

# **Q4 Lifeline Training for Tribal Partners**

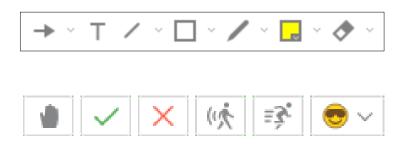
How to Apply by Mail

December 1, 2021

# Housekeeping

- Audio is available through your computer's speakers
- The audience will remain on mute
- Enter questions at any time using the Q&A box
- If your audio or slides freeze, restart the webinar
- Participants received a copy of the slide deck via email, in the one week reminder

### **Annotations and Feedback Features**



### **Meet Our Team**



**Kraynal Alfred** 

Tribal Liaison | USAC

Kraynal coordinates Tribal outreach across USAC

TribalLiaison@usac.org

### **Winta Woldu**

Communications Specialist | Lifeline

Winta creates website content and training for consumer advocates, consumers, and service providers

# **Agenda**

- Program Overview
- National Verifier Overview
- How to Apply by Mail
- Gain Tribal Agency Access to the National Verifier (NV)
- Resources

# **Objectives**

### At the end of the session, you will...



### ...be trained in:

- The basic functions of the Lifeline program
- How to apply to the Lifeline program using a paper application



### ...be able to:

Assist consumers with applying for the Lifeline program Gain Tribal agency access to the National Verifier (NV)

# **Program Overview**

### Introduction

- Universal Service Administrative Company (USAC) administers the Lifeline program and educates stakeholders on processes, systems, and rules and requirements
- The Federal Communications Commission (FCC) develops policies and regulations for the Lifeline program and provides guidance to USAC

### **Lifeline Benefit**

- All eligible program participants can receive a discount of up to \$9.25 per month
- Program participants who live on qualifying Tribal lands can receive enhanced support of up to \$34.25 per month
- Discount may apply to qualifying fixed or mobile services
  - Can be applied to voice, broadband, or bundled services that meet the minimum service standards
- **Link Up**: a Tribal lands one-time benefit up to \$100 for initial set up fees at residences in specific areas

