

## **Disability Access Funding (DAF)**

### **What is Disability Access Funding, what can it be used for and how to claim?**

#### **What is Disability Access Funding (DAF)?**

To support the access of all children into early years funding, the government introduced in April 2017 Disability Access Funding (DAF). This is additional funding available to help childcare providers make reasonable adjustments within their provision to support children with a disability.

Disability Access Funding is a one-off payment of £910.00 and this amount is payable for all claims paid within the 2024/2025 financial year. It is paid once per 12-month period. This payment is made regardless of how many funded hours a child attends for and is not pro-rated. If a child attends more than one setting, DAF is paid to the childcare provider nominated by the parent on their parental agreement, as the payment of DAF cannot be split.

#### **Who is eligible to claim Disability Access Funding (DAF)?**

To claim DAF on behalf of a child accessing early years funding with you, a child must be:

- in receipt of Disability Living Allowance (DLA) from the Department of Work and Pensions
- attending an early year's provider and accessing any type of 2-year-old or 3 & 4-year-old funded entitlement with you

#### **How can I use Disability Access Funding (DAF) to support a child?**

Providers need to consider what reasonable adaptations are required to ensure a child can access their funded place with them. This may include changes to the environment, equipment needed, or any additional resources to support the provider to meet the needs of the child. It can also be used for the benefit of all children attending the setting.

Before any claim is made providers should ensure they involve the child's parent(s) and engage with any other professionals working with the family, to ensure DAF is spent appropriately. Any resources or equipment purchased using DAF remain the property of the provider should the child then leave or change childcare providers.

#### **How do I know if a child may be eligible to claim Disability Access Funding (DAF)?**

All providers should have in place a completed and signed parental agreement for all children accessing a funded place. If a child is accessing 2-year-old or 3 & 4-year-old funding with you and the parent has indicated on their parental agreement (see below) that their child receives 'Disability Access Funding', then they may be eligible to claim DAF.

Disability Living Allowance (DLA) and Disability Access Funding (DAF)	
Funded children who are in receipt of DLA and are receiving the funding entitlement are eligible for the DAF.	
The DAF is a fixed annual rate of £910 per eligible child, and paid annually to the child's nominated early years childcare	
Is your child eligible and in receipt of DLA?	<input checked="" type="radio"/> YES <input type="radio"/> NO
Please nominate the main early years provider that you wish to claim for the DAF.	Name of nominated provider:

If the parent has ticked 'yes', a provider should firstly speak to the parent and discuss DAF with them. If they are happy to proceed and for a claim to be made on their child's behalf, you should also then discuss and agree how any funding will be used to benefit the child, and/or setting. You will also need to ask the parent to provide you with a copy of their child's most recent award letter regarding the child's Disability Living Allowance – see below 'How to claim' for further details.

Finally, any discussion a provider has with a parent or other professionals involved with the child about how DAF is to be spent, should also be documented. We would suggest this document is held alongside your parental agreement.

### **How do I claim Disability Access Funding (DAF)?**

To claim DAF a provider should complete the termly headcount claim for the child to indicate they are 'Nominated for DAF' by ticking 'Yes' (see below)

Present during Census	<input type="checkbox"/>
Attends Two Days or More	<input type="checkbox"/>
<b>Nominated for DAF*</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Stretching Entitlement	<input type="checkbox"/>

To enable the claim to be paid, a provider **must also submit two pieces of supporting evidence** to the Funding Team. These are:

- a copy of the parental agreement with the relevant section completed, this should be signed and dated by the parent/carer **after 1<sup>st</sup> April 2024**. This is to support any DAF claim made from April 2024 to March 2025.
- a copy of the child's most recent Disability Living Allowance (DLA) award letter from the Department of Work and Pensions (DWP). *Please ensure that the dates shown on the award letter clearly shows that the child is still receiving their DLA payments on headcount week of the term your claim is being made.*

To pay DAF to you we must receive your headcount claim submitted for the child, along with all correct supporting evidence by headcount deadline date for that term. Details of the deadline date to submit your evidence by will be found in our 'Termly Headcount' information sent by email to all providers each term.

