This document gives instructions on how to make your Disability Access Fund (DAF) application using the Disability Access Fund secure portal. To make your application, you must be logged into the Provider Portal. Please read the EY Portal user guide first if you have not used the portal before. It will show you how to navigate the system. This guide assumes that knowledge.

SECTION 1 – SELECT THE DISABILITY ACCESS FUND TILE
When in the Portal, select the Disability Access Fund tile. The tile will look like the picture on the right. Claims can be made for children who are:
• in receipt of disability living allowance for children; and;
• accessing a place at the setting under their entitlement to free early learning and childcare (not reception class).

SECTION 2 – CREATE NEW DISABILITY ACCESS FUNDING APPLICATION
Select Create new Disability Access Funding Application

When you open your Disability Access Funding Application, children at your setting will be listed.
SECTION 3 – FIND A CHILD

Enter child’s name in Find a Child text box. A list of children matching your search criteria will appear.

Select the button next to the child’s name and select

SECTION 4 – ADD A NEW CHILD

If the child is new, select and complete the relevant fields for child’s details as below.

If you have the postcode, enter it and select . If the correct Address is returned highlight it in the list and

Then select
Note! If no suitable Addresses are returned select [Enter Address Manually] and type the new address in.

To find the home address please enter the postcode and click ‘Find Address’. If the address is not listed then type the correct address in the boxes provided. If you do not have the postcode, you can look it up here.

SECTION 5 – ATTACH DISABILITY ACCESS FUNDING APPLICATION FORM

Select browse and attach completed DAF application form.

Disability Access Funding Application

Please attach the completed DAF application form by selecting browse.

[DAF Application Form] 

[Continue]

SECTION 6 – Enter Supporting details

Enter the date of the official DLA letter in the text box to support the Disability Access Funding application and select 

[Continue]
SECTION 7 – Confirm details and submit your application

Tick to confirm details are correct and

Submit

Application submitted

Your application 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-1805

The application reference above will help us with enquiries, please store it somewhere safe. If you have any further queries about your application or would like to take any further action please contact us at: PO Box 244 Shepherds Bush London E1

Finish