



Sheffield Disability Access Fund Portal

Applying for Disability Access Fund (DAF)

PROVIDER USER GUIDE

May 2022

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Introduction

This guide is designed to support the use of the ‘Disability Access Fund Portal’. Please ensure that you familiarise yourself fully prior to using the Portal and completing any actions

Disability Access Fund Portal

Access to this portal will enable providers to apply for Disability Access Fund (DAF) for a 3 or 4 year old child. If approved, the provider will receive a lump sum of funding to support the child for a year from when the claim was made.

The online checker does not confirm eligibility instantly as it requires manual intervention by the Local Authority to review the eligibility. The checker will generate eligibility for the child in the term it is approved.

There are three criteria for a child to receive Disability Access Fund:

- They must be within the 3-4 year old Universal FEL range (2 year olds are not eligible)
- They must be in receipt of Disability Living Allowance (DLA)
- They must be taking Funded Early Learning with the provider

The funding does not move with the child. If a provider claims DAF for a child and the child moves to another provider in the following term, no portion of the DAF claim is given to the new provider.

Existing users of the ‘Sheffield Provider Portal’ will automatically have access to the DAF portal.

When to Claim

Providers will be able to enter their DAF claim between the start of the Actual headcount and the close of the Amendment headcount each term. The option to enter a claim for DAF will be disabled outside of these times.

This guide should contain all the information you need to use the Portal, however, should you have any further queries please contact us

E-mail: EYFEL.Census@sheffield.gov.uk



REFERENCE GUIDE:

DAF Portal Users

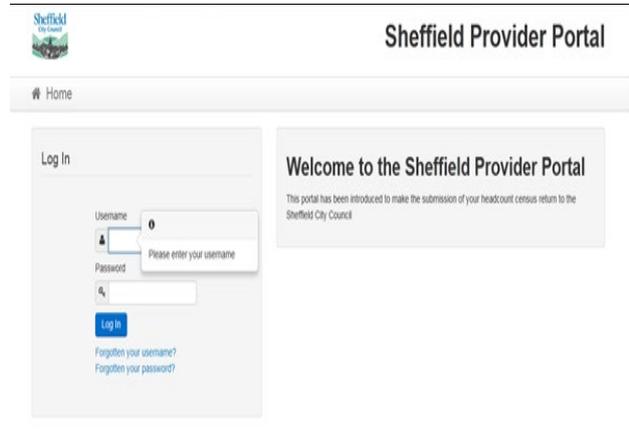
SECTION 1 – Logging In

Using the Web Address provided in your email.

<https://ems.sheffield.gov.uk/ProviderPortal>

Select the address or copy and paste into your Internet Browser address bar.

Login to EY Portal by completing the username and password fields on the login box; then select 



Note: If you cannot remember either your Username or Password you can Select the links below the Login button and follow the instructions.

If this is the first time you login you will be redirected to an information page and an email will be sent to you with a confirmation Web Address, this is to ensure security.

Register User

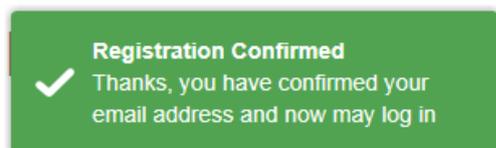
We have sent a confirmation email to your registered email address.

The email contains a confirmation link which will bring you back to the main login page.

You must use this link to continue with your registration.

Each subsequent login to the Headcount Portal you will be directed to the Homepage as detailed in Section 2.

After following the Web Address sent in the confirmation email you will see the confirmation message displayed.



Change Password

Your password must be changed to allow access to the portal.

Current password *

New password *

Confirm new password *

Your new password must;

- Be between 10 to 128 characters
- Contain at least one uppercase, one lowercase, one numeric, one special character. (e.g., # @ ! \$ % &)
- Not be one number higher than the previous password, e.g., not 'Password23' after 'Password22'
- Not be the same as the previous 10 passwords

Please do not use **Password** in your new password, this is only an example.

Complete the 'Current password' with the password you have been allocated and then input your new password into the 'New password' and 'Confirm new password' fields; click on

At the Security Details prompt select a secret question and provide a memorable answer; then select.

