



Sheffield Disability Access Fund Portal

Applying for Disability Access Fund (DAF)

PROVIDER USER GUIDE

March 2024

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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 child claiming Funded Early Learning (FEL). 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 FEL age range
- 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

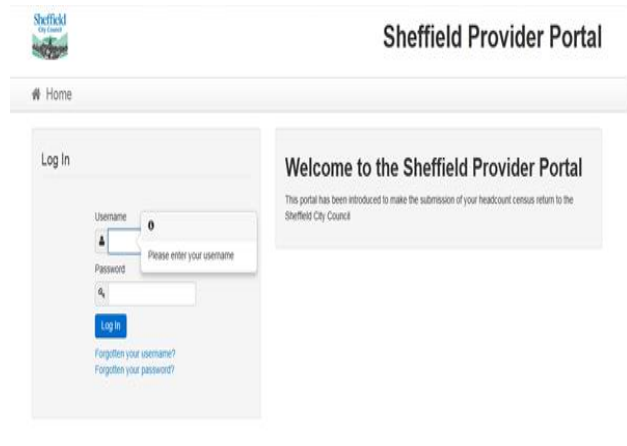
SECTION 1 – Logging In

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

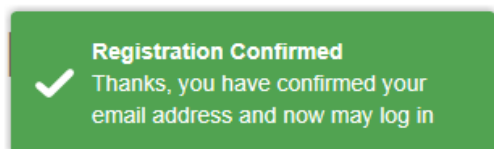
We have sent a confirmation email to your registered email address.

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

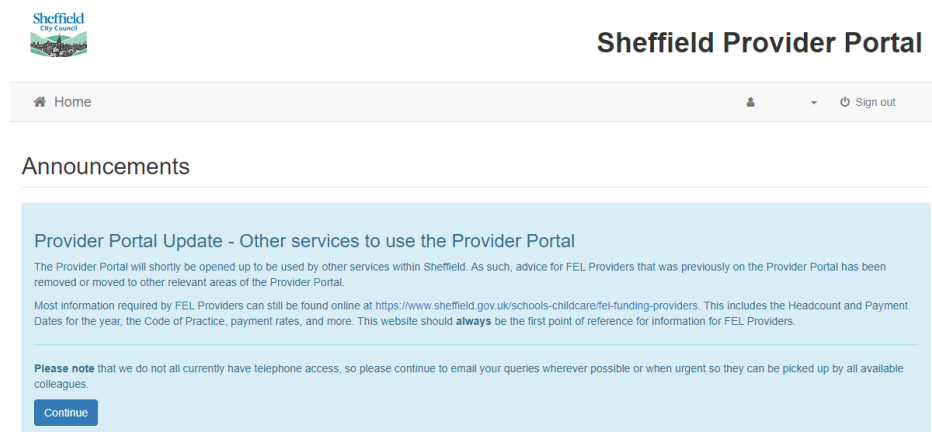
Please choose a secret question and provide an answer

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



The **Announcements page will be visible at every login, please read these carefully; select [Continue](#) to proceed to the Homepage.**

Funded 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 Working Parent Entitlement childcare portal, and one to the disability access fund portal

Welcome to the Provider Portal.

Below, you will see the services available. Please note that not all lozenges will appear depending on the level of access you have been granted.

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



Click on the **Working Parent Entitlement** lozenge to access the Entitlement Checker; for checking child eligibility and reviewing children's eligibility start and end dates.

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 make a DAF application for a child and see application result Messages. **Note:** This lozenge is only accessible between the Actual Headcount opening and the Amendment Headcount closing each term.

Click on the **School Admissions** lozenge to see current or recent Admissions groups, view applications to your school, ranking applications to your school (only if your school is an Own Admission Authority), verifying claimed siblings for applications to your school and viewing leavers



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.

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Click on the **Working Parent Entitlement** lozenge to access the Entitlement Checker; for checking child eligibility and reviewing children's eligibility start and end dates.

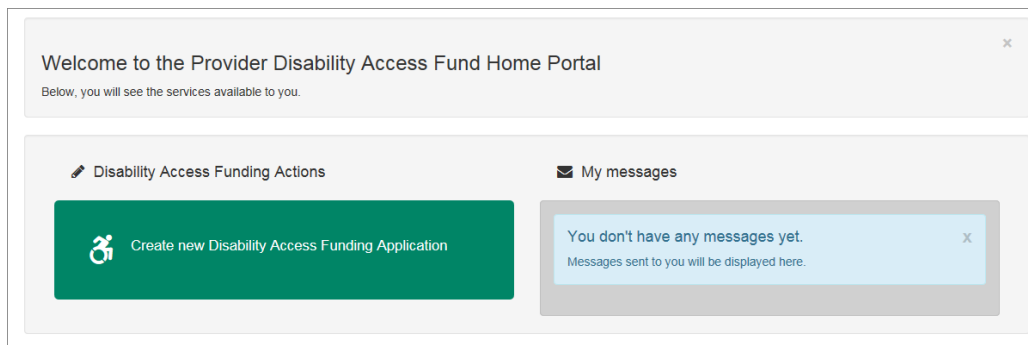
Click on the **Two Year Old Funding** lozenge to access the 2 Year Old Eligibility Checker; for checking child eligibility and making Placement Notifications.

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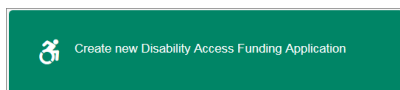
Click on the **School Admissions** lozenge to see current or recent Admissions groups, view applications to your school, ranking applications to your school (only if your school is an Own Admission Authority), verifying claimed siblings for applications to your school and viewing leavers



Select  to go to the DAF Home Page



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 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 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 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