

# FACT SHEET – ANYCOMMS+

## What is Anycomms+?

Anycomms+ is a secure, internet-based data transfer site that will enable you, members of the local authority and third parties (such as health professionals) to securely share sensitive information. Ofsted regularly make us aware of any new providers. Once we receive notification of a new provider, they will be set up with an AnyComms+ account.

## Frequently Asked Questions:

### How do I log on to AnyComms+?

You will firstly need to access the [AnyComms+](#) log in page.

### Who can use Anycomms+ at our setting?

Your setting will receive one log in and password for members of your setting to upload confidential information and send it to us securely. It is your responsibility as to whom you share these details with at your setting.

### Is there an Anycomms+ User Guide?

Yes, please view the [Anycomms+ User Guide](#) to help you navigate the system.

### How do I reset my Anycomms+ password or log in details?

If you forget your log in details or password, or get locked out of your account, please contact the AM Admin Support Team on either 0116 305 7785, option 2 then 4 or email [AMAdminSystemsSupport@leics.gov.uk](mailto:AMAdminSystemsSupport@leics.gov.uk).

### What documents are usually sent via Anycomms+ from a provider?

#### ***Confidential Information:***

Anycomms+ allows providers to send information to the local authority safely and securely. It will

## **Examples of Information that can be sent via Anycomms+:**

### ***Change of circumstances:***

If you have a change of circumstance relating to your business, it may affect your access to government funding. It is therefore important that you make the local authority aware of any changes as soon as possible. You can do this by completing the [Change of Circumstance form](#) that is available. You do not need to complete all sections of the form - only the sections relating to your circumstances. Once completed send to us via Anycomms+ or email [fee@leics.gov.uk](mailto:fee@leics.gov.uk).

### ***Birth Certificates / Adoption Certificates***

You must not claim government funding for a child until you have a copy of the child's birth or adoption certificate or equivalent (you do not need to send these documents to us unless requested). We will usually request these documents if we have discrepancies with regards to names on the headcount / adjustment tasks or if we are visiting your setting for a compliance visit.

Please ensure the legal name as stated on the birth certificate or equivalent is entered onto the headcount / adjustment tasks. You should not be inputting 'known as names', e.g. Jimmy for James. For Data protection purposes, these should only be sent to us via Anycomms, not via email.

### ***Parental Statement of Undertaking (PSOU)***

You must not claim government funding for a child until you have a copy of the child's signed PSOU. (You do not need to send these documents to us unless requested.) However, if the child attends multiple settings or is in the process of moving from one setting to another, we would advise you to attach the PSOU to the "documents" tab to support your claim.

We may ask for a copy of a child's PSOU for compliance visits, or if another setting has queried the hours paid and there is a dispute. We also use PSOU's to validate a government funding claim.

A PSOU should accurately state the number of government hours a parent / carer would like you to claim on their behalf. This form should be completed, signed and dated by the child's parent / carer. This form only needs to be completed once unless the parent / carer wishes to change their hours in the future. If this is the case, a new PSOU form should be completed, signed, dated and attached to the old PSOU.

We would encourage you to send PSOU's to the local authority via the 'Documents' tab of the child's record in the Provider Portal; however, if you do struggle with this, AnyComms+ is another secure way to send this documentation.

## ***Registers***

Providers must complete the headcount and adjustment tasks accurately on the Provider Portal and ensure that they reflect children's attendance. We may request registers for proof of attendance for a government funded claim and / or if we are attending your setting for a compliance visit. These documents will need to be sent via Anycomms+.

Daily registers should always be kept up to date and show the start and leave times of each child attending your setting. A clear key should be used in all registers.

Children should be in attendance for all the government funded time claimed, unless there is a valid reason, such as illness or holiday. Providers are expected to maintain accurate records of each child's attendance (including start and leaving times) and ensure they actively engage with parents / carers where attendance is sporadic or consistently lower than the funded hours claimed, amending their claims when relevant.

Registers must be retained by providers for a reasonable period after a child has left your setting (e.g. until after the next Ofsted inspection).

## ***Invoices/Receipts***

We may request a sample of invoices from providers if a parent / carer makes a complaint and / or for compliance visits. These documents must be sent to us via Anycomms+.

The Local Authority has a duty under the Childcare Act 2006 and Statutory Guidance to ensure parents / carers are receiving the Early Education Entitlement completely free.

To comply with the criteria of the agreement, the LA expects invoices and receipts to be clear, transparent, and itemised. This allows parents / carers to see that they have received their free entitlement completely free of charge and understand fees paid for additional hours.

## ***2-year-old entitlement codes for families who are in receipt of additional forms of government support***

2-year-old codes that have been issued by another local authority will need to be checked by Leicestershire County Council before a payment can be made. We will check the evidence of eligibility for verification (e.g., the confirmation letter or email provided by another local authority), and this must either be sent to us via Anycomms+ or a copy attached to the 'Documents' tab in the child's record on the Provider Portal.

## ***Disability Access Fund (DAF) applications and evidence***

You can apply for the DAF on the [Provider Portal](#) by accessing the current headcount / adjustment task. Please view our [Guidance on completing the 3-and 4-year old funding headcount task](#) that will take you through a step by step process.

A copy of the child's PSOU form and current Disability Living Allowance (DLA) letter stating their name must be attached to the 'Documents' tab of the child's record in the Provider Portal. If you do struggle to do this, we will accept the evidence through Anycomms+.

## **What does the Local Authority send via Anycomms+?**

- Birth certificate requests
- Visit reports from local authority officers



**Leicestershire County Council, Early Years Inclusion and Childcare Service  
County Hall, Glenfield, Leicestershire, LE3 8RF**

**For more FEEE information for Providers, please visit the [FEEE Website for Providers](#)**