

Applying for Disability Access Fund (DAF) Process Map for Bolton Early Years Providers:

If you identify a child is eligible for DAF, follow steps below. **You can reapply after 3 terms; providers can repeat the process below if the child remains eligible.**

1. Is the child:

- a. Entitled to early years funding entitlements (9 months – 4 years*), and
- b. In receipt of Disability Living Allowance (DLA)?

*Children in Reception do not qualify.

If 'yes' to a. **and** b., proceed to step 2

2. Provider notifies:

- Start Well Early Years SEND by telephone **01204 338149** or email StartWellSEND@bolton.gov.uk. Information logged by Start Well SEND.

On completion of step 2, proceed to step 3.

3. Provider directs family to take the child's DLA award letter to one of the sites below (reception team will support the family*):

- Alexandra Family Hub, Blackledge Street, BL3 4BL
- Farnworth Family Hub, King Street, Farnworth, BL4 7AP
- Great Lever Family Hub, Leonard Street, BL3 3AP
- Harvey Start Well Centre, Shaw Street, BL3 6HU
- Oldhams Start Well Centre, Forfar Street, BL1 6RN
- Oxford Grove Family Hub, Shepherd Cross Street, BL1 3BH
- Tonge Family Hub, Starkie Road, BL2 2ED

On completion of step 3, the family will receive immediate confirmation of DAF eligibility. DAF payment to the setting will be arranged. If family is unable to complete step 3, move to step 4.

4. Family unable to take DLA award letter to a Family Hub:

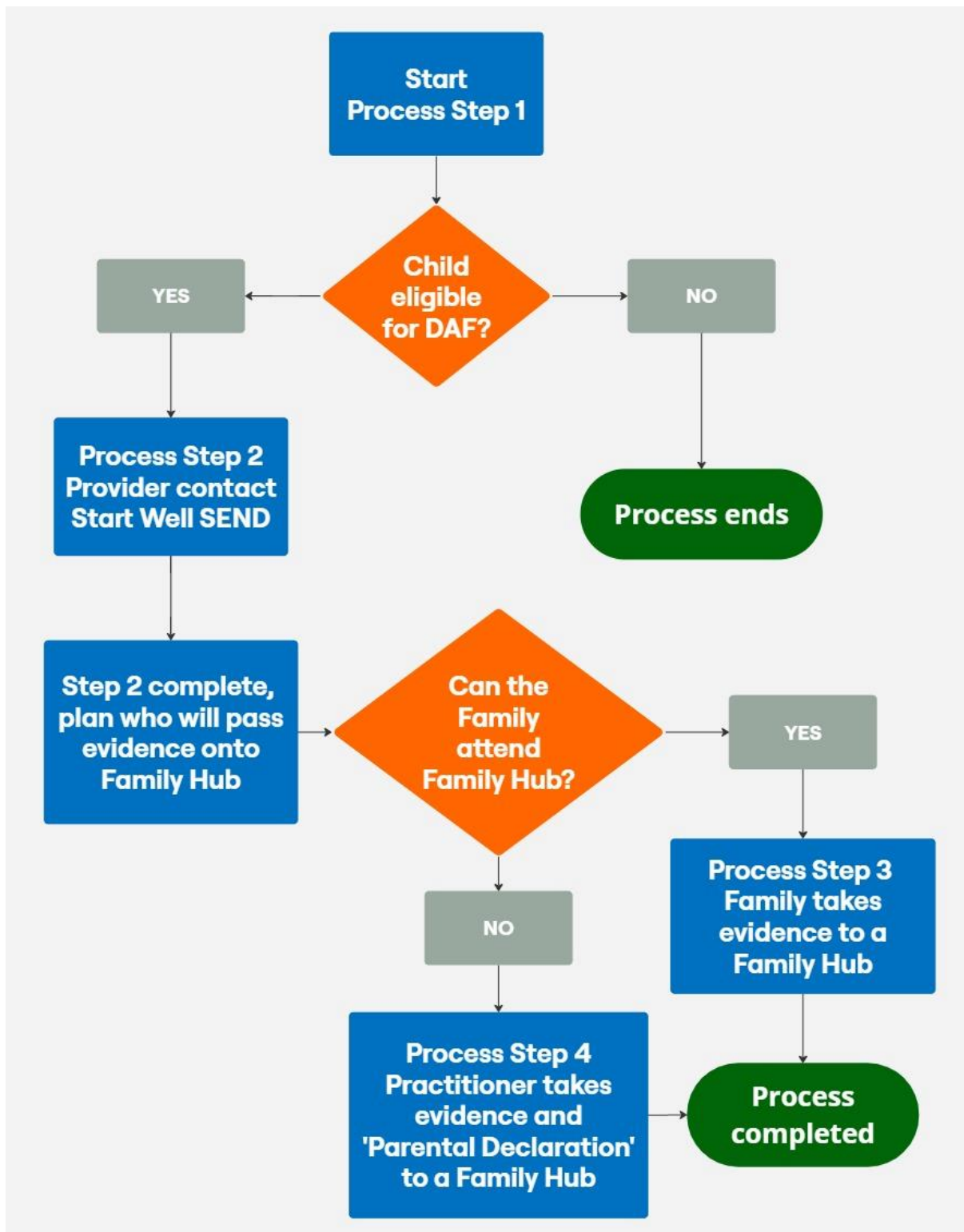
- Providers can take the child's DLA letter to a Family Hub on behalf of the family with their permission and a signed [parent declaration form](#).

On completion of step 4, the provider will receive immediate confirmation of DAF eligibility. DAF payment to the setting will be arranged. Provider must return award letter to the family with confirmation of eligibility.

Process ends.

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*Family Hub - A copy of all documents to be retained for audit purpose. Complete Capita One 'new student' or 'error correction' form to notify 'eligibility for DAF'.



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