

User Guide for submitting a Disability Access Fund (DAF) application

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Purpose of this document

This document provides guidance on how an early year's provider within Sunderland can complete and submit a Disability Application Fund (DAF) application, using the Capita One Provider Portal.

Overview

The government has introduced a new funding measure for early year's providers, the Disability Access Fund (DAF), to support children with disabilities.

The Disability Access Fund (DAF) will help providers to make reasonable adjustments in their settings, either to support the individual child, or for the benefit of all children attending the setting.

3 and 4 year olds will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of Disability Living Allowance (DLA) and;
- the child attends an early years provider for the universal funded entitlement

Please note: Four year olds in primary and infant school reception classes are NOT eligible for DAF funding. Children become eligible for free early education at different points in the year depending on when they turn 3.

Entitlement

Early year's providers offering free early education places to children who are eligible for DAF funding will be entitled to receive a one-off payment of £615 per child each financial year and can only be received a second time, after the yearly anniversary of the first payment. The DAF is not based on an hourly rate and is an additional payment.

If the child attends more than one setting, the child's parents will choose which setting will receive the funding and this will be recorded on the parental DAF application and consent form (Appendix 3).

If a child moves settings within the financial year the DAF payment does not move with the child.

Identifying eligible children

Early years providers are responsible for identifying eligible children. Parents of children qualifying for Disability Living Allowance are required to provide documental evidence of this entitlement. This is usually a benefits award letter from the DWP, sent to parents, naming the child for whom the benefit is paid. Providers need to make an electronic copy of this evidence and submit it with the DAF application via the Provider Portal.

Providers will also need to submit a copy of the parental DAF application/consent form, completed and signed by the parent.

DAF payments

Once the completed application form and evidence have been submitted via the Provider Portal, the application will be processed and you should receive payment within 15 working days. If you do not receive the funding within this period please contact the Early Years Team using any of the email addresses below:

pamela.nield@togetherforchildren.org.uk

claire.moses@togetherforchildren.org.uk

judith.walker@togetherforchildren.org.uk

paula.dunn@togetherforchildren.org.uk

How to submit a DAF application using the Provider Portal

Logging into the Provider Portal

Enter your Provider Portal username and password into the login prompt at the below URL address.

https://emsonline.sunderland.gov.uk/CCSPProviderPortal_LIVE/Account/Account/Login

If you have forgotten your username and/or password, then use the appropriate links below the login prompt and follow the instructions to gain access. You will also need to answer your secret question.

together for children
SUNDERLAND

Provider Portal

Home

Log In

Username

Password

Log In

[Forgotten your username?](#)
[Forgotten your password?](#)

Welcome to the provider portal

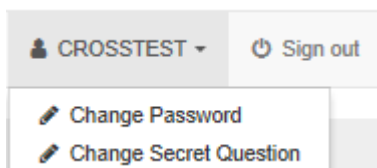
In order to use the Provider Portal please ensure that your computer/device is running one of the below browsers:

- Internet Explorer 11
- Mozilla Firefox (latest version)
- Google Chrome (latest version)

Homepage Navigation

The Announcements page will be visible at every login, please read these carefully; select the Continue button to proceed to the Homepage.

Selecting your name in the top right of the window brings up a menu where you can change your own password or secret question, and log out securely.



On initial login you may see several services available to you. Click on the service you want to have access to and you will be taken to the service's page.

A screenshot of the Provider Portal homepage. The top left features the 'together for children SUNDERLAND' logo. The top right is titled 'Provider Portal'. Below the logo is a navigation bar with links: Home, Headcount, 30 Hours Free Childcare, Two Year Old Funding, and Disability Access Fund. On the right side of the navigation bar, there is a user profile for 'CROSSTEST' and a 'Sign out' button. The main content area is a grey box with the following text:

Welcome to the Provider Portal

Below, you will see a range of services available to you.

If you have a headcount task to complete. Click on the Headcount icon to submit.

IMPORTANT: The local authority is required to fund a 30 hours place for a child from the term following their third birthday or the term following the date they received their code whichever is the later providing the code's eligibility end date is after the start of the term.

