

Disability Access Fund Process for Early Years Providers April 2024

Process for Disability Access Fund

Check child's eligibility for Disability Access Fund

- Check on Hounslow Local Offer – Disability Access Fund for eligibility criteria.
- [Hounslow Local Offer](#)

Ensure the DAF Parent Declaration Form is completed

- Template is available on the Hounslow Local Offer – Disability Access Fund.
- Parent and/or Carer will need to sign the form.
- You will need to state how you intend to use Disability Access Funding.

Scan and rename the DAF Parent Declaration Form

- Document name i.e. DAF Parent Declaration Form.

Take a copy of the Disability Living Allowance letter

- Scan and rename the Disability Living Allowance (DLA) letter.
- Document name i.e. Disability Living Allowance letter.

Process for Disability Access Fund

Email eysenteam@hounslow.gov.uk

- Return completed DAF Parent Declaration Form and copy of DLA letter.
- Email must be sent securely to ensure compliancy with GDRP requirements.

EY SEN Team will carry out further eligibility check

- A check will be carried out to ensure that the child meets required eligibility criteria (In receipt of Disability Living Allowance (DLA) and accessing one of three government funding types as stated on the Hounslow Local Offer – Disability Access Fund page).
- Disability Living Allowance letter is current and for child named in DAF Parent Declaration Form.
- The DAF Parent Declaration Form will be checked to ensure that it has been signed by parent/carer and information on how funding to be used has been stated.

Email reply to early years provider

- If approved: Email will be sent to confirm that request has been approved and payment of £910 will be made to early years provider account.
- If declined: Notification will be given if request has been declined stating reason for this.