

## **Disability Access Funding 2025/26**

### **Claim Checklist**

Please use this check list and read all information on cypsinfo website here: [Disability Access Funding Information 2025-2026.pdf](#) before submitting any claim for Disability Access Funding (DAF). You **must** provide all correct supporting evidence indicated on the below checklist by headcount deadline date.

Claims cannot be made if all relevant supporting evidence are not correctly submitted by that term's headcount deadline date.

#### **Evidence required.**

- Signed parental agreement that parent nominates you to make the claim.
- Copy of child's most recent Disability Living Allowance (DLA) award letter received from the Department of Work and Pensions. A copy of this letter should also be kept with the parental agreement.

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#### **HOW TO CLAIM**

- Submit the termly headcount claim on the provider portal for the child before headcount deadline and ensure you have indicated YES on the 'funding screen' that the child is 'Nominated for DAF'.
- Submit a signed copy of the parental agreement, **signed by the parent after 1 April 2025 and** showing your setting is named to claim their child's DAF.
- Submit a copy of the child's latest Disability Living Allowance (DLA) award letter that shows the child is clearly still receiving and being paid DLA on headcount week of the term your claim is being made.

**For your claim to be settled, all correct supporting evidence must be submitted to the funding team along with your headcount claim by our headcount deadline date, for that term.**

Evidence should be sent either by secure email to [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk), or by uploading documents onto the child's headcount claim via the Portal. Details on how to do this can be found on pages 15-16 of our Synergy FIS Provider Portal Guidance document link here:

[Early Education Places, Funding and Entitlement | CYPsinfo](#) .

Providers with access to AnyComms+, can also upload documents via this system too.

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**POINTS TO REMEMBER**

- DAF can only be claimed once per 12-month period. This time limit also applies as a child accesses different age ranges of funding too. For example, if a child claimed DAF in Summer Term 2025 as an eligible 2YO and moved to 3&4 YO funding in Autumn 2025, DAF cannot be claimed again for that child until Summer Term 2026.
- Full information on DAF, how to claim, how the funding can be used as well as further guidance on how to claim and when can be found on our website here: [Disability Access Funding Information 2025-2026.pdf](#)
- If you have a query about Inclusion (E2) or SEN (E3) Funding this is separate to DAF and early years funding. Please contact the Inclusion or SEN Team/s directly using the details below:

**Inclusion Funding Team – Element 2 enquiries**

Telephone

01609 534010

Email

[inclusionFund@northyorks.gov.uk](mailto:inclusionFund@northyorks.gov.uk)

**SEN Funding Team – Element 3 enquiries**

Telephone

01609 535002

Email

[sen@northyorks.gov.uk](mailto:sen@northyorks.gov.uk)