

**Schools and Libraries Service Provider Conference Call – June 4, 2014**

**AGENDA**

1. Funding Commitments for FY2014, FY2013, and FY2012
2. Update from May 2014 Service Provider Training
3. Reminders about the FCC Form 500
4. Invoicing Update
5. Other
6. General Questions Received by Email

**MINUTES**

**1. Funding Commitments for FY2014, FY2013, and FY2012**

For FY2014, 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
001	5/15/2014	\$607.3 M
002	5/21/2014	\$ 92.6 M
003	5/29/2014	\$ 82.2 M
004	6/4/2014	\$ 86.7 M

For FY2013, USAC is funding approved Priority 1 requests at all discount levels and denying for cap all Priority 2 (Internal Connections and Basic Maintenance) requests. Here is a list of the regular funding waves issued since the last call:

Wave	FCDL Date	Amount
051	5/14/2014	\$ 1.7 M
052	5/22/2014	\$12.6 M
053	6/5/2014	\$ 4.0 M

For FY2012, USAC is funding approved Priority 2 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
085	5/15/2014	\$ 4.8 M
086	5/30/2014	\$ 2.5 M

## 2. Update from May 2014 Service Provider Training

The service provider trainings were very successful. About 400 service providers – just under 200 at each session – attended the trainings.

## 3. Reminders about the FCC Form 500

Applicants use the FCC Form 500 to request one or more of the following changes to one or more Funding Request Numbers (FRNs):

- Adjust the service start date.
- Adjust the contract expiration date.
- Request an extension of the deadline to deliver and install non-recurring services.
- Cancel a funding request.
- Reduce the committed amount on a funding request.
- Notify USAC of equipment transferred from a closed entity to other eligible entities within three years of the date of purchase of that equipment.

The contract expiration date and the service delivery deadline are of particular interest to service providers of non-recurring services.

- If a contract is extended and the contract expiration date on file with USAC does not cover the extension, the applicant must file an FCC Form 500 to notify USAC of the extended contract expiration date before invoices can be paid.
- If more time is needed to deliver and install non-recurring services, the applicant must file an FCC Form 500 ON OR BEFORE the current deadline for delivering and installing those services (generally September 30 following the funding year).

**Because the FCC Form 500 is an applicant form, service delivery extension requests and contract expiration date changes must be submitted by the applicant. These requests can no longer be requested by service providers or by means other than the official program form. Requests from either applicants or service providers that arrive via email, fax, or letter will not be processed.**

#### 4. Invoicing Update

Payments for the month of May totaled \$210,331,895.42 against requests for \$248.1M. In total, 12,621 invoices were processed for 1,499 service providers. This represented 48,681 lines in May with 97 percent being completed within 30 days.

There were 1,336 lines in process as of June 2.

##### 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.
- This FCC Form 471/FRN combination is not in our database.
- The billed date was before the FCC Form 486 service start date.
- Payments cannot be released due to an issue with the service provider's FCC Form 498.

##### Invoice reminders

**FY2013 recurring services.** June 30, 2014 is the last day for applicants to receive recurring services for FY2013. The invoice deadline for these services is October 28, 2014. If you are still filing or approving invoices for these services, be sure that you will be able to access information that may be requested during invoice review.

**Filing a SPAC for FY2013.** Almost 200 payment requests were rejected in May because the service provider did not file an FCC Form 473, Service Provider Annual Certification (SPAC) Form for FY2013. Before USAC can process an invoice for a funding year, we must have a SPAC on file for that funding year.

To see if we have received and processed a SPAC for a specific funding year, search for your SPIN in the [Search for SPIN Information tool](#). In the search results, you will see in the right-hand column every funding year for which we have a SPAC on file.

We suggest that you file a SPAC for FY2014 now to speed the processing of your FY2014 invoices.

**Choice of BEAR or SPI.** Now is a good time to talk to your customers about the method of invoicing they prefer. For each funding request, the applicant can choose either to:

- Pay your bills in full and file an FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form to be reimbursed for the discount amount or

- Receive a discounted bill from you and ask you to file an FCC Form 474, Service Provider Invoice (SPI) Form, so that USAC can reimburse you for the discount amount.

Your customers in fact may be surprised to learn that you have not already been discounting their customer bills. If you have a special form for them to fill out or other requirements in order to set up discounted billing, now would be a good time to verify that you have received the information you need from your customer.

**Archived SPI Form format.** The format of SPI Forms stored in our database has been updated to correctly show earlier approved versions of the form. If you now access a SPI Form you filed when an earlier version of the form was approved and in use, you will now see your information in the format that you used at the time you submitted the form.

#### 5. **Other**

No items.

#### 6. **General Questions Received by Email**

No questions received.

**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.