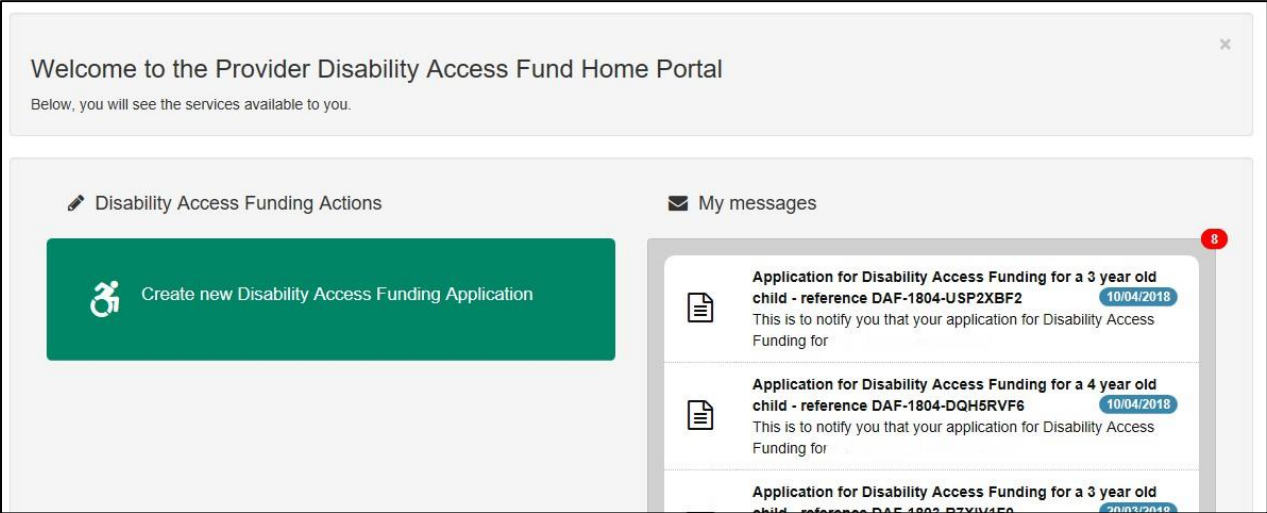


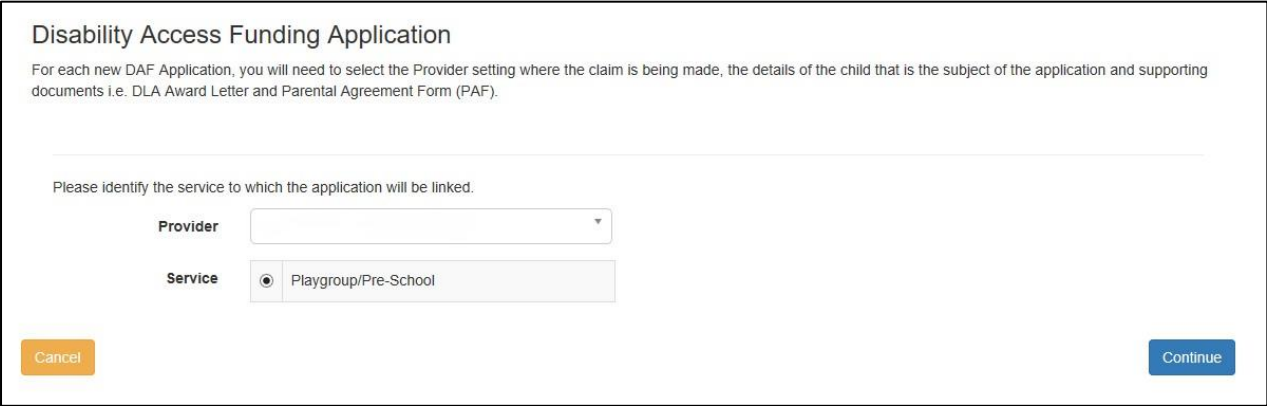


Click on the Disability Access Fund (DAF) button on your Provider Portal home page to reach the section below. You can also access it through a dropdown menu at the top of the page.

A screenshot of the "Welcome to the Provider Disability Access Fund Home Portal" page. The page has a light grey header with the title and a close button. Below the header, there's a section titled "Below, you will see the services available to you." The main content area is divided into two columns. The left column is titled "Disability Access Funding Actions" and contains a large green button with a white accessibility icon and the text "Create new Disability Access Funding Application". The right column is titled "My messages" and contains a list of three messages. Each message has a document icon, a title, a reference number, and a date. The first message is "Application for Disability Access Funding for a 3 year old child - reference DAF-1804-USP2XBF2" dated 10/04/2018. The second message is "Application for Disability Access Funding for a 4 year old child - reference DAF-1804-DQH5RVF6" dated 10/04/2018. The third message is partially visible and starts with "Application for Disability Access Funding for a 3 year old child - reference DAF-1804-DZXV450" dated 10/04/2018.

