

**Process for application for Disability Access Fund (DAF)**

Provider identifies that a child is eligible for (DAF) if they are:

Entitled to 3 or 4 year old funding and is in receipt of Disability Living Allowance (DLA)

Information logged by

Alex Baxter

EY SEND Manager

**Contact details:**

Alex Baxter Start Well EY SEND Manager

Start Well Service

Education and Learning Division

Department of People Services,  Bolton Council

Harvey Start Well Centre, Shaw Street, BL3 6HU

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After 3 terms eligibility to be re-confirmed using this process

Start Well Centre Admin will verify eligibility and will send a copy of the suitability letter and inform

Alex Baxter EY SEND Manager that child is eligible. Payments to the setting to be arranged

Provider contacts Alex Baxter EY SEND manager to inform of an eligible child in the setting

Provider to signpost parents to take the DLA award letter to one of the following sites;

* Tonge Start Well Centre
* Oldhams Start Well Centre
* Great Lever Start Well Centre
* Alexandra Start Well Centre
* Oxford Grove Start Well Centre
* Farnworth Start Well and Young People’s Centre