

**Schools and Libraries Service Provider Conference Call – July 3, 2013**

**AGENDA**

1. Funding Commitments for FY2013, FY2012, FY2011, and FY2010
2. FY2014 FCC Form 470 Available July 1
3. Invoicing Update
4. Other
5. General Questions Received by Email

**MINUTES**

**1. Funding Commitments for FY2013, FY2012, FY2011, and FY2010**

For FY2013, USAC is funding approved Priority 1 (Telecommunications Services and Internet Access) requests at all discount levels. Here is a list of the regular funding waves issued since the last call:

Wave	FCDL Date	Amount
004	6/11/2013	\$18.5 M
005	6/18/2013	\$11.6 M
006	6/25/2013	\$ 8.4 M
007	7/2/2013	\$ 6.6 M

For FY2012, USAC is funding approved Priority 2 (Internal Connections and Basic Maintenance) requests at 90 percent and denying for cap at 89 percent and below. Here is a list of the regular funding waves issued since the last call:

Wave	FCDL Date	Amount
047	6/12/2013	\$64.0 M
048	6/19/2013	\$61.1 M
049	6/26/2013	\$55.1 M

For FY2011, USAC is funding approved Priority 2 requests at 88 percent and above and denying for cap at 87 percent and below. Here is a list of the regular funding waves issued since the last call:

Wave	FCDL Date	Amount
095	6/6/2013	\$ 3.4 M
096	6/20/2013	\$ 4.1 M
097	7/1/2013	\$ 2.9 M

For FY2010, USAC is funding approved Priority 2 requests at all discount levels. Here is a list of the regular funding waves issued since the last call:

Wave	FCDL Date	Amount
114	6/18/2013	\$ 5.3 M

## 2. FY2014 FCC Form 470 Available July 1

The FCC Form 470 for FY2014 became available for applicants to file on July 1. Service providers can [View a 470](#) or [Download 470 Information](#) based on specific search criteria.

For the Download 470 Information tool, you can find [Instructions](#) and a [List of Fields](#) returned in the search results on the [Forms](#) page. Remember that the information available from this tool is one day old.

## 3. Invoicing Update

Payments for the month of June totaled \$170,808,526.60 against requests for \$216.5 million. In total, 10,730 invoices were processed for 1,647 service providers. This represented 50,382 lines in June with 98 percent being completed within 30 days.

There were 2,012 lines in process as of July 3.

### Invoice rejections

In the past month, the most common reasons for invoices being rejected were:

- The invoice is or appears to be a duplicate.
- The entire commitment amount was already paid.
- The invoice was submitted after the deadline.
- The billed date was later than the invoice date.
- The SPIN was incorrect or did not match our records.

## Invoice reminders

**FY2012 recurring services.** June 30, 2013 is the last date to deliver recurring services for FY2012. We strongly encourage you to complete the invoicing process for these services by October 28, 2013.

**FY2012 non-recurring services.** September 30, 2013 is the last date to deliver and install non-recurring services for FY2012. In some cases this deadline is automatically extended; in other cases, you or the applicant must request an extension. If you need additional time to deliver and install these services and USAC did not grant an automatic extension, you or the applicant must file a [service delivery extension request](#) on or before September 30.

**Continuing services that cross a funding year boundary.** If you have an automated invoicing process for recurring services and your services continue uninterrupted from FY2012 into FY2013, remember that you will have a new FRN – an FRN for FY2013 – for services starting July 1, 2013. Your invoices for FY2013 services must feature the FRN from FY2013, not the FRN for FY2012. You can find the FRN for FY2013 in your copy of the Funding Commitment Decision Letter.

- FY2012 FRNs are for services delivered between July 1, 2012 and June 30, 2013.
- We cannot pay invoices for FY2013 services that are invoiced using an FRN from FY2012.
- Remember also that USAC cannot process an invoice if the applicant has not yet filed an FCC Form 486.

**Updated SPIN Information.** Please review your SPIN contact information featured on the USAC website. The [Search for SPIN Information](#) tool provides applicants with your contact information and also shows if an [FCC Form 473](#), Service Provider Annual Certification Form, has been filed for a particular funding year. Remember that USAC cannot pay invoices for FRNs for a funding year if this form is not on file.

## 4. Other

The [summer contact procedure](#) is now in effect. For paper filers, if necessary information on a paper form is missing, incorrect, or inconsistent – and USAC is unable to reach you to get corrections – we will put the processing of your form on hold until after September 6. To ask questions or to get the status of a paper form, [Submit a Question](#) or call the Client Service Bureau at (888) 203-8100.

## 5. General Questions Received by Email

**Q1.** When reviewing a recent SPI invoice, USAC requested that we reach out to the corresponding applicant and ask them to complete a "Service Certification" form for our invoice submission. The due date on reviews seems to be 7 calendar days. I am concerned that once

schools begin their summer breaks, many of the individuals that perform E-rate services for their schools (i.e. Technology Director) will not be around to receive and complete the form within 7 calendar days or even 14 calendar days with an extension. How is USAC prepared to work with Service Providers in the event that they are making a reasonable effort to obtain a completed "Service Certification" form and the applicant's representatives are unresponsive or unavailable. Also, is it necessary for the applicant to confirm that services have been delivered if the applicant has already had their Form 486 processed by USAC?

**A1.** We can provide a limited extension of time for service providers who are having difficulty collecting documentation. However, if you are unable to produce the requested documents within the time allotted, we suggest that you resubmit your invoice when you have those documents in hand.

**Q2.** Our office is working with the vendor and client; to fix a dispute - we have been working since Feb or March 2013 to investigate and come to terms. At what point do we need to report to USAC and help us settle this issue? The problem lies with the service provider - the sales team quoted and sold certain services for a stated monthly amount. But the invoices for these services are higher! Disputing the pricing and terms of the agreement with the vendor. But yet the Telecom and Internet services are required ~ so therefore services are continuing at the incorrect rates!

**A2.** Based on the information provided, this is a contractual dispute that needs to be resolved between the applicant and the service provider. Note that if the service provider is filing SPI Forms and the applicant is concerned that their invoices may be incorrect, the applicant can request an [invoice check](#).

**REMINDER:** Please send your questions for the next Service Provider Conference Call by following the instructions outlined on the [Conference Call webpage](#) of the USAC website.

Also, please watch the [USAC website](#) for other program updates.