



## Introduction – The process

To support you with WDF we have put together this guide on everything you need to know about claiming WDF.

\* You have an ASC-WDS account, are operating within the advertised Local Authority areas and have been validated as an adult social care provider who directly employs paid care staff in England.

## What are the eligibility requirements for claiming WDF?

There are five parts to the eligibility requirements for direct access to WDF funding.

You must provide an adult care service and directly employ paid care staff in England. You must complete a WDF Direct Access declaration form, a copy of this must be submitted to Skills for Care by **29 February 2024**. See appendix 1 for example of the form. The form can be downloaded from the Skills for Care website.

Within ASC-WDS there is an in-browser option which allows you

## **Evidence requirements**

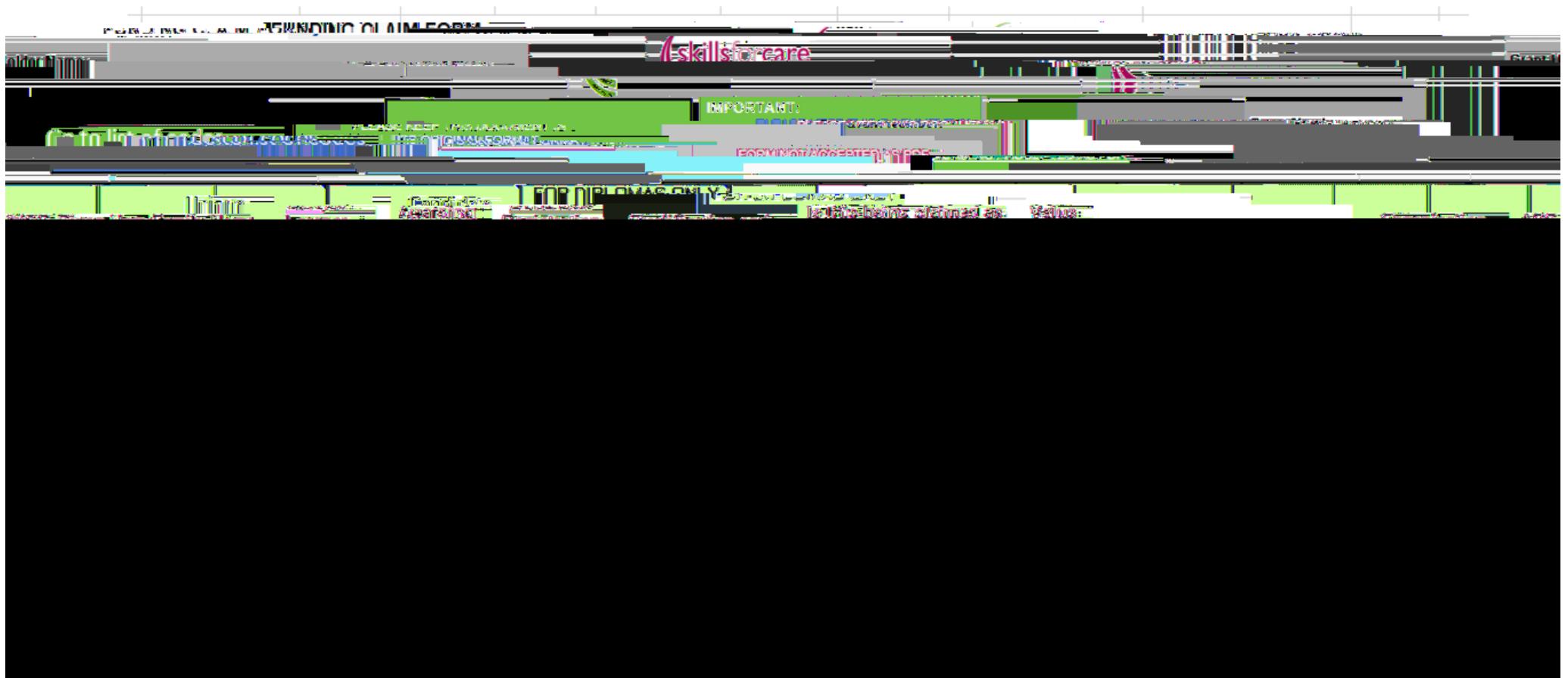
You must retain a

for every qualification, learning programme, digital learning module or apprenticeship claimed.

### **What is the evidence to claim a qualification?**

the date of issue of the certificate/completion of the course must be between 1 January 2023 - 31 March 2024

## Filling out the claim form



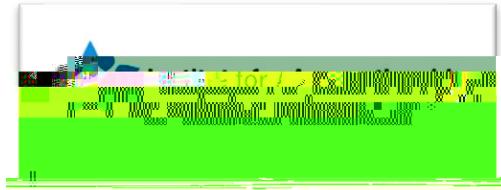
**Step 1.** Only WDF eligible workplaces will appear on this drop-down menu. If a workplace is missing and you are sure they have met the requirements outlined on page 2 please contact the WDF team who will be able to advise further. Please **do not manually type in** the organisation name.

**Step 2.** Please ensure that the candidate name is entered fully and accurately. It is important to remember the following points:

Please do not use







The submission of a declaration form/signing of a grant letter does not constitute submitting a claim. To make a claim, please read all emails from Skills for Care carefully and ensure all instructions given are actioned.

### Dates for the diary

A Direct Access declaration form needs to be submitted to Skills for Care by the **29 February 2024**.

Claims can be submitted up to 17:00 on 31 May 2024.

A workplace must fully complete and update ASC-WDS records after the 1 April 2023. Please note that due to the Easter bank holidays, the final check of accounts meeting the ASC-WDS requirements will be done on 28 March 2024. Any date extensions to the deadline for claims being submitted will not affect this deadline unless specifically noted.

### Useful Links

For general guidance and WDF forms - [www.skillsforcare.org.uk/wdf](http://www.skillsforcare.org.uk/wdf)

Details of the qualifications and learning that will be funded - [www.skillsforcare.org.uk/WDFqualifications](http://www.skillsforcare.org.uk/WDFqualifications)

For more information on ASC-WDS go to [www.skillsforcare.org.uk/asc-wds](http://www.skillsforcare.org.uk/asc-wds). To register or update your data click here - <https://asc-wds.skillsforcare.org.uk/login>



## Appendix 2

### WDF Claim Submission Form

WDF Claim Submission Form

This form is to be completed and submitted to the WDF for consideration.

Customer Name	Address	Phone Number
Number	Number	Number
Street Address	City	State
Nearest Cross Street	Zip Code	
Comments		

Print

## **Appendix 3**

### Scenario 1

You wish to access WDF directly from Skills for Care. You believe you have updated the ASC-WDS and completed a declaration form showing the workplace details. However, you have still not been sent a funding claim form. In this case you should log back on to your ASC-WDS account and use the in-browser option which allows you to check whether your account is meeting the requirements for WDF.

#### **The following checklist could help you establish the reason that a workplace is not appearing -**

- Have you submitted a 2023-24 direct access declaration form including details of the workplace?
- Have you completed and signed a grant letter?
- Have you accessed your ASC-WDS in-browser tool to ascertain WDF eligibility?