Key Takeaways

• The invoicing method is applicant’s choice, ideally before certifying the FCC Form 471.

• Before invoicing:
  • Certify the FCC Form 486, Receipt of Service Confirmation and Children’s Internet Protection Act (CIPA) Certification Form.
  • Ensure that the service provider certifies the FCC Form 473, Service Provider Annual Certification (SPAC) Form, for each Service Provider Identification Number (SPIN).
  • Ensure you have the correct Funding Commitment Decision Letter (FCDL), discount rate, approved cost of service, FCC Form 471 number, and Funding Request Number (FRN).
  • Confirm that you have an approved FCC Form 498, Service Provider and Billed Entity Identification Number and General Contact Information Form.
  • Ensure your access to invoicing forms through One Portal and have a Personal Identification Number (PIN).
  • Invoice submission to USAC by mail, email, fax or scan are not permitted.
Key Takeaways

• **Know your invoicing deadline:**
  • Generally, October 28 for recurring services
  • Generally, January 28 for non-recurring services
  • Request an extension, if needed

• **Invoice review**
  • All invoices submitted must be for the service, entities, rates, and quantities approved on the FCC Form 471 for that FRN.
  • USAC may reject your invoice if there is an error or inconsistency with the:
    • FCC Form 471 number
    • Discount percentage
    • Available funding
    • FRN
Key Takeaways

- **Outreach**
  - To expedite review and payment, respond timely and accurately with all necessary information requested.
  - You have seven (7) days to respond, and you may request one (1) seven-day extension.

- **Invoice payments**
  - An applicant or service provider can resubmit a rejected invoice once corrected, provided the Invoice Deadline Date (IDD) has not expired.
    - Applicant or service provider has 60 days to appeal to USAC if a timely filed invoice is rejected.
    - If USAC denies the appeal, you have 60 days to appeal that rejection directly to the FCC.