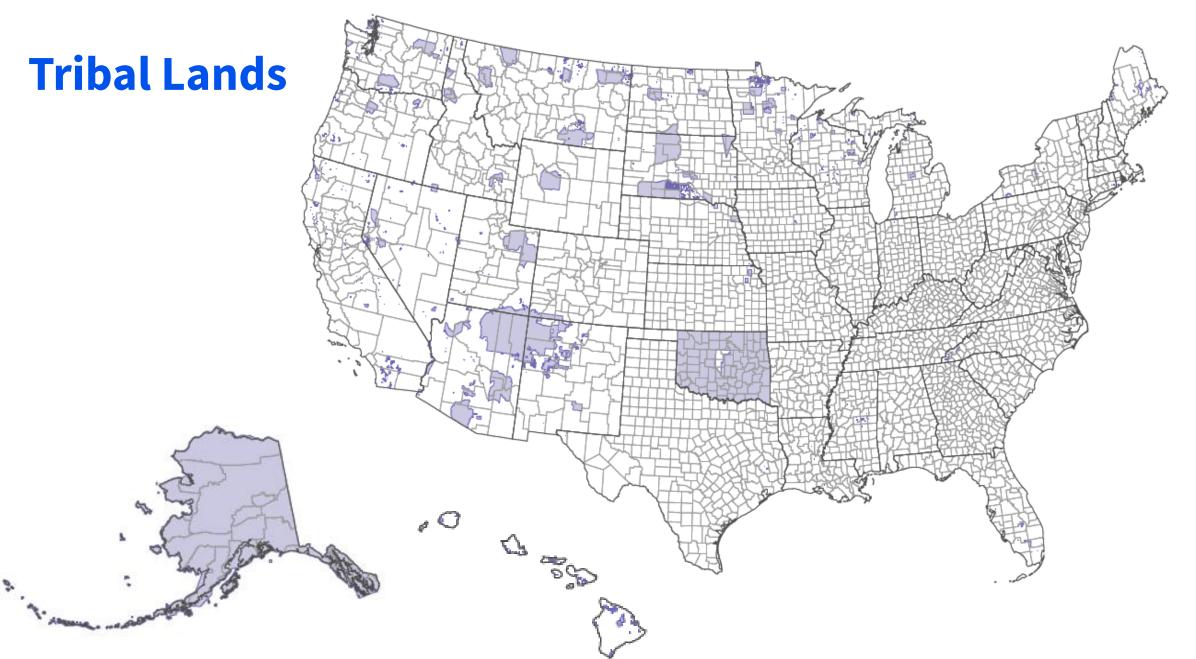


# **Tribal Partnerships**

- Tribal partners include Tribal governments, agencies, and nonprofits serving Tribal communities
  - Tribal partners collaborate with USAC to educate consumers about Lifeline and assist eligible consumers with Lifeline program processes.

### **Tribal Lands**

- Definition for "Tribal lands" used by Lifeline program (47 CFR 54.400(e)):
  - "For purposes of this subpart, 'Tribal lands' include any federally recognized Indian tribe's reservation, pueblo, or colony, including former reservations in Oklahoma;
  - Alaska Native regions established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688); Indian allotments;
  - Hawaiian Home Lands areas held in trust for Native Hawaiians by the state of Hawaii, pursuant to the Hawaiian Homes Commission Act, 1920 July 9, 1921, 42 Stat. 108, seq., as amended;
  - And any land designated as such by the Commission for purposes of this subpart pursuant to the designation process in § 54.412."



# **National Verifier Overview**

### **National Verifier Overview**

- The National Verifier is a centralized application system that determines a consumer's Lifeline program eligibility
- After qualifying for Lifeline, the consumer's service provider must enter them in the National Lifeline Accountability Database (NLAD) to enroll them in the Lifeline program
- Use of the National Verifier is required in all 56 states and territories (with the exception of the <u>NLAD opt-out states</u>: Texas, Oregon, and California, where the National Verifier leverages the state administrator Lifeline eligibility verification process)

### **Methods to Apply**

Consumers may apply through the NV using **one** of the three options:

### Option 1:

Apply Online

- The consumer visits
   <u>CheckLifeline.org</u>
- Online application is accessible from any computer or mobile device

### **Option 2:**

Apply by Mail

- The consumer fills out the Lifeline Application Form
  - English Form
  - Spanish Form
- The consumer mails the application and supporting documentation to the Lifeline Support Center

### **Option 3:**

Apply Through a Service Provider or Tribal Partner

- The consumer may apply with the assistance of a service provider or Tribal partner
- Service providers or Tribal partners may submit an online application on the consumer's behalf using the NV service provider portal (also available at <u>CheckLifeline.org</u>), or
- Through the <u>National Verifier Eligibility</u>
   <u>Check API</u> if the service provider has elected to use that option

# **How to Apply by Mail**

## **Obtaining the Paper Application**



• Visit <u>LifelineSupport.org</u> to download and print a copy; or



- Contact USAC's Lifeline Support Center to request a paper application in the mail
  - Email: <u>LifelineSupport@usac.org</u>
  - **Call**: (800) 234-9473

## **Completing Paper Application**

- Consumers must complete all sections of the <u>application</u> (excluding page 7)
- Write clearly, using black ink and capital letters
- Consumers enter the same information they would include on the online application



### Paper Application: Page One

- Page one is informational and contains:
  - An overview of the Lifeline program and Lifeline program rules
  - More about the application process

#### FCC FORM 5629

### Lifeline Program Application Form



OMB APPROVAL EDITION 3060-0819



#### 1. About Lifeline

Lifeline is a federal benefit that lowers the monthly cost of phone or internet service.

#### Rules

If you qualify, your household can get Lifeline for phone or internet service, but not both.

- If you get Lifeline for phone service, you can get the benefit for one mobile phone or one home phone, but not both.
- If you get Lifeline for internet service, you can get the benefit for your mobile phone or your home connection, but not both.
- If you get Lifeline for bundled phone and internet service, you can get the benefit for your mobile
  phone bundled service or your home bundled service, but not both.

Your household cannot get Lifeline from more than one phone or internet company.

