

Section 7 – Disability Access Fund (DAF)

➤ DAF – Claiming Disability Access Fund (DAF)

The Disability Access Fund (DAF) aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity (be that for the child in question or for the benefit of children as a whole attending the setting) Children do not have to take up the full 570 hours of early education in order to receive the DAF. Children in receipt of the DAF will be eligible where they take-up any period of free funding.

If a parent indicates on the *Parental Agreement and Funding Claim Form* that their child is in receipt of Disability Living allowance (DLA), the provider should ask the parent for a copy of their DLA award notice which covers the period you are claiming for and the copy should be uploaded via the Provider Portal. If the parent is splitting their funding across two or more providers, they should nominate on the Parental Agreement and Funding Claim Form which provider the LA should pay the DAF. (DAF cannot be split between 2 providers)

If a child receiving DAF moves from one provider to another within a financial year, the new provider is not eligible to receive DAF funding for this child within the same financial year. DAF funding received by the original provider will not be recouped.

Any claims for DAF **must** be completed at the same time as your headcount submission and evidence of eligibility uploaded. Guidance on uploading documents can be found in Section 9.

1. Log in to the Synergy FIS Provider Portal
2. Follow the procedures detailed in Section 4 – Headcount to add or amend current pupil details
3. Complete all the information in the Child Details tab
4. Complete all the details in the Funding Details tab and ensure you select Yes to the Nominated for DAF question

The screenshot shows the 'Funding Details' tab for a child named Bobbie Brown (DOB: 14-Jul-2015). The 'Nominated for DAF' field is circled in red with an arrow pointing to it, indicating it should be set to 'Yes'. The 'Attendance Days' section shows that the child attends on Monday, Tuesday, Wednesday, Thursday, and Friday. The 'Universal Funded Hours per Week' is 15.00, and the 'Non-Funded Hours per Week' is 0.00. The 'Extended Funded Hours per Week' is 0.00. A note at the bottom right states: 'if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer'.

Funding Details		Attendance Days	
Start Date*	01-Apr-2019	Attends Monday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
End Date*	23-Jul-2019	Attends Tuesday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Default Term Dates"/>		Attends Wednesday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Weeks Attended in Term*	12.00000	Attends Thursday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Present during Census	<input checked="" type="checkbox"/>	Attends Friday*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Attends Two Days or More	<input checked="" type="checkbox"/>	Attends Saturday*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Nominated for DAF*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Attends Sunday*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Stretching Entitlement	<input type="checkbox"/>		
Universal Funded Hours per Week		Non-Funded Hours per Week	
Universal Hours*	15.00	Non-Funded Hours*	0.00
Extended Funded Hours per Week			
Extended Hours*	0.00		

if this child attends another setting as well as yours, be sure to enter the hours as per what has been agreed with the child's parent/carer

5. Complete the Parent Carer Details (if applicable) and Notes Tab
6. Once you are satisfied that the record has been fully completed click Save
7. Repeat the process for each child that may be eligible to receive DAF
8. When you have input the details for all children you are claiming for, click Send Claim– the following message will appear if your submission is successful



9. Sign Out