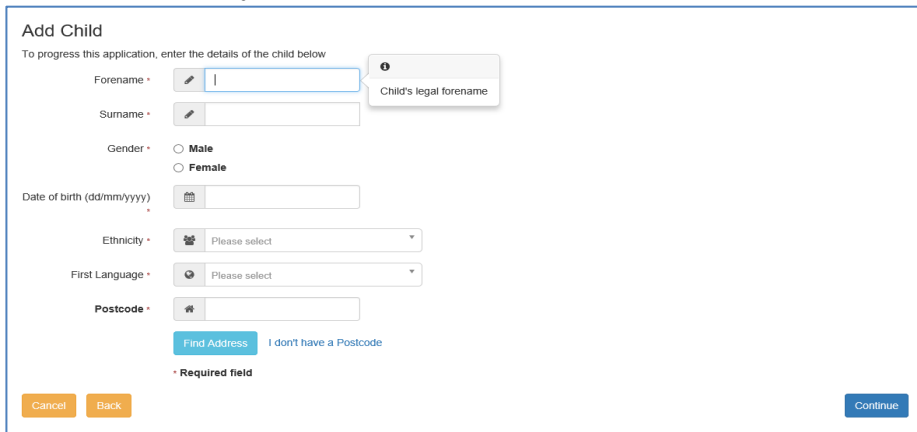
Forename	Surname	Date of Birth	Age Eligibility	DAF Approved Date
Sophia	Test	08/10/2014	Yes	15/01/2018

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

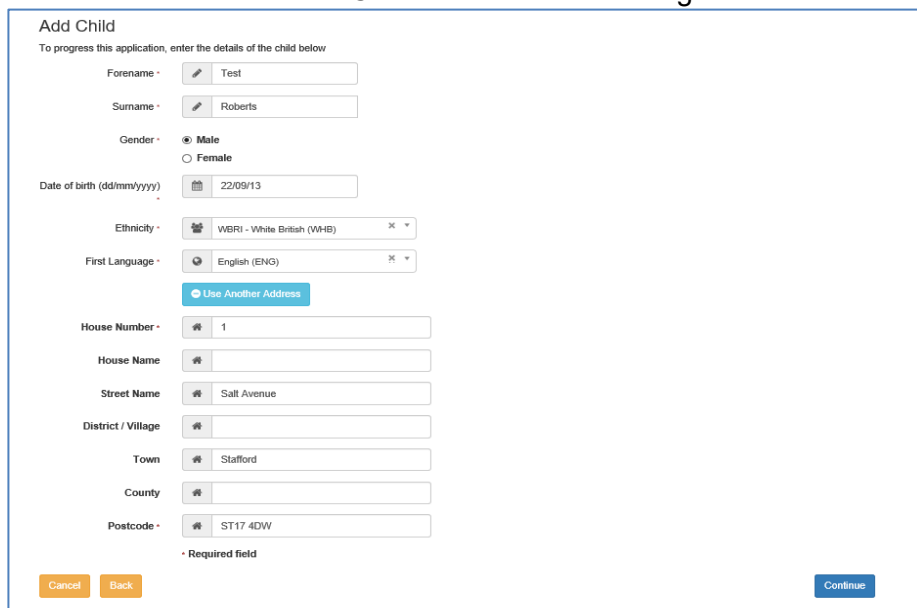
If the child is not eligible for DAF the selection button will be greyed out and you should exit the application using the 'Cancel' button at the bottom left of the screen.

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.



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



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.

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
Early Education & Childcare team, Staffordshire County Council, Staffordshire Place 1, Tipping Street, Stafford, ST16 2DH

DLA Award Letter

I will provide DLA Award Letter by post

Details 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
Early Education & Childcare team, Staffordshire County Council, Staffordshire Place 1, Tipping Street, Stafford, ST16 2DH

DLA Award Letter

I will provide DLA Award Letter by post

Details to support your Disability Access Funding claim

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**

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

I will provide DLA Award Letter by post

Details to support your Disability Access Funding claim

These are test details for process notes

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

Child Details

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	Popplewell Jaegar 650
Service Name	Popplewell Jaegar 650
DLA Award Letter	DLA LETTER Test.docx
Details to support your Disability Access Funding claim	These are test details for the process notes