You are only allowed to get one Lifeline benefit per household, not per person. If more than one person in your household gets Lifeline, you are breaking the FCC's rules and will lose your benefit.

#### What is a household?

A household is a group of people who live together and share income and expenses (even if they are not related to each other).

#### Do not give your benefit to another person

Lifeline is non-transferable. You cannot give your Lifeline benefit to another person, even if they qualify.

#### Be honest on this form

You must give accurate and true information on this form and on all Lifeline-related forms or questionnaires. If you give false or fraudulent information, you will lose your Lifeline benefit (i.e., de-enrollment or being barred from the program) and the United States government can take legal actions against you. This may include (but is not limited to) fines or imprisonment.

#### You may need to show other documents

If the Lifeline Program Administrator is not able to validate that you or someone in your household qualify using this form and electronic databases, you may need to provide an official document from one of the government qualifying programs or documentation that proves your annual income. You can submit copies of your official documents with this application or wait until the Lifeline Program Administrator asks you for them. To add them now, include the documents in option 1 or option 2 below:

- 1. If you qualify through a government program, provide a copy of a document such as an approval letter or benefit letter with the name of the person in your household who qualifies, name of the program, and issue date within the past 12 months or future expiration date.
- 2. If you qualify through your income, provide a copy of the prior year's state, federal, or Tribal tax return or a current income statement from an employer or paycheck stub for 3 consecutive months (or other accepted documents).

Visit lifelinesupport.org to see all acceptable document guidelines.

#### Apply

To apply for a Lifeline benefit, fill out the required sections of this form, initial every agreement statement, and sign on page 6.

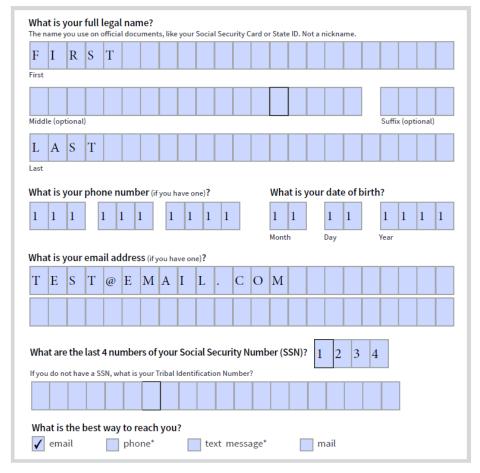
Mail the form to this address: USAC Lifeline Support Center P.O. Box 7081 London, KY 40742

## Paper Application: Page Two

- Page two asks for:
  - First and last legal name
  - Phone number (if available)
  - Date of birth
  - Email address (if available)
  - The last four digits of the Social Security
     Number or Tribal Identification Number
  - Method consumer wants USAC to contact them

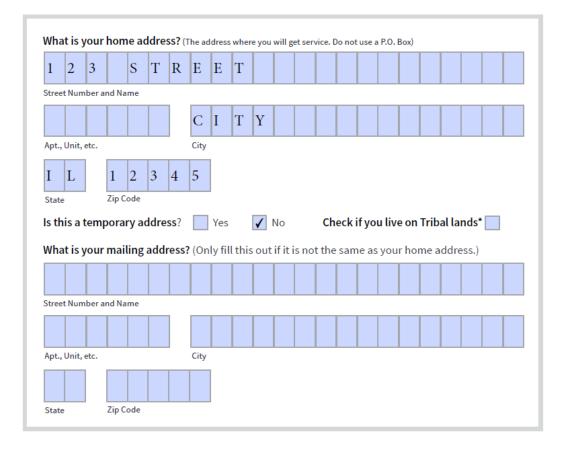
### 2a. Your Information

All fields are required unless indicated. Use only CAPITALIZED LETTERS and black ink to fill out this form.



