

E-Rate

INVOICING REQUIREMENTS GUIDE

This table provides the list of requirements for successful invoicing in EPC, and where to check—in either EPC or OpenData-- if you've met those requirements.



FCC Invoicing Requirement	Description	EPC	Open Data Tool
FRN is Committed	FRN that has received funding	Records tab > Click FRN Cases > Enter FRN > Click Search Review Status Field	FRN Status Tool > Click Funding Request Number dropdown > Enter appropriate FRN > Click Export > Click Filtered Data > Click CSV for Excel > Open downloaded file > View Funding Request Status (column K)
Funding is Available on the FRN	Funds that remain from the committed amount, minus any disbursed amount	N/A	FRN Status Tool > Click Funding Request Number dropdown > Enter appropriate FRN > Click Export > Click Filtered Data > Click CSV for Excel > Open downloaded file > View SPAC Filed (column AP)
Invoicing Period is Valid (before the IDD)	<p>All invoicing must be submitted before the deadline. All FRN's are entitled to a one time extension by request. Current Invoice Deadline Date (IDD) are posted in EPC on the FRN detail screen. The IDD is no later than 120 days after the latest of the following:</p> <ul style="list-style-type: none"> • Service Delivery Deadline (SDD) is the last date to receive service. • Date of the FCC Form 486 Notification Letter. • Date of the approved post-commitment RFCDL. • Date of an approved appeal RFCDL for a previously denied or reduced funding request 	<p>EPC > Records tab > Click Funding Requests > Enter appropriate FRN > Click SEARCH > Click Summary tab > View Invoicing Deadline Date</p> <p>Column has past date: Invoicing deadline has passed and is no longer valid</p>	FRN Status Tool > Click Funding Request Number dropdown > Enter appropriate FRN > Click Export > Click Filtered Data > Click CSV for Excel > Open downloaded file > View Last Date to Invoice (column AO)
Invoicing Period is Valid	Invoicing must occur after the Service delivery date, but before the invoicing deadline.	N/A	FRN Status Tool > Click Funding Request Number dropdown > Enter appropriate FRN > Click Export > Click Filtered Data > Click CSV for Excel > Open downloaded file > View Service Delivery Deadline (column W) Blank column: Service hasn't started
Filed and certified FCC Form 486 and is approved for the FRN	<p>A certified FCC Form 486 is required before invoicing may begin. It is used to notify USAC that services have started for the recipients and indicate the status of compliance with the Children's Internet Protection Act (CIPA) for the recipients of service for the FRN(s).</p> <p>For more information, visit https://www.usac.org/e-rate/applicant-process/starting-services/fcc-form-486-filing/</p>	<p>To Access FCC Form 486: EPC > Records tab > FCC Form 486</p> <p>To view FCC Form 486 Deadline: EPC > Records tab > Click Funding Requests > FCDL Comments</p>	FRN Status Tool > Click Funding Request Number dropdown > Enter appropriate FRN > Click Export > Click Filtered Data > Click CSV for Excel > Open downloaded file > View FCC Form 486 Status (column AD) Blank cell: It has not been approved so is not available for invoicing. Approved: The 486 has been filed and approved
FCC Form 473/SPAC Filed by Service Provider	Annual certification that the SP agrees to comply with the programs rules. Each SPIN requires a SPAC. The FCC Form 473 must be filed before USAC will pay invoices.	N/A	FRN Status Tool > Click Funding Request Number dropdown > Enter appropriate FRN > Click Export > Click Filtered Data > Click CSV for Excel > Open downloaded file > View SPAC Filed (column AP)
Invoicing Mode is Correct	Once an invoice is submitted, the mode is set. It can not be changed without requesting a mode change, returning all funds and re-invoicing before the invoice deadline date	N/A	FRN Status Tool > Click Funding Request Number dropdown > Enter appropriate FRN > Click Export > Click Filtered Data > Click CSV for Excel > Open downloaded file > View SPAC Filed (column AP)
Applicant 498 not filed for BEAR submission	This form is filed through EPC after certification. If the form isn't filed, invoicing can't be processed.	EPC > Records tab > Click FCC Forms 498 > Enter 498 ID > Click SEARCH	N/A
SP 498 filed for SPI submission	This form is filed through EPC after certification. If the form isn't filed, invoicing can't be processed.	EPC > Records tab > Click FCC Forms 498 > Enter 498 ID > Click SEARCH	N/A
FRN must be for FY16 or later	FRNs must have been assigned in the year 2016 or later. Check the first two digits of your FRN, that's the year the FRN was assigned.	N/A	N/A