

FACT SHEET – AMENDMENT TASK

The amendment task is open for one week every Period. Please view the current dates on the [FEEE Calendar](#). At the beginning of each period providers receive an initial payment which is a 100% advance payment for the period ahead based on eligible children claimed on the headcount from the previous period.

What is the Amendment Task?

The amendment task is available on the Provider Portal and is opened approximately one month after the headcount closes. This gives Providers an opportunity to complete information that was missed or changed from the headcount submission. Providers can add new children who may have joined later on in the period, input an end date for children that are leaving in the current period, and amend details for children who may be increasing and decreasing their hours throughout the period (perhaps as part of a staggered induction). **You only need to submit an amendment task if you have any changes to the original headcount submission.**

Frequently Asked Questions

I have missed the headcount deadline this period, what do I do?

If you have missed the headcount deadline, you will need to make sure you add your information to the amendment task when it is open. This is the last chance you will have to input your information on the Provider Portal for that period. If you miss the amendment task deadline, we do not backdate payments after that date.

What are the amendment dates this period?

Please view all amendment task dates on the [FEEE Calendar](#).

When will the amendment task be released?

Please refer to the [FEEE Calendar](#) and you will receive an email from the FEEE team containing all the information regarding the amendment task release.

Who can complete the amendment task?

The amendment task is completed on the Provider Portal. A maximum of two members of staff per setting can have access to the Portal.

- Access the [Provider Portal](#). Access the [Provider Portal User Guides](#)
 - If you have previously logged in and are unable to access the Portal, it is likely you will need to reset your password - you can do this yourself from the homepage.
 - If you have NOT previously logged in and cannot locate your login details, please email feee@leics.gov.uk and we will re-issue them.

How do I amend the members of staff that have access to the Provider Portal?

To add or amend accounts on the Provider Portal, you will need to complete the correct sections (A and I) on the [Change of Circumstance form](#). You will also need to tell us who no longer should have the access to the Portal and we will deactivate their account.

Do I have to complete the amendment task if I have no changes at my setting?

No, only complete the amendment task if you have changes to make since the headcount submission or have received an unpaid claim notice you wish to rectify.

We received an unpaid claims notice following the headcount submission, how do I rectify this on the amendment task?

You will need to read the reason why we didn't pay the hours requested on the unpaid claims notice and rectify this on the amendment task and increase hours back up. If the unpaid claim was due to an overclaim across providers, you will also need to upload the PSOU form via AnyComms+ as evidence.

How do I complete an amendment? How do I increase children's hours part way through a period? How do I reduce a child's hours part way through a period?

All amendments need to be completed on the [Provider Portal](#) when the amendment task is open. There is guidance on how to add information to the Provider Portal on the [Provider Portal home page](#). Remember, before you add a child that is claiming the extended offer, you MUST check their DERN codes are valid before entering them onto the task. Please view guidance on the link above. Before adding a new 2 year old child, please ensure you upload a copy of their official letter confirming eligibility via AnyComms+ only if they applied through another Local Authority.

Why was I unable to access the amendment task?

The amendment task isn't open. You can only access the amendment task and input information onto the Provider Portal when it is open – For all key dates view the [FEEE Calendar](#)

What happens if I miss the amendment task deadline?

If you miss the amendment deadline and your information is incorrect you could be under or overpaid. We will recover any overpayments from future payment runs and we do not backdate any underpayments. You cannot enter any information onto the Provider Portal after the amendment task has closed and we do not backdate payments after the amendment task deadline.

What happens if I have new children starting or leaving after the amendment task deadline?

Full details of children starting or leaving after the amendment task deadline has closed should be sent through AnyComms+ on the late adjustment form which will be sent out via email to all providers after the amendment task has closed.

What happens if existing children change hours after the amendment task deadline?

Full details of children amending hours after the amendment task deadline has closed should be sent through AnyComms+ on the late adjustment form which will be sent out via email to all providers after the amendment task has closed.

What happens if I send amendments via Anycomms+?

If we receive an amendment via Anycomms+ before the amendment deadline, the form will be disregarded. All amendment tasks should be completed, if necessary, on the provider Portal when the amendment task is released.

What is the difference between the amendment task and late adjustments?

The amendment task is completed on the provider portal and late adjustments are completed outside of the provider portal on the late adjustment form which you will need to upload via AnyComms+. Late adjustments are for any changes that happen after the amendment deadline.

How do I send a register/ PSOU form or Birth Certificate over to you securely?

Please send confidential information to us via [Anycomms+](#). Please note - members of staff do not have separate logins for Anycomms+. You will have a general login for the setting.

When will I receive the amendment payment?

Providers will usually receive their amendment payment approximately one month after the amendment task has closed. For actual dates, please view the [FEEE calendar](#)

If I owe money back from the amendment task, how do I pay this back?

Any monies the setting owe back to the local authority will be deducted off the initial payment/future payment runs until its cleared.

Where can I view my payment breakdowns?

You can find all your payment breakdowns in the Provider Portal and this will give you the breakdown for most payments. To access, login to the Provider Portal and click on 'Headcount'. You should see a section headed 'My Messages'. If not, click on 'Headcount' in the top tab on the home page and click on 'Reports'. If you have any un-viewed reports, you will see a highlighted number of them waiting to be viewed. If they have been read, click on 'View all messages' and you should see them listed there.

Please note that any breakdowns for deprivation payments made will be in Anycomms+, so you will need to log in and click on 'Download'. If someone has already viewed them, they will have moved into the 'Previously Downloaded Files' Tab and you can access the documents from there. If you are struggling to find reports on the Provider Portal, you may find it useful to read the 'User Guides' we have developed, which can be found on the [login page](#) of the Provider Portal at the bottom of the screen.



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For more FEEE information for Providers, please visit our [FEEE Guidance and Policies page](#)