You can create a new application or view your messages about previous applications from this screen. All notifications about your DAF application will come into the 'my messages' section of this screen – you will receive an automated email from the Provider Portal to let you know when a message is available.

Create a new DAF application by clicking 'Create New Disability Access Funding Application'.

A screenshot of the "Disability Access Funding Application" form. The form has a title and a subtitle. Below the subtitle, there's a paragraph of text: "For each new DAF Application, you will need to select the Provider setting where the claim is being made, the details of the child that is the subject of the application and supporting documents i.e. DLA Award Letter and Parental Agreement Form (PAF)." The form contains two main sections. The first section is titled "Please identify the service to which the application will be linked." and contains a "Provider" dropdown menu and a "Service" radio button group. The "Service" group has two options: "Playgroup/Pre-School" (which is selected) and "School". The second section contains two buttons: "Cancel" (orange) and "Continue" (blue).

Portal users who manage more than one setting will have to select the setting making the application from this screen.

### Disability Access Funding Application

Select a child from the list to continue with the application

Find a Child

Show Eligible Children ☒

	Forename	Surname	Date of Birth	Age Eligibility	DAF Approved Date
<input type="radio"/>	David	Beckham	31/12/2019	Yes	05/03/2024
<input type="radio"/>	Jane	Doe	31/12/2020	Yes	
<input type="radio"/>	John	Smith	01/03/2022	Yes	

Cancel

Add Child

Continue

You will be presented with a list of the children currently registered with you on your Headcount task. Note that this is only children who are **currently** on your Headcount task, so if the child you would like to apply for is new to your setting, you will have to wait until there is a task available to add them to before you can submit a DAF application. Only funded children are eligible to receive the DAF. You can use the 'find a child' box to search for a specific child.

Children who have received DAF within the last 12 months will have the circles next to their names greyed out, as they cannot be claimed for. You can also see the date when previous DAF applications were approved from this screen – you will be able to apply for those children again one year after the shown date.

Select the child you would like to make a DAF application for by clicking in the circle next to their name, then press 'continue' in the bottom right corner.

Before you start your application, make sure that the child meets the criteria, and you have all the evidence you need. The child must be in receipt of Disability Living Allowance (DLA), and you must have a copy of the letter that proves this. Additionally, the child must be funded at your provision. If the child is splitting their funding across two or more settings, please confirm with the parent which setting they would like to receive the DAF.

## Disability Access Funding Application

Provide DLA Award letter and Parental Agreement details to proceed with Disability Access Funding application

### Parental Agreement Form (PAF)

Please upload a copy of the PAF that includes the parent declaration for claiming DAF, in one of the following formats: png,jpg,jpeg,gif,bmp,pdf,doc,docx.  
Note: the application will not load if the combined total size of the uploaded documents exceeds 20MB.

Parental Agreement

☐ I will provide Parental Agreement by post (this option should ONLY be used by prior agreement with the FIS Team)

### Disability Living Allowance (DLA) Award Letter

Please upload a copy of the current DLA Award Letter for the child, in one of the following formats: png,jpg,jpeg,gif,bmp,pdf,doc,docx.  
Note: the application will not load if the combined total size of the uploaded documents exceeds 20MB.

DLA Award Letter

☐ I will provide DLA Award Letter by post (this option should ONLY be used by prior agreement with the FIS Team)

How the DAF funding will be used to benefit the child (this is a required field)

From this screen, you will need to upload:

- A copy of the full Parental Authorisation Form (PAF) that includes the parent's consent for you to claim the DAF.
- A copy of the child's DLA award letter, clearly displaying that they are currently in receipt of DLA.

You are only able to upload two files, which must not be more than 20MB combined.

If you have multiple pages that you have been unable to save as one file (e.g. you have scanned the PAF and all 3 pages have saved separately, giving you 3 files) you must ensure that they are collated into one file. An easy option is to insert all the pages into a Word document, which can then be uploaded as one single file.

After uploading the necessary files, you must provide a brief description of how the funding will be used.

**Please note: DAF cannot be used to fund extra sessions.**

# Suffolk Provider Portal Disability Access Fund Guidance



Disability Access Funding Application

Below is the summary of the Disability Application Funding application

Child Details

Name

Gender

Date of Birth

Address

Ethnicity

First Language

Application Details

Provider

Service Name

Parental Agreement by Post

DLA Award Letter by Post

How the DAF funding will be used to benefit the child (this is a required field)

☐ All the DAF details provided by me are correct

Cancel

Back

Submit

From this screen, you can review the details of your application before submitting. Make sure that you have ticked the declaration, or the 'submit' button will not be available.

Application submitted

Your application for 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-1804-79F33SF5

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 [provider.portal@suffolk.gov.uk](mailto:provider.portal@suffolk.gov.uk)

Finish

Once your application has been submitted, you will see this screen. Please make a note of the application reference number or take a screenshot for your records.

The Early Years and Childcare service will aim to respond to your application within five working days. You will receive a message within the Provider Portal, either approving or rejecting your application.