**It is a provider's responsibility to ensure that they send the child's headcount claim and correct supporting evidence to enable a claim to be paid, by the deadline given. We will not send reminders or chase up outstanding evidence, if you have ticked 'nominated for DAF' on headcount but not then supplied the correct required evidence on time.**

If you submit headcount claim to show a child is 'nominated for DAF' but do not send the required supporting evidence on time or the evidence sent is incorrect, your headcount claim will be amended. DAF will not be paid, and you will be notified by the Funding Team of this. Should you still wish to claim DAF for a child, it will then be necessary to re-submit your claim in the following term, ensuring again that your headcount claim along with all supporting evidence is correct and sent by the deadline given. This is based upon the child still being eligible for DAF and accessing early years funded hours with you in the following term.

### **How do I send you my supporting evidence?**

Your evidence can be sent either by uploading using Anycomms+ (PVI providers), Anycomms for schools, or by email using the secure Egress email system to [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk) .

In addition, documents can also be uploaded onto the child's headcount claim on the Synergy Provider Portal. Further information on how to do this can be found in our 'Synergy FIS Provider

Portal Guidance' found here: [Early Education Places, Funding and Entitlement | CYPsinfo \(northyorks.gov.uk\)](#)

### **I have already claimed DAF for a child attending with me. When can I make a further claim for their Disability Access Funding (DAF)?**

DAF is payable once per 12-month period on behalf of a child. This 12-month time limit will also apply if the child moves from 2 year old to 3&4 year old funding. Therefore, if you claim DAF on behalf of a funded 2 year old in Summer Term 2024, the child then becomes eligible for 3&4 year-old funding in Autumn Term 2024. no further DAF claim can be made until Summer Term 2025 e.g. 12 months after your initial DAF claim as a funded 2 year old.

Once 12 months have passed since your previous claim, and the child remains with you accessing early years funding, then you should re-submit your termly headcount to show the child is 'Nominated for DAF' by ticking 'Yes'.

To enable a further claim to be paid, providers must also re-submit all supporting evidence to the Funding Team. We will require:

- a new signed parental agreement (as the new claim will be in a new financial year).
- The child's award letter to show they are still receiving Disability Living Allowance.

If you are re-sending the previous award letter used, please ensure you check this letter is still valid and that the award dates shown confirm the child is still eligible, and being paid Disability Living Allowance for headcount week, for this new claim.

If this is not shown, please speak to the parent and ask them to arrange for a new award letter to be obtained from the Department. of Work and Pensions. As with your previous claim for the child, all evidence needs to be submitted to the Funding Team by the headcount deadline date applicable for that term, to be processed by the team.

If a child eligible for DAF moves from one provider to another within a 12-month period since the previous claim was made, the new provider is not able to submit a further claim for DAF on behalf of the child, until 12 months have passed.

### **What happens if a child I claimed Disability Access Funding for (DAF) leaves/moves to another provider?**

DAF funding received by the original provider would not be recovered by NYC. Any equipment/resources purchased also remain your property should the child leave or change childcare providers.

### **Do I need to keep receipts or evidence of how Disability Access Funding (DAF) is spent?**

We would advise providers to keep a record and any evidence of receipts/invoices to show how DAF was spent alongside the child's parental agreement. It may also be useful for providers to keep a note or record of any discussions you may have also had with the parent or other professionals, to evidence how the payment of £910 for DAF was agreed to be spent.

In the event of a compliance check, we would require evidence of how DAF was spent and how resources/equipment purchased were then used to support the child or others attending the setting.

If you have any further queries regarding Disability Access Funding, please contact the team via email at [eyft@northyorks.gov.uk](mailto:eyft@northyorks.gov.uk)