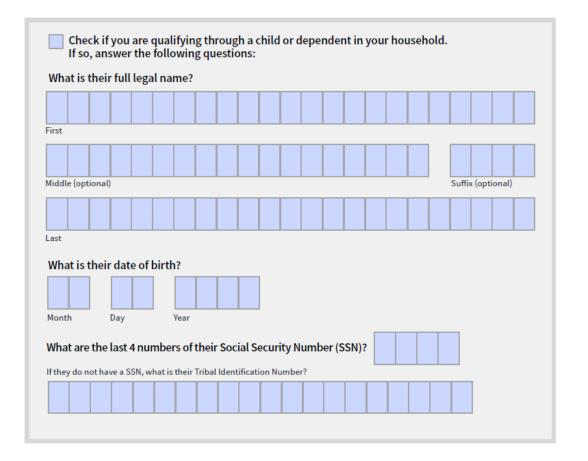
## **Paper Application: Page Three**

- Page three asks for:
  - Home address (physical address)
  - If the home address is temporary
  - If the consumer lives on Tribal lands
  - Mailing address (if it's different than the home address)



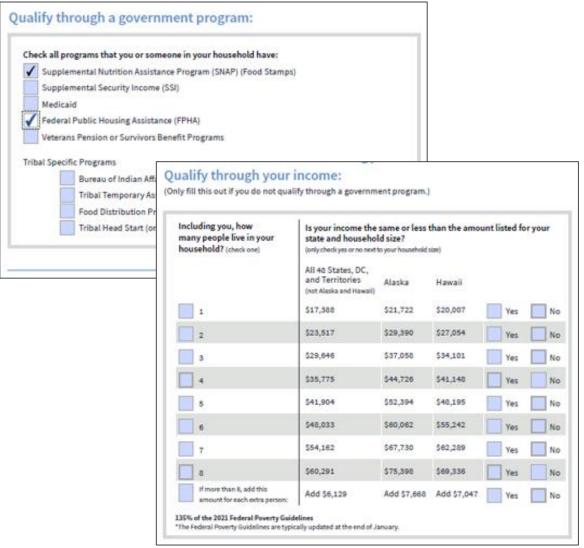
## Paper Application: Page Four

- Page four asks for:
  - Dependent's information if the consumer qualifies for Lifeline through a dependent
- If qualifying through themselves, the consumer can leave page four blank



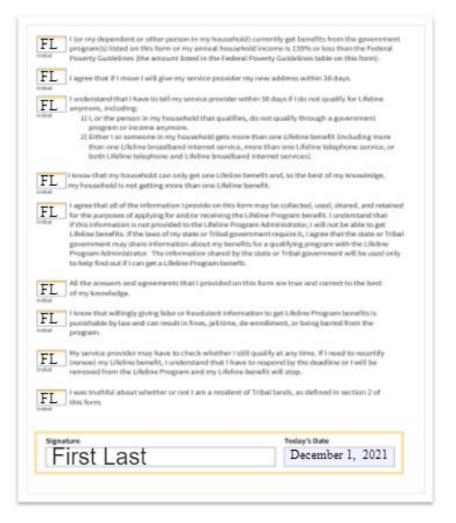
### **Paper Application: Page Five**

- Page five asks how the consumer qualifies for Lifeline:
  - Either through participation in government programs or through income
- Check all that apply



### Paper Application: Page Six

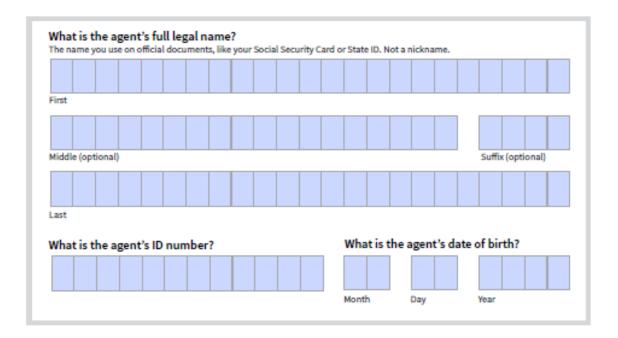
- Page six asks consumers to:
  - Read each statement carefully
  - Write their first and last initial next to each statement
  - Cannot use checkmarks or X's here
  - Sign and date the application