All the DAF details provided by me are correct

Summary screen when sending document by post:-

Disability Access Funding Application

Below is the summary of Disability Application Funding application

Child Details

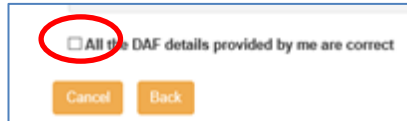
Name	Test Roberts
Gender	Male
Date of Birth	22/09/2013
Address	1, Salt Avenue, Stafford, ST17 4DW
Ethnicity	WBRI - White British
First Language	English

Application Details

Provider	Popplewell Jaegar 650
Service Name	Popplewell Jaegar 650
DLA Award Letter by Post	Yes
Details to support your Disability Access Funding claim	These are test details for the process notes

All the DAF details provided by me are correct

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.



Click the 'Submit' button.

Disability Access Funding Application

Below is the summary of Disability Application Funding application

Child Details

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	Popplewell Jaegar 650
Service Name	Popplewell Jaegar 650
Parental Agreement	Parental Agreement Test.docx
DLA Award Letter	DAL Award Letter Test.docx
Details to support your Disability Access Funding claim	These are test notes

All the DAF details provided by me are correct

[Cancel](#) [Back](#) [Submit](#)

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.

Home Early Years Census Headcount 15 Hours Extended Disability Access Fund RVAUG1SC Sign out

Application submitted

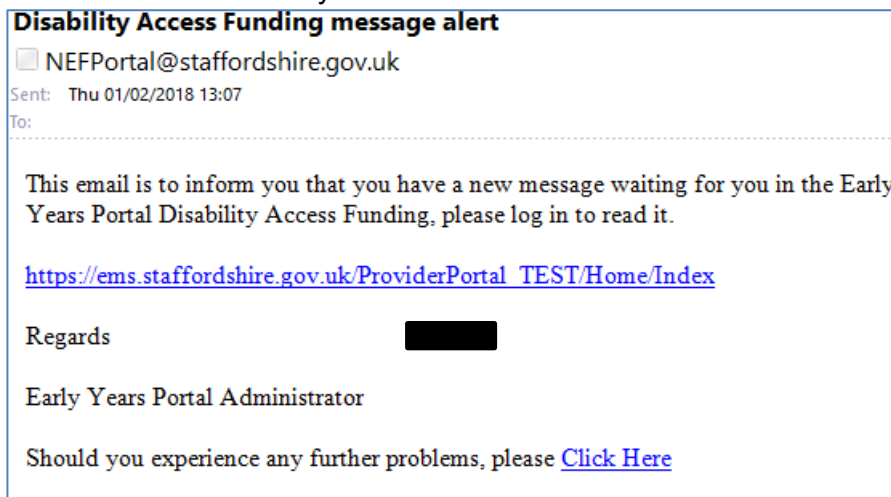
Your application for Test Roberts has been submitted. You will be notified of the result of your claim by a message to your provider portal account.

Application reference number for your information:
DAF-1802-IMA9W7F0

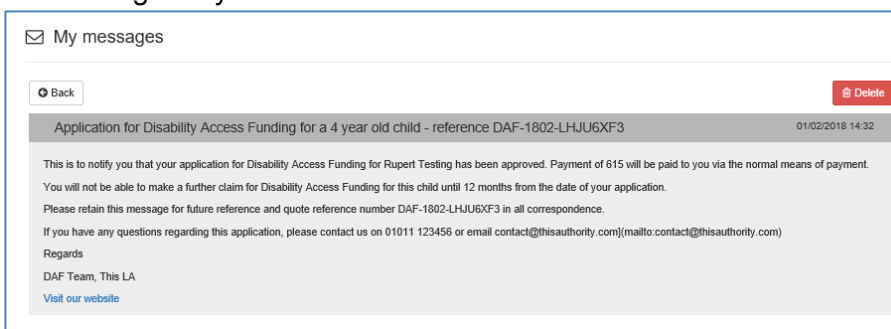
The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at: PO Box 244 Shepherds Bush London E1

[Finish](#)

You will receive an email confirmation of your submission:-



There will also be a message on your Portal account:-



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 efportal@staffordshire.gov.uk