



E-rate Program FY 2014 Invoicing

May 8, 2014 – Tampa
May 13, 2014 – Los Angeles

The presentations below for the May 2014 service provider training sessions are about the current E-rate Program and are relevant to FY2014. The Federal Communications Commission is considering a major modernization to the program which could affect the program rules, procedures, process, and forms.



FY 2014 Invoicing

FY 2014 Overview

- BEAR vs. SPI
- Invoice Review
 - Service Certification
 - Item 21 Attachments
 - Billed Entities
- Top Five Reasons for Rejection
- Deadlines



FY 2014 Invoicing BEAR vs. SPI



FY 2014 Invoicing

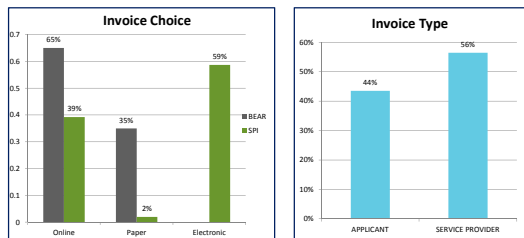
BEAR vs. SPI

- Chosen by applicant
- FCC Form 472 – Billed Entity Applicant Reimbursement (BEAR)
 - Filed by applicant, certified by service provider
 - Online BEAR via website or paper via fax/mail
 - Payment to service provider
 - Electronic payment into bank account – FCC Form 498 bank account entry
 - 20 business day payment rule
- FCC Form 474 – Service Provider Invoice (SPI)
 - Electronic, online via website, or paper



FY 2014 Invoicing

BEAR vs. SPI





FY 2014 Invoicing Invoice Review



FY 2014 Invoicing

Invoice Review

- The overall objective of the invoice review process is to ensure that funds are disbursed only for approved eligible products and services:
 - Eligible and approved on the FCC Form 471
 - Delivered and billed to school/library for which the school/library has paid their share
 - Provided within the eligible service delivery window
- Automated review and manual review



FY 2014 Invoicing

Invoice Review

- **Service Certification**
 - Verify compliance by obtaining detailed bills from the applicant and/or service provider
 - Verify services were requested and approved (Item 21 attachment)
 - Review notes and documentation used during FCC Form 471 review
 - Check for service substitutions if not a match
 - Verify when services were delivered
 - Applicant's signature – authorized party
 - Verify applicant payment in some situations



Invoicing

Pre-filled

Required

Pre-filled

Required

Service Certification for 501(c)(3) Entities	
501(c)(3) Invoice Number	
Invoice Line Number	
Service Provider Name	
Service Provider State	
Service Provider MPE	
Service Provider Service ID	
Undisbursed Invoice Amount	
Disbursed Invoice Amount	
Applicant Name	
Representative Contact Name	
Representative Contact Title	
Representative Contact Phone	
Actual Invoice Number (MPE)	
501(c)(3) Number	
MPE	
Date Invoice Services Delivered	
Date Invoice Services were in use for	
Invoice	
Date Applicant/Purchaser Paid and	
Invoice No. of Date Paid (MPE)	
<small>THIS IS A STATE-TO-STATE TRANSACTION. IF YOU ARE A SERVICE PROVIDER FROM A STATE OTHER THAN THE STATE OF THE SCHOOL/LIBRARY, YOU MUST OBTAIN A PERMIT TO WORK IN THAT STATE. IF YOU ARE A SERVICE PROVIDER FROM A STATE OTHER THAN THE STATE OF THE SCHOOL/LIBRARY, YOU MUST OBTAIN A PERMIT TO WORK IN THAT STATE. IF YOU ARE A SERVICE PROVIDER FROM A STATE OTHER THAN THE STATE OF THE SCHOOL/LIBRARY, YOU MUST OBTAIN A PERMIT TO WORK IN THAT STATE.</small>	
Signature	
Date	
Approved by (MPE)	
Approved by (MPE)	

- ← Delivery
- ← Installation
- ← Payment



FY 2014 Invoicing

Invoice Review

• Item 21 attachments

- Online (as seen on website) or paper
- Products and services ordered and where delivered
- Compared to customer bill
- If not itemized and approved, payment may be reduced
- Eligible products and services
- Approved products and services
- Substitutions (model version vs. product)
- Taxes if applicable



FY 2014 Invoicing

Invoice Review

• Billed Entities

- Billed Entity on Block 1
 - Name and Address
- Eligible Entity on Block 4
 - Name and Entity Number
- Approved to receive eligible products and services
- Billed to entity featured on Block 1 or 4
- Shipped to entity featured on Block 1 or 4



FY 2014 Invoicing

Top 5 Reasons for Rejection



FY 2014 Invoicing

Top 5 Reasons for Rejection

1. Duplicate billing
 - Using same date for recurring services (July 1)
 - Multiple bills for schools to single FRN
2. SPIN not registered
 - Incomplete filing of FCC Form 498
 - Started but abandoned
 - Corrections not yet completed



FY 2014 Invoicing

Top 5 Reasons for Rejection

3. No FCC Form 486 filed
 - Using same date for recurring services (July 1)
 - Multiple bills for schools to single FRN
4. Billed date outside Funding Year
 - Cannot bill before services are delivered (July 1 to June 30)
5. Invoice Deadline Expired
 - Deadline 120 days after FCC Form 486 Notification Letter
 - Deadline 120 days after services delivered
 - Need invoice deadline extension



FY 2014 Invoicing

Deadlines



FY 2014 Invoicing

Deadlines

1. Service Delivery
 - Recurring services - July 1 to June 30
 - Non-recurring services - July 1 to September 30 (may be extended)
2. FCC Form 486
 - 120 days after service start date or 120 days after Funding Commitment Decision Letter – whichever is later
3. FCC Form 472/474
 - 120 days after last date to receive services or 120 days after Form 486 Notification Letter date – whichever is later – may be extended



FY 2014 Invoicing

Deadlines

- Service delivery deadline extension
 - Extended one year due to late FCDL, approved appeal, service substitution or SPIN change after March 1
 - Extended after approval of request using FCC Form 500 – only filed by applicant
- Invoice deadline extension
 - Requested via website using Submit a Question
 - Request within 120 days of expiration of deadline
 - Not a rolling extension



Questions?



Thank you!