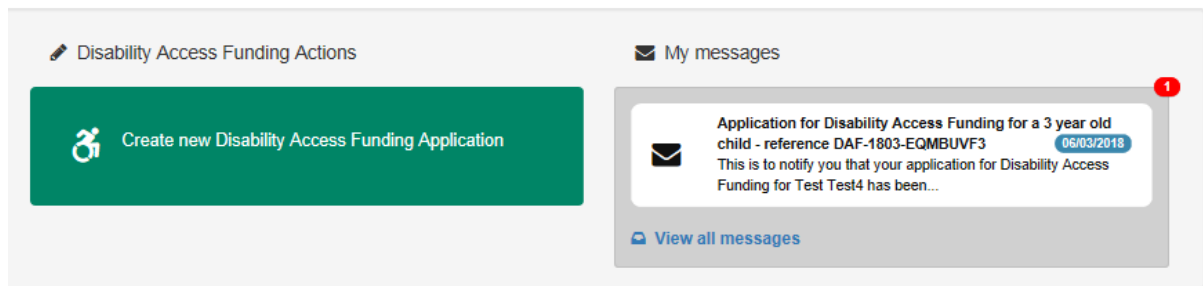
Children cannot start a new setting whilst in the grace period this includes children who were already accessing hours but wish to move setting. Parents will need to reconfirm eligibility with HMRC.

Providers need to check the child's date of birth to ensure that a child is 3 years old by the end of the previous term before offering them a place in the next term.

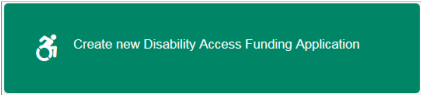
Below the text are four blue buttons with icons and labels: '30 Hours Free Childcare' (childcare icon), 'Disability Access Fund' (wheelchair icon), 'Headcount' (calendar icon), and 'Two Year Old Funding' (pencil icon).


Completing and submitting a DAF application

Select the Disability Access Fund option  to go to the **DAF** Home Page. Important advice on the DAF process will be provided on the **DAF** Home Page.



Any messages received in relation to a DAF application will appear in the My Messages section

Select  to begin a DAF application

If you are working across multiple Providers / Services, you will need to select the Service that you want the DAF Applicant to be linked to, by selecting the relevant item in the dropdown menu, then select  to display the list of children

Please identify the service to which the application will be linked.

Provider

Service

If you are working at a single Provider/Service you will only see the list of children

Disability Access Funding Application

Applications need to be submitted separately for each child.

Select a child from the list below then scroll to the bottom of the list and click continue. You can only select children that are aged 3 or 4 and where the child does not have a current approved DAF application.

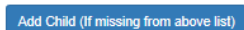
If the child is not shown in the below list and has recently started at your nursery, please scroll down to the Add Child button at the bottom of the screen and add the child record for the application.

If the child you wish to submit an application for has deferred entry into Reception, then the system will not allow you to use this method of submission. For further assistance with the application, please ring a member of the Early Years Team on 0191 561 6650



Find a Child

	Forename	Surname	Date of Birth	Age Eligibility	DAF Approved Date
<input checked="" type="radio"/>	Test	Test4	19/06/2014	Yes	06/03/2018
<input type="radio"/>	Test1	Sunderland	31/12/2014	Yes	
<input type="radio"/>	Test2	Sunderland	31/12/2013	Yes	
<input type="radio"/>	Test3	Sunderland	31/12/2012	No	







Select  next to the child you are submitting the DAF Application for. Select  to display the application page. Each child needs an individual application to be submitted.

Children who already have an approved DAF application or are NOT eligible by age will have their selection greyed out.

If the child is missing from your cohort, then select the Add Child button

Add Child (if missing from above list) and enter the child's record.

Read this screen carefully, so you understand how to proceed with the application

Disability Access Funding Application

Please attach below the evidence needed to approve your application. Allowable formats are png, jpg, jpeg, gif, bmp, pdf, doc and docx

1) Disability Access Fund application and consent form (Provider Agreement - Appendix 3)

2) Disability Living Allowance letter confirmation (Only page 1 is required)

If you do not have electronic versions of these documents then where possible please scan and attach them. If this is not possible then use your phone to take a screen shot and attach. If you are unable to electronically attach the evidence, then please send by secure post or deliver by hand to

FAO Pamela Nield
Early Years Team Room 3, Floor 2
Bunny Hill
Hylton Lane
Sunderland
SR5 4BW

Applications where the evidence is not electronically attached will take longer to process and will create a delay in you receiving your funding.

