



FINISHING FY2018
2018 APPLICANT TRAINING



Universal Service
Administrative Co.

FINISHING FY2018

- FCC Form 486
 - CIPA
 - Filing deadlines and document retention
- Invoicing – BEAR Forms
 - FCC Form 498 for applicants



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FCC FORM 486

Starting Services / CIPA

The FCC Form 486 notifies USAC:

- That **services have started** for the FRNs listed on the FCC Form 471.
- Reports the status of compliance of the entities on those FRNs with the **Children’s Internet Protection Act (CIPA)**.

What is the Children’s Internet Protection Act (CIPA)?

- **Children’s Internet Protection Act (CIPA)** requires that schools and libraries enforce certain safety measures that protect against access by adults and minors to obscene content on the Internet.



CIPA Requirements

- 1. Internet Safety Policy**
- 2. Technology Protection Measure**
- 3. Public Notice and Hearing or Meeting**

NOTE: The school or library must maintain documentation demonstrating that they are working toward compliance (in the first year) or in compliance (second year and thereafter).

1. Internet Safety Policy, which must address:

- For both schools and libraries, five issues related to access by minors to inappropriate matter on the internet and the safety and security of minors when using the internet.
- For schools, educating minors about appropriate online behavior.

2. Technology Protection Measure (Filter)

- The Internet Safety Policy must also include a technology protection measure (filter) that **blocks or filters** internet access.
- The filter may be disabled during use by an adult to enable access for bona fide research or other lawful purpose.

3. Public Notice and Hearing or Meeting

- You must provide **public notice** and hold at least **one public hearing or meeting** to address the internet safety policy.



Documentation to retain

- A copy of your internet safety policy.
- Proof that your filter was operational (e.g., invoice from service provider showing filtered access, logs from your system showing sites blocked).
- Evidence that shows that public notice was given and the public hearing or meeting took place (newspaper ad, meeting agenda, meeting minutes).



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FCC Form 486 Deadline

Starting Services – FCC Form 486

When do you file the FCC Form 486?

- After USAC issues the Funding Commitment Decision Letter (FCDL) with a positive funding commitment.
- The FCC Form 486 **MUST** be certified no later than 120 days after the **Service Start Date** or 120 days after the date of the **FCDL**, whichever is later.



Starting Services – FCC Form 486

What if you file the FCC Form 486 late?

- USAC will reset your service start date to the date 120 days before your certification date.
- You may lose funding as a result of the service start date change.



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FCC Form 486 Notification Letter

FCC Form 486 Notification Letter

What is the FCC Form 486 Notification Letter

- You will receive an FCC Form 486 Notification Letter in EPC after your form has been reviewed and approved by USAC.
 - USAC may be required to reach out to you for corrections if the information you provided appears to be incorrect or inconsistent.



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INVOICING

BEAR Forms and SPI Forms

Invoicing

Before USAC can process an invoice:

- The applicant and service provider must have received an **FCDL with a positive commitment.**
- The applicant must have **certified an FCC Form 486** and USAC must have reviewed and approved the form.
- The service provider must have **certified an FCC Form 473** (SPAC Form) for each SPIN that will be featured on an invoice for that funding year.

Invoicing

Invoicing – BEAR Method

- The applicant pays the cost of the service **in full** to the service provider.
- Then the applicant sends USAC an invoice for the discount share by **filing the FCC Form 472, the Billed Entity Applicant Reimbursement (BEAR) Form.**



Invoicing

Invoicing – SPI Method

- The service provider provides a discounted customer bill to the applicant.
- The service provider sends USAC an invoice for the discount share **by filing the FCC Form 474, the Service Provider Invoice (SPI) Form.**



Invoicing

Invoicing Overview

The invoice method (BEAR or SPI) is the **applicant's choice**.

- The service provider and the applicant should have this discussion as early as possible.
- Once the invoice method is set for an FRN, it cannot be changed **for that FRN**.



When to File Invoices

- Invoices must be filed:
 - 120 days after the last date to receive service or
 - 120 days after the date of the FCC Form 486 Notification Letter
- whichever is later.**

INVOICING

Invoice Deadlines for Recurring and Non-Recurring Services

- Invoice deadline for recurring services is *generally* **October 28** following the close of the funding year.
- Invoice deadline for non-recurring services is *generally* **January 28** following the close of the funding year.



Invoice Deadline Extensions

- Applicants and service providers can ask for a one-time, 120-day extension of this deadline through:
 - EPC for FY2016 and forward.
 - Online BEAR Form for FY2015 and previous funding years.

**DEADLINE
*EXTENDED***

Invoice Deadline Extensions

- Extensions must be requested on or before the original invoice deadline. To request an extension for FY2016 and forward:
 - Applicants and service providers log in to EPC, search for their BEN or SPIN under the **Records** tab, and click **Invoice Deadline Date Extension Request** from the **Related Actions** menu.

Invoice Deadline Extensions

- Extensions must be requested on or before the original invoice deadline. To request an extension for FY2015 and previous funding years:
 - Applicants log in to the online BEAR Form.
 - Service providers log in to the E-File System and choose the **472 BEAR Form** link.



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Applicant FCC Form 498

Overview

- Applicants that choose to file an FCC Form 472 (BEAR), must file an **FCC Form 498** before they can receive payments.
- USAC's 498 Team must review and approve both the form and the banking documentation before the applicants can receive payments.
- Applicants using the SPI method do not have to file the FCC Form 498.

FCC Form 498 Filing Requirements for Applicants

- Most of the basic information will populate from the EPC profile for the applicant.
- Federal Employer Identification Number (EIN/Tax ID)
- Remittance contact information
- Account and routing number
- All billed entities (BENs) that should be associated with the same banking account information



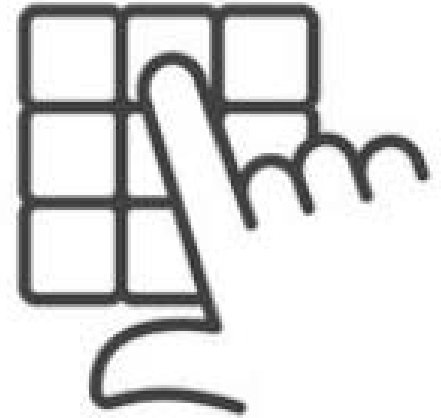
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Personal Identification Number (PIN)

Personal Identification Number (PIN)

What is a PIN?

- **A Personal Identification Number (PIN)** is a unique number assigned by USAC for a specific person to complete and certify a BEAR Form for a specific BEN.
- PINs are only used in our legacy system (not EPC).
- Applicants **must** have a PIN to file a BEAR form.





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RECODED DEMO – BEAR FORM

Applicant Invoicing

BEAR Form Video

- [This video](#) was recorded from our BEAR Training Site.
- You can use the [BEAR Training Site](#) to practice or to demonstrate filing a BEAR Form.
- See the [BEAR Training Site instructions](#) for login information and a list of FRNs you can use.

RECAP

- Starting services and FCC Form 486
 - CIPA
 - Filing deadlines and document retention
- Invoicing
 - FCC Form 498 and banking information
 - PINs
 - BEAR Form