



Disability Access Fund Payment Procedure Flowchart

The following outlines the procedure for the Early Years Funding Officer to process and approve Declaration Forms for DAF payments.

DLA Award Letter and Declaration Form is received by the Early Years Funding Officer, who is responsible for undertaking the eligibility check to agree payment.



The Early Years Funding Officer checks the child's eligibility for 2, 3 or 4 year old Free Early Years Entitlement funding and any duplicated entries.



The Early Years Funding Officer inputs data onto the DAF Payment Spreadsheet



The Early Years Funding Officer will -

- Save a copy of the signed Declaration Form and DLA Award Letter into the child's record on Synergy
- Email the DAF Payment Spreadsheet to Divisional Manager for Education 0-19 to authorise payment.



Divisional Manager emails the DAF Payment Spreadsheet to Finance for payment and copies in the Early Years Funding Officer as confirmation of approval.



The Early Years Funding Officer will -

- Complete the DAF Funded Childcare Spreadsheet with the date of payment authorisation by the Divisional Manager
- At the end of each term a copy of DAF report is emailed to School Finance