Please attach here an electronic copy of the Disability Access Fund application and consent form.

Use the Browse button to navigate to the document, select the document and click open.

NB Ensure all details on this form have been completed and the form has been signed by the parent before submitting. Forms that are not complete will not be approved and a new application will need to be submitted.

1) Disability Access Fund application and consent form

I will provide a copy of the Disability Access Fund application and consent form by secure post

Please attach here an electronic copy of the Disability Living Allowance letter confirmation (Only page 1 is required)

Use the Browse button to navigate to the document, select the document and click open

2) Disability Living Allowance letter confirmation

I will provide a copy of the Disability Living Allowance letter confirmation by secure post

Additional details to support your Disability Access Funding application. Please always include below the name of the staff member or childminder submitting the application

You can select to search for the document you will be sending with this application or you can select the notification box that you will be sending the evidence by another secure method. You need to provide both the completed and signed parental DAF application/consent form and the DLA confirmation letter

Enter supporting details, including the name of the staff member at the provider who is submitting the application, in the text box before selecting

Check the details of the application you are submitting

Disability Access Funding Application

Below is the summary of the Disability Access Fund application, you are submitting

Child Details	
Name	Test1 Sunderland
Gender	Female
Date of Birth	31/12/2014
Address	7, Camberwell Way, Doxford International, Sunderland, SR3 3XN
Ethnicity	WBR1 - White.British
First Language	English

Application Details	
Provider	TEST Provider
Service Name	TEST Provider - DO NOT USE
1) Disability Access Fund application and consent form	Disability Access Fund application and consent form.docx
2) Disability Living Allowance letter confirmation	Disability Living Allowance letter confirmation.docx
Additional details to support your Disability Access Funding application. Please always include below the name of the staff member or childminder submitting the application	Name of staff member submitting the application & any other details to support the application

Tick this box to submit this application and confirm the details above are correct

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

If you need to amend anything, select the Back button, otherwise to confirm the details are correct select the tick box

Select [Submit](#) to send the application to the Early Years Team.

You'll then receive confirmation that the application has been submitted successfully.

Application submitted

Your application for **Test1 Sunderland** has been submitted.

You will be notified of the result of your claim by a message to your provider portal account within a week of submitting your application, where the evidence was submitted electronically. If evidence has been posted then it will take us longer to notify you.

How early years providers will receive DAF funding

- The Disability Access Fund will not be offset against any other funding which the local authority may ordinarily be providing for children eligible for the Disability Access Fund.
- If a child eligible for the Disability Access Fund is splitting their funded entitlement across two or more providers, the parent will nominate the main provider on the Disability Access Fund application and consent form (Provider Agreement - Appendix 3). The Local Authority will then pay this provider the Disability Access Fund for the child.
- If a child receiving the Disability Access Fund moves from one provider to another within a financial year, the new provider is not eligible to receive the Disability Access funding for this child within the same financial year. Disability Access funding received by the original setting will not be recouped by the local authority.
- Where a child lives in one authority area but attends a provider in a different local authority, the provider's local authority is responsible for funding the Disability Access Fund for the child and eligibility checking.

Application reference number for your information:

DAF-1805-PBU41IF8

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 a member of the Early Years Team on 0191 561 6650

[Finish](#)

Select [Finish](#)

Any children you have submitted a DAF application for but are awaiting confirmation of the fund being approved/rejected, will show a status of Pending Application in the cohort of children list.

Once the Early Years Team has approved or rejected your application, you will receive an e-mail prompting you to log into the Provider Portal and the outcome of the application will be shown in the messages area.

✉ My messages

⬅ Back

🗑 Delete

Application for Disability Access Funding for a 3 year old child - reference DAF-1805-K2AU63F3

14/05/2018 14:54

This is to notify you that your application for Disability Access Funding for **Test1 Sunderland** 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.

Please retain this message for future reference and quote reference number DAF-1805-K2AU63F3 in all correspondence.

If you have any questions regarding this application, please contact us on 0191 561 6650 or email pamela.nield@togetherforchildren.org.uk

Regards DAF Team

Contact Details

If you have any queries regarding the completion of the application process, please email Pamela.nield@togetherforchildren.org.uk or ring us on (0191) 561 5638 or (0191) 561 6650