Security Details

Please choose a secret question and provide an answer

Secret Question *

Secret Answer *

Congratulations you have now successfully logged in for the first time and will have access to the Portal.

SECTION 2 – Homepage Navigation

Announcements

2018 Summer Funding Period / Term Headcount Claims
The summer period claim is in respect of children born between:
2 Year Olds – 01/04/2015 – 31/3/2016
3 & 4 Year Olds – 01/09/2013 – 31/3/2015

2018 Summer Forecast Task (Optional)
A forecast task is completed by providers who wish to receive 70% advance funding at the start of a FEL funding period.
The information you provide for this task will be used to inform your first payment (70%) in the 2018 summer funding period. The deadline for submission for the Forecast Headcount task is **Thursday 29th March 2018 @ 12 midnight**.
Please Note: We are unable to receive FEL Funding claims after the published deadline date. Your next opportunity to submit or update your FEL claim will be between 3rd - 17th May 2018
If you wish to submit a funding claim and foresee or encounter any difficulties which you think may impact on meeting the published deadline, please contact us as soon as possible to enable us to work with you to find a resolution. E-mail us at - EYFEL.Census@sheffield.gov.uk - this inbox will be checked regularly throughout the working day (Monday to Friday 08:45-17:15).
Please Note: The payment (70%) for the summer funding period will be released in the week commencing 5th March 2018.

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

Free Early Learning Providers, when you login and land on the home page you will now see up to four lozenges, one that will take you to the headcount census portal, one to the two year old funding portal, one to the 30 hours free childcare portal, and one to the disability access fund portal

Welcome to the Provider Portal.
Below, you will see the services available to you.

Click on the **30 Hours Free Childcare** lozenge to access the 30-hours Entitlement Checker; for checking child eligibility and reviewing children's eligibility start and end dates.

Click on the **Headcount** lozenge to access and submit your Free Early Learning headcount Tasks, and to access your Messages and Payment reports.

Click on the **Two Year Old Funding** lozenge to access the 2 Year Old Eligibility Checker; for checking child eligibility and making Placement Notifications.

Click on the **Disability Access Fund** lozenge to access the Disability Access Fund Applications; for making applications for Disability Access Fund



On initial login you may not have any Messages to read, the image below shows the DAF user page, on the left are the application tasks you can complete, on the right are messages showing both the read  and unread  icons.

Welcome to the Provider Disability Access Fund Home Portal

Below, you will see the services available to you.

Disability Access Funding Actions

 Create new Disability Access Funding Application

My messages

 Application for Disability Access Funding for a 4 year old child - reference DAF-1804-106C4PF8 20/04/2018
This is to notify you that your application for Disability Access

 Application for Disability Access Funding for a 4 year old child - reference DAF-1804-C23YS8F0 20/04/2018
This is to notify you that your application for Disability Access

 Application for Disability Access Funding for a 4 year old child - reference DAF-1804-2YGVDTF2 20/04/2018
This is to notify you that your application for Disability Access

[View all messages](#)

Selecting on your name; Top Right, brings up a menu where you can change your own password or secret question, you can also sign out securely

EY Provider Portal

 Bobster Barker  Sign out

 Change Password

 Change Secret Question

Guidance text can be provided, this text can be closed but will become visible again on each new login

 Closing this guidance text will dismiss it for this session, it will reappear next time you login.

SECTION 3 – DAF Application

Disability Access Funding (DAF) applications can be made through the Portal

Welcome to the Provider Portal.
Below, you will see the services available to you.

Click on the **30 Hours Free Childcare** lozenge to access the 30-hours Entitlement Checker; for checking child eligibility and reviewing children's eligibility start and end dates.

Click on the **Headcount** lozenge to access and submit your Free Early Learning headcount Tasks, and to access your Messages and Payment reports.

Click on the **Two Year Old Funding** lozenge to access the 2 Year Old Eligibility Checker; for checking child eligibility and making Placement Notifications.

