

DAF (Disability Access Fund) – Early Years Portal application guide for providers.

To apply for DAF, you must provide evidence that the child is eligible for Disability Living Allowance (DLA) and provide a signed parent declaration form. The child must also be 3 or 4.

To apply for DAF, click on 'Disability Access Fund' on your portal homepage.

Welcome to the Provider Portal

- Click on **30 Hours Free Childcare** to check or review eligibility codes.
- Click on **Headcount** to enter headcount information.
- Click on **Two Year Old Funding** to complete an assisted application for a two year old.



You will see the screen below. Click 'create new Disability Access Funding Application'. Next to this option you will see messages relating to previous DAF applications.

Welcome to the Provider Disability Access Fund Home Portal

Below, you will see the services available to you.

Disability Access Funding Actions



My messages

Application for Disability Access Funding for a 3 year old child - reference 31/10/2018
This is to notify you that your application for Disability Access Funding for Thomas Cruz has been...

Application for Disability Access Funding for a 3 year old child - reference 31/10/2018
This is to notify you that your application for Disability Access Funding for Leah Test has been ...

Application for Disability Access Funding for a 3 year old child - reference 30/10/2018
This is to notify you that your application for Disability Access Funding for Thomas Cruz has been...

[View all messages](#)

You will then see the screen below. The children listed will be those included on your headcount. You can also see if they have previously had DAF funding approved, or if an application is pending in the column on the far right.

You should select the child you wish to apply for DAF for. If you are applying for a new child, click 'Add Child' at the bottom of the screen, and enter their details.



West Berkshire Early Years Funding Portal

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[Sign out](#)

Disability Access Funding Application

Select a child from the list to continue with the application

Find a Child

	Forename	Surname	Date of Birth	Age Eligibility	DAF Approved Date
<input checked="" type="radio"/>	David	Test	01/05/2015	Yes	31/10/2018
<input type="radio"/>	Christopher	Test	04/04/2015	Yes	
<input checked="" type="radio"/>	David	Test	02/02/2016	No	
<input checked="" type="radio"/>	Terry	Test	02/02/2016	No	
<input checked="" type="radio"/>	Thomas	Test	04/04/2015	Yes	30/10/2018
<input type="radio"/>	Tom	Test	02/05/2015	Yes	Note: This child has a pending application

[Cancel](#)

[Add Child](#)

[Continue](#)

After clicking continue, you will see the screen below. This gives you the option to upload the relevant evidence, or select the box to say you will send this by post. We are unable to process your application until we have this evidence.

There is also space to write any additional information you believe may be relevant in the bottom box. Once you have completed this, click 'continue'.

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Disability Access Funding Application

Provide DLA Award letter and Parent Declaration details to proceed with Disability Access Funding application

Parent Declaration

I will provide Parent Declaration by post

DLA Award Letter

I will provide DLA Award Letter by post

Details to support your Disability Access Funding claim

You will then have the option to review the information and evidence provided. You will need to then select the box at the bottom of the page to confirm the information is correct, and then click submit.

Home Disability Access Fund Sign out

Disability Access Funding Application

Below is the summary of Disability Access Funding application

Child Details

Name	Christopher
Gender	Male
Date of Birth	04/04/2015
Address	West Street House, West Street, Newbury, RG14 1BZ
Ethnicity	AAFR - African Asian
First Language	Believed to be English

Application Details

Provider	
Service Name	
Parent Declaration by Post	Yes
DLA Award Letter by Post	Yes
Details to support your Disability Access Funding claim	N/A

All the DAF details provided by me are correct

Cancel Back Submit

You will see the screen below which will confirm your application has been submitted. West Berkshire Council's early years team will then process this.



West Berkshire Early Years Funding Portal

Home Disability Access Fund Sign out

Application submitted

Your application for Christopher 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-1811-QMC4VNF5

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: earlyyearsservice@westberks.gov.uk

Finish