

E-Rate

Invoicing Requirements Guide

This guide is reminder of what steps must be taken for invoicing submission, and where to find information about those steps in EPC and/or the FRN Status Tool in OpenData. If you're trying to start the invoicing process, but can't select your FRN in EPC, it is because the FRN is not eligible for invoicing per one or more of the E-Rate program rules. listed below.

Use this table to research the reason(s) your FRN isn't currently available for invoicing due to E-Rate program rules. Open Data Tips: Download in FRN Status Tool by selecting Funding Request Number from the dropdown menu and entering your FRN. Click Export, filtered data, and CSV for Excel, then open the excel file.



BEFORE INVOICING		
Requirement	Description	Location
Your FRN is Committed	FRN that has received funding	EPC > Records tab > Click FRN Cases > Enter FRN > Click Search Review Status Field OR FRN Status Tool > Open downloaded file > View Funding Request Status (column K)
FRN is for FY2016 or Later	FRNs must have been assigned in the year 2016 or later. The first two digits of your FRN is the year assigned.	Within Your Own Records
Funding Is Available	Funds that remain from the committed amount, minus any disbursed amount.	FRN Status Tool > Open downloaded file > Subtract Total Disbursement (column AQ) from View Funding Commitment Request (column AA)
Prevent Duplicates	Prevent duplicate invoice submissions by establishing a process to track each invoice.	Within Your Own Records
Invoicing Period is Valid	Invoicing must occur after the services have started or been delivered, but before the invoicing deadline. Please view link for details: https://www.usac.org/rural-health-care/healthcare-connect-fund-program/step-6-invoice-usac/	Invoicing Deadline: EPC > Records tab > Click Funding Requests > Enter FRN > Click SEARCH > Click Summary tab > View Invoicing Deadline Date Service Start Date: FRN Status Tool > Open downloaded file > View Service Delivery Deadline (column N) (Blank cell= service hasn't started yet)
FCC Form 486 is Approved for the FRN	A certified FCC Form 486 is required from Applicants before invoicing can begin. It's used to notify USAC that services have started for the recipients and show that you're compliant with the Children's Internet Protection Act (CIPA) for the recipients of service for the FRN(s). Please view link for details: https://www.usac.org/e-rate/applicant-process/starting-services/fcc-form-486-filing/	To View FCC Form 486: EPC > Records tab > FCC Form 486 To View FCC Form 486 Deadline: EPC > Records tab > Click Funding Requests > FCDL Comments To View FCC Form 486 Status: FRN Status Tool > Open downloaded file > View FCC Form 486 Status (column AD)
FCC Form 498 Not Filed (BEAR or SPI)	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
Paid Service Provider	Applicant must have paid service provider in full before invoicing E-Rate.	Done Through Your Service Provider
Invoicing Mode is Correct	Once an invoice is submitted, the mode is set. It can't be changed without requesting a mode change, returning all funds and re-invoicing before the invoice deadline date.	FRN Status Tool > Open downloaded file > View Invoicing Mode (column AP)
DURING INVOICING		
Requirement	Description	Location
Check Your FCC Form 471	Make sure you filed your basic maintenance of internal services (BMIC) correctly on your FCC Form 471--mistakes are often identified during invoicing. For how to fix misclassified equipment, see: https://www.usac.org/e-rate/learn/faqs/basic-maintenance-of-internal-connections-bmic/	EPC > My Forms and Requests tab > Click FCC Form 471 > View FCC Form 471 Section: Funding Requests > Service Types > Basic Maintenance of Internal Connections
Compare Invoice to Form 471	Remove any equipment/services on your invoice that aren't on your FCC Form 471.	EPC > My Forms and Requests tab > Click FCC Form 471 > View section Product and Service Details Connection Information
Check Your Listed Speeds	Double check the speed of your internet service is properly listed under the correct FRN on your FCC Form 471.	EPC > My Forms and Requests tab > Click FCC Form 471 > View section Product and Service Details Connection Information
Check Invoiced Services	Only FCC Form 471 approved eligible equipment/services, in the correct quantity and rates, and delivered only to the approved Recipients of Service can be on the invoice.	EPC > My Forms and Requests tab > Click FCC Form 471
Check Calculations	Double check your manual calculations (e.g., your prorated amounts must be accurate).	Within Your Own Records
Compare invoice total to contracted rate	Invoiced amount must be the discounted portion of actual charges, not the amount committed through the E-Rate program.	Within Your Own Records