Click on the **Disability Access Fund** lozenge to access the Disability Access Fund Applications; for making applications for Disability Access Fund



Select  to go to the DAF Home Page

A screenshot of the 'Welcome to the Provider Disability Access Fund Home Portal'. The page has a light grey header with the title and a close button. Below is a main content area with two sections: 'Disability Access Funding Actions' containing a green button 'Create new Disability Access Funding Application', and 'My messages' containing a light blue message box that says 'You don't have any messages yet. Messages sent to you will be displayed here.' with a close button.

Any messages received in relation to a DAF Approval or Rejection 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, select [Continue](#) to display the list of Children

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

Provider

Service

IMPORTANT: If your provision is an Academy or Local Authority School, you MUST select the FEL base, as this is where FEL children are funded

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

Disability Access Funding Application

Select a child from the list to continue with the application

Find a Child

| | Forename | Surname | Date of Birth | Age Eligibility | DAF Approved Date |
|----------------------------------|----------|---------|---------------|-----------------|-------------------|
| <input checked="" type="radio"/> | Angus | McFife | 04/04/2015 | No | |
| <input type="radio"/> | Emily | Smith | 01/01/2015 | Yes | |
| <input type="radio"/> | Jasmin | Khan | 03/03/2014 | Yes | |
| <input type="radio"/> | John | Doe | 02/02/2015 | Yes | |

[Cancel](#)

[Add Child](#)

[Continue](#)

Children who are already approved or are not eligible by age will have their selection greyed out

Find a Child

| | Forename | Surname | Date of Birth | Age Eligibility | DAF Approved Date |
|----------------------------------|----------|---------|---------------|-----------------|-------------------|
| <input checked="" type="radio"/> | Angus | McFife | 04/04/2015 | No | |
| <input type="radio"/> | Emily | Smith | 01/01/2015 | Yes | |
| <input type="radio"/> | Jasmin | Khan | 03/03/2014 | Yes | |
| <input type="radio"/> | John | Doe | 02/02/2015 | Yes | |

Select next to the Child you are doing the DAF Application for

| | Forename | Surname | Date of Birth |
|----------------------------------|----------|---------|---------------|
| <input checked="" type="radio"/> | Angus | McFife | 04/04/2015 |
| <input checked="" type="radio"/> | Emily | Smith | 01/01/2015 |
| <input type="radio"/> | Jasmin | Khan | 03/03/2014 |
| <input type="radio"/> | John | Doe | 02/02/2015 |

Select [Continue](#) to display the application page

Disability Access Funding Application

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

Please submit a copy of the confirmation from the parent/carer that they wish for you to claim Disability Access fund for the child

Parental Confirmation

I will provide Parental Confirmation by post

Please submit a copy of the Disability Living Allowance letter

DLA Award Letter

I will provide DLA Award Letter by post

Details to support your Disability Access Funding claim

You can select to search for the Document you will be sending with this application or you can select the notification that you will be sending the evidence by another method

Parental Confirmation

I will provide Parental Confirmation by post

Details to support your Disability Access Funding claim

Supporting Details:

The documents sent contain the ...]

Enter supporting details in the text box before selecting

Check the Application

Disability Access Funding Application

Below is the summary of Disability Application Funding application

Child Details

Name Emily Smith
Gender Female
Date of Birth 01/01/2015
Address 1, Moorfoot, Sheffield, S1 4PL
Ethnicity
First Language

Application Details

Provider A Nursery
Service Name A Nursery
Parental Confirmation [Parental Agreement - DAF page.png](#)
DLA Award Letter [DLA.jpg](#)
Details to support your Disability Access Funding claim This child is in receipt of DLA and we have the carer's permission to claim for this child (see attached)

All the DAF details provided by me are correct

Select All the DAF details provided by me are correct to confirm the details are correct

Select to send the Application to the Early Years Team

Application submitted

Your application for Emily Smith 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-1804-8X5VPUF4

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: PO Box 244 Shepherds Bush London E1

Select

If you need to make another application for a child, select to go back to the DAF Application list send information for another applicant

Note: Any children who you have already applied for will show a Pending Application message

Note: This child has a pending application

Note: You will receive a message once the Application has been Approved or Rejected

End of document