## Paper Application: Pages Seven and Eight

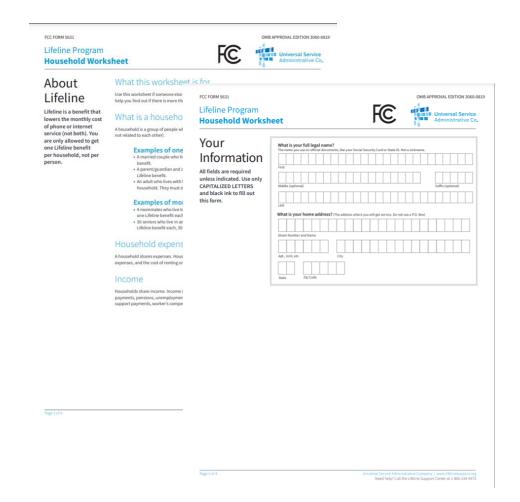
- Consumers may leave page seven blank if completing the application by themselves
- Lifeline companies are required to fill out page seven if they are helping the consumer complete the application

 Page eight includes information about the federal application



### **Submit Documentation to Streamline Process**

- USAC recommends that consumers submit copies of the following documentation along with their application to reduce processing time:
  - <u>Lifeline Household Worksheet</u>
  - Proof of eligibility, identity, or address



## **Examples of Program Eligibility Documentation**

- Documentation to verify the consumer's eligibility through a government program must include:
  - Their name, or the name of the benefit qualifying person
  - The name of the Lifeline-qualifying program, such as SNAP
  - The name of the government or Tribal agency that issued the document
  - An issue date within the last 12 months or a future expiration date that aligns with the benefit period
- The documentation typically cannot be expired or from a period in the past

# **Examples of Income Eligibility Documentation**

- Documentation to verify the consumer's eligibility through income must typically:
  - Cover a full year of income or
  - The consumer must submit the same type of documentation covering three consecutive months of income within the previous 12 months
- USAC recommends that consumers include their household size

## **Examples of Identity Documentation**

- Documentation to verify the consumer's **identity** should include:
  - A copy of an official, unexpired document with their first name, last name, and last four digits of the Social Security Number or Tribal Identification Number (e.g., tax document, Social Security card, or Tribal Identification document)
  - A copy of an official, unexpired document with their first name, last name, and date of birth (e.g., birth certificate, driver's license, state or Tribal ID)

### **Examples of Address Documentation**

- Documentation to verify the consumer's **address** should include:
  - A map that shows the consumer's physical address or location, including latitude and longitude coordinates - which is an important option for applicants living in areas with addressing obstacles
  - Official document that shows the consumer's first name, last name, and address such as a Driver's License, valid government, state, or Tribal ID, utility bill excluding wireless phone bills (within last 30 days), W-2 or tax return, or mortgage or lease

**NOTE:** To qualify for the enhanced Lifeline benefit (of up to \$25), the consumer's address must be confirmed to be located on Tribal lands

# **Mail Completed Application**

Mail completed applications and proof documentation to:

USAC Lifeline Support Center P.O. Box 7081 London, KY 40742

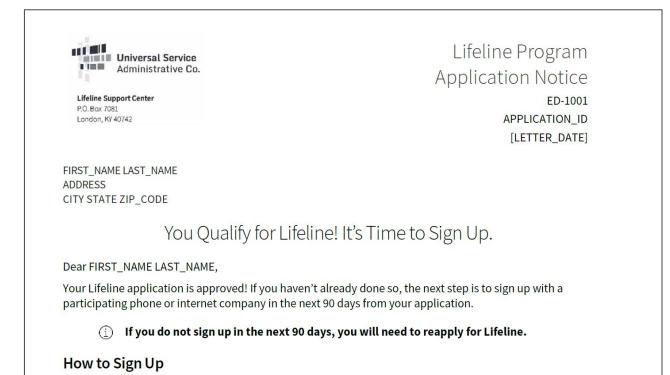
## **Application Timeline and Contact from USAC**

- After USAC's Lifeline Support Center reviews the application, the consumer will receive a letter from USAC letting them know the status of their application
  - Consumers should receive eligibility decisions within 7 and 10 business days
  - Consumers can call the Lifeline Support Center to check their application status at (800) 234-9473
  - If an error is discovered or additional information is required while processing the application, we will notify the consumer by mail



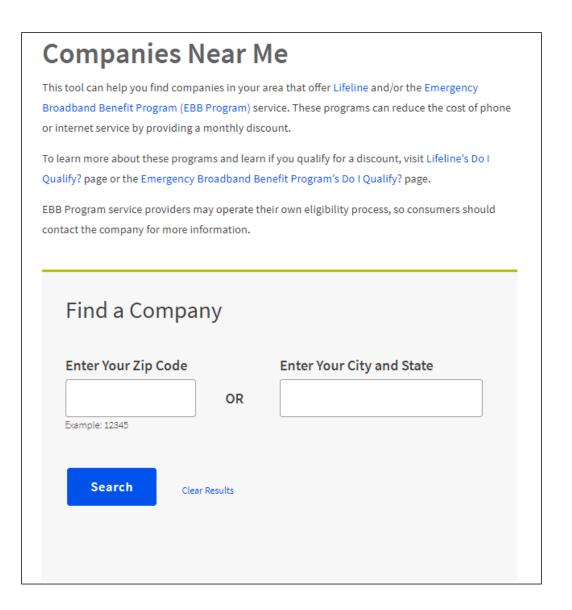
## Sign Up with a Lifeline Company

- Once the consumer receives a letter from USAC letting them know that they qualify for the Lifeline program, they should contact a Lifeline company to get signed up
- Find Lifeline companies using Lifeline's Companies Near Me tool available from <u>LifelineSupport.org</u>



### **Companies Near Me Tool**

- Consumers can type in their zip code or city and state to find a list of Lifeline companies
- They must sign up with a Lifeline company within 90 days of completing the application



# **Questions?**

### **Gain Tribal User Access to the NV**

# **Tribal Agency Access**How to Sign Up: National Verifier

- Tribal partners (e.g., Tribal governments, government agencies, and nonprofits serving Tribal communities) may now request access to the National Verifier
- With a National Verifier account you can:
  - Help consumers submit online applications
  - Upload consumer documentation to resolve application errors
  - Track the status of applications

### **How to Request Access**

- Complete the <u>Tribal Access Request Form</u>
- Register for a Representative ID (Rep ID) in the <u>Representative Accountability Database</u> (RAD)
- All users must review and agree to the RAD and National Verifier Terms and Conditions, under the Access
  Agreement section of the <u>Account Types</u> page
- Send the form and your new Rep ID to <u>LifelineProgram@usac.org</u> with the subject line "Tribal User Access Request"

Tribal Agency User				
Tribal Agency Name:				
User Name:		Title:		
Street Address:				
	City:		State:	Zip Code:
Phone Number:		Email:		
User Type:	□Tribal - NV			
	I have read this Tribal Access Request Form and understand my obligations.			
User Signature:		Date:		

#### **Lifeline Tribal Webinars**



- Watch Tribal webinar recordings:
  - Tribal Q1 Webinar: Lifeline Program Overview
  - Tribal Q2 Webinar: How to Resolve Application Errors
  - Tribal Q3 Webinar Slides: How to Apply for Lifeline

#### **Educational Material**

- Additional educational materials include:
  - How to Apply One-Pager
  - Manage your Benefit One-Pager
  - <u>Tribal Lifeline</u> Flyer
  - <u>Tribal Toolkit</u>
  - How to Apply Online Video
  - How to Apply by Mail Video
  - How to Submit Documentation by Mail

#### **Lifeline Websites**



- Lifeline offers two websites available:
  - Lifeline's consumer website available at <u>LifelineSupport.org</u>
  - USAC's service provider website available at <u>USAC.org/Lifeline</u>

# **Lifeline Support Center**



• Email: LifelineSupport@usac.org



• **Call**: (800) 234-9473

# **Lifeline Support Center**

- Hours: seven days a week, from 9 a.m. to 9 p.m. ET
- Support:
  - Consumers with disabilities who need help submitting a Lifeline application may contact the support center for assistance
  - The Lifeline Support Center can assist consumers in 200 different languages (in addition to English and Spanish)



#### **USAC Tribal Liaison**

#### For Tribal Partners

