

**Schools and Libraries Service Provider Conference Call – October 2, 2013**

**AGENDA**

1. Funding Commitments for FY2013, FY2012, FY2011, and FY2010
2. Webinar on Creating E-File Users and Entitlements
3. Posting Call Agendas on USAC’s Website
4. Next Call Date – November 13, 2013
5. Invoicing Update
6. Other
7. 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
018	9/18/2013	\$108.4 M
019	9/25/2013	\$124.0 M
020	10/2/2013	\$156.3 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
059	9/12/2013	\$ 9.0 M
060	9/19/2013	\$ 2.0 M
061	9/26/2013	\$ 5.1 M
062	10/3/2013	\$ 7.6 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
102	9/24/2013	\$ 7.4 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
117	9/17/2013	\$ 0

## 2. Webinar on Creating E-File Users and Entitlements

Join USAC on Tuesday, October 8, at 3:00 PM EDT for a webinar on E-File roles and responsibilities. All who use E-File or who establish and/or manage E-File users (Company Officers, General Contacts, authorized users, and RHC Invoice users) are invited to attend. Registration is complimentary.

You must register to attend. To learn more and to register, go to the Schools and Libraries home page and click on the "Latest News" item that says "Join Us for a Webinar About E-File Roles and Responsibilities."

This webinar will cover definitions for E-File terms you should know, the roles of Company Officers and General Contacts, the responsibility of establishing and managing authorized users, and the roles of authorized users for each form (FCC Forms 498, 499, 497, 525, 472, 481) as well as for Rural Health Care Program users.

For more information, please [email USAC Outreach](#).

## 3. Posting Call Agendas on USAC's Website

We currently post the service provider conference call agenda to the service provider conference call page and also send it out by email. However, very few users access the posted agenda. Please let us know if you would like us to continue to post the agenda on the USAC website or if the emailed copy is sufficient.

## 4. Next Call Date – November 13, 2014

The next service provider call will be held one week later than usual, due to USAC staff travel for the last two applicant training sessions. The call-in number and passcode will remain the same.

## 5. Invoicing Update

Payments for the month of September totaled \$277,403,637.68 against requests for \$355M. In total, 17,483 invoices were processed for 1,889 service providers. This represented 56,252 lines in September with 96 percent being completed within 30 days.

There were 3,214 lines in process as of October 1.

### Invoice rejections

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

- The entire commitment amount was already paid.
- The invoice is or appears to be a duplicate.
- Payments cannot be released due to an issue with the service provider's FCC Form 498.
- The service provider has not filed an FCC Form 473 for the appropriate funding year.
- There is no FCC Form 486 on file.

### Invoice reminders

**FY2012 recurring services.** June 30, 2013 was the last date to deliver recurring services for FY2012. We strongly encourage you to complete the invoicing process for these services – file FCC Form 474, Service Provider Invoice (SPI) Form and/or approve FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form for your customers – by October 28, 2013.

**Current banking information required.** In order for USAC to make payments by electronic transfer, we must have your current banking information on file. We suggest that you review your FCC Form 498 to ensure that your banking information is correct so that your payments are not delayed.

## 6. Other

The first of the eight fall applicant training sessions was held Monday in Arlington, Virginia. We used the format we initiated in the spring service provider trainings – crescent rounds instead of schoolroom setup – to facilitate discussions of scenarios based on information provided in presentations, with great success.

## 7. General Questions Received by Email

**Q1.** USAC is rejecting invoices that are identical to invoices approved in the past with the reason "Upfront payments are not allowed." Some at USAC claim that prepayments will never be approved. Others indicate that this is possible. Some at USAC claim that there has been no change in their process, despite the obvious difference between past approvals and current rejections. Why has USAC changed its review processes and why is USAC providing inconsistent

information about this? What substantiation does USAC need to approve invoices that are identical to invoices approved previously?

**A1.** USAC guidance has not changed. Pre-payments, while allowed, must be contractually obligated, and service providers who use the business model of contractual pre-payments may still be required to produce a contract and/or other documentation – such as proof that the applicant has paid its associated customer bill – after submitting an invoice that involves a pre-payment.

**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.