

## Annual Lifeline Eligible Telecommunications Carrier Certification Form Instructions

All Lifeline Program service providers are required to file the FCC Form 555, the "Annual Lifeline Eligible Telecommunications Carrier Certification Form." The 2018 FCC Form 555 is due on January 31, 2019.

The FCC Form 555 must be submitted to the Universal Service Administrative Company (USAC) electronically via USAC's [E-File portal](#).

The form reports the results of the annual recertification process and includes data accuracy certifications. Recertification results are reported month-by-month based on the subscribers' anniversary date. **You must include information for every subscriber that you recertified. If you were not required to conduct recertification but you still did, you must include the information for those subscribers.**

**If you do business in the National Verifier first launch states, put "0" in blocks A – C for subscribers in Colorado, Mississippi, Montana, New Mexico, Utah, and Wyoming. If you do business in the second launch states and one territory, you were responsible for recertifying subscribers that fell within the 60-day window that started October 15, 2018. Only include subscriber information for recertification that you completed.**

**Note:** Carriers must also file a copy of their FCC Form 555 in the [FCC's Electronic Comment Filing System](#), Docket 14-171, and with their state regulatory commission.

**Complete the data fields on the Form according to the following instructions:**

### Data Year

Enter the calendar year for which the service provider's annual recertification results are being submitted.

### Service Provider Identification Number (SPIN)

Enter the nine-digit Service Provider Identification Number (SPIN) for which the certification is being filed. The FCC Form 555 will only accept valid SPIN/SAC combinations the service provider has entitlements to.

### Study Area Code (SAC)

Enter the six-digit study area code (SAC) for which the certification is being filed.

### Name of Person Completing the Certification Form

Provide the name of the service provider employee who completed the form.

### Contact Phone Number

Provide the phone number of the service provider employee who completed the form.

### Affiliated ETCs

Enter "Y" (for Yes) or "N" (for No) to specify whether the service provider reported on the Form has any affiliated service provider(s).

Affiliation shall be determined in accordance with Section 3(2) of the Communications Act. See 47 U.S.C. § 153(2). That Section defines "affiliate" as "a person that (directly or indirectly) owns or controls, is owned or controlled by, or is

under common ownership or control with, another person.” 47 U.S.C. § 153(2); *see also* 47 C.F.R. § 76.1200.

#### List of Affiliated ETCs’ SAC(s)

If the service provider entered “Y” under “Affiliated ETCs”, it must provide a list of all SAC(s) that are affiliated with the reporting service provider. Enter the affiliated SAC(s) numbers separated by commas.

## **Non-Usage De-Enrollment by month**

#### ETCs Subject to the Non-Usage Requirements

Enter “Y” (for Yes) or “N” (for No) to specify whether the service provider reported on the Form is subject to the Non-Usage Requirements.

Service providers that do not assess and collect a monthly fee from their Lifeline subscribers are subject to the non-usage requirements. Service providers that only assess a fee, but do not collect such fees are also subject to the non-usage requirements. If the service providers selects yes, the service provider must report by month the number of Lifeline customers de-enrolled as a result of non-usage. Section 54.405(e)(3) of the Lifeline rules requires service providers that do not assess and collect a monthly fee from their subscribers to de-enroll subscribers who do not use their Lifeline service for 30 consecutive days. Section 54.405(e)(3) requires service providers to provide such subscribers with a 15-day notice stating that their service will be terminated if they fail to use their service within the subsequent 15 days.

Service providers that do not assess or collect a monthly fee from their Lifeline customers must complete this section.

#### Non-Usage De-Enrollment

Enter the number of subscribers de-enrolled per month for non-usage for the current recertification year.

## **Subscribers subject to recertification**

#### **Block A - Subscribers eligible for recertification by anniversary month**

Report the number of subscribers eligible for recertification by anniversary month for the current Form 555 calendar year.

#### **Block B - Subscribers de-enrolled prior to recertification attempts**

Report the number of subscribers who de-enrolled from Lifeline prior to the service provider’s attempt to recertify continued eligibility, either directly, through the use of a state administrator, third party administrator, USAC, or by access to a state eligibility database.

This number should include all subscribers who de-enrolled for any reason, including those subscribers that discontinued Lifeline service with the service provider on their own initiative and those that the service provider de-enrolled from Lifeline (for example, those de-enrolled for non-usage). If no subscribers were de-enrolled from Lifeline prior to the recertification attempt, the service provider should enter zero in Block B.

#### **Block C - Total number of subscribers ETC is responsible for recertifying**

‘Block C’ will automatically calculate the total number of subscribers a service provider is responsible for recertifying by anniversary month (C=A-B).

## **Recertification Methods**

### **❖ Recertification Method: State or Federal Database**

**Block D - Subscribers recertified through access to database by anniversary month**

Report the number of eligible subscribers verified through access to a state or federal database.

**Block E - Name of data source(s)**

Report the name of the data source(s) the service provider queried to confirm their subscribers' continued eligibility.

❖ **Recertification Method: ETC Direct Contact**

**Block F - Subscribers contacted by ETC directly to recertify**

Report the number of Lifeline subscribers the service provider contacted directly to obtain recertification of eligibility (F=G+H).

**Block G - Subscribers who failed to recertify through ETC direct outreach attempt**

Report the number of Lifeline subscribers de-enrolled due to ineligibility or non-response to the service provider's outreach attempt (G=F-H).

**Block H - Subscribers who recertified through ETC direct outreach attempt**

Report the number of Lifeline subscribers that successfully recertified through service provider's direct outreach attempt (H=F-G).

❖ **Recertification Method: Third Party**

**Block I - Subscribers whose eligibility was reviewed by a third party**

Report the number of Lifeline subscribers contacted by a state administrator, third party administrator, or USAC for the purpose of recertification.

**Block J - Name of third party**

Enter the name of the Third Party source administrator the service provider relied on to confirm their subscribers' continued eligibility.

**Block K - Subscribers de-enrolled as a result of third party recertification attempt**

Report the number of subscribers de-enrolled as a result of ineligibility or non-response to outreach from a state administrator, third party administrator, or USAC.

**Block L - Subscribers who recertified through a third party**

Report the number of subscribers that recertified through a request from a state administrator, third party administrator, or USAC.

## Results Summary

**M - Total number of subscribers de-enrolled as a result of recertification (M=G+K)**

'M' will automatically calculate the total number of subscribers de-enrolled as a result of recertification.

**N - Total number of subscribers ETC is responsible for recertifying (N=D+F+I)**

'N' will automatically calculate the total number of subscribers the service provider is responsible for recertifying.

**O - Percent of subscribers due for recertification who were de-enrolled (O = M / N \* 100)**

'O' will automatically calculate the percentage of subscribers due for recertification who were de-enrolled.

#### **PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS**

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. If we believe there may be a violation or a potential violation of a FCC statute, regulation, rule or order, your certification may be referred to the Federal, state or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation, or order. In certain cases, the information in your certification may be disclosed to the Department of Justice or a court or adjudicative body when a) the FCC; or b) any employee of the FCC; or c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding.

We have estimated that this collection of information will take 15 hours annually. Our estimate includes the time to read the instructions, look through existing records, gather and maintain required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, Office of Managing Director, AMD- PERM, Washington, DC 20554, Paperwork Reduction Act Project (3060-0819). We will also accept your PRA comments if you send an e-mail to [PRA@fcc.gov](mailto:PRA@fcc.gov).

Please DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number and/or we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0819.

**THIS NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. SECTION 552a (e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.**