

Guide for the Access Fund for Doulas

DOULAS JOINING THE ACCESS FUND

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| 1. | <p>To apply to join the Access Fund, you will need to:</p> <ul style="list-style-type: none"> • Complete the online form in the members area <p>You will need to attach:</p> <ul style="list-style-type: none"> • A standard DBS check (less than 3 years old) • An up-to-date public liability insurance certificate <p>Please note if you are mentored, you will need the support of your Mentor (full details are on the application form).</p> |
| 2. | <p>If you are recognised you will be added to the DUK Access Fund FAD website listing when we receive your application.</p> <p>If you are mentored, references will be taken from your Mentor and/or any other referees listed on your application form and you will be informed of the decision in due course.</p> |

HOW THE ACCESS FUND WORKS

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| 1. | Applicants of the Access Fund are referred by a healthcare professional and have to meet a minimum criteria including experiencing financial difficulty (proof is required) plus at least one other criteria (set out but not exclusive to the list on the website). Each applicant can request either birth or 20 hours of postnatal support (not both). |
| 2. | Applications are received by the Access Fund Coordinator and 3 clients per month, sometimes more, are successful. Selection is approved by the Directors based on criteria met. |
| 3. | Applicants and their referrers are notified whether they have been successful or not. |
| 4. | If successful, they are advised to find a doula via the DUK Access Fund FAD (by selecting the 'Offers work via the Access Fund' tick box. If you are contacted by an Access Fund client please confirm they have been approved by emailing the Access Fund Coordinator. Once a client has arranged to be supported by a doula, they contact the Access Fund Coordinator to confirm the doula's details. |
| 5. | The client is emailed a voucher covering birth support or 20 hours of postnatal |

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	support (not both). Vouchers are valid for 18 months from the first date of issue.
6.	The nominated Access Fund approved doula will confirm that they are supporting the client. Back up can be arranged if appropriate (with an Access Fund approved doula only)
7.	Post birth or when the 20 hours of postnatal support is complete, the doula will need to obtain the voucher number from their client and send an invoice to admin@doula.org.uk , stating your name, client's name, your designated bank name, account number and sort code and the voucher code on the invoice. The doula will then be paid £250 within 14 days (this includes expenses).
8.	A feedback form is sent out to clients so we can continually review and improve the Access Fund provision.

ACCESS FUND OFFICE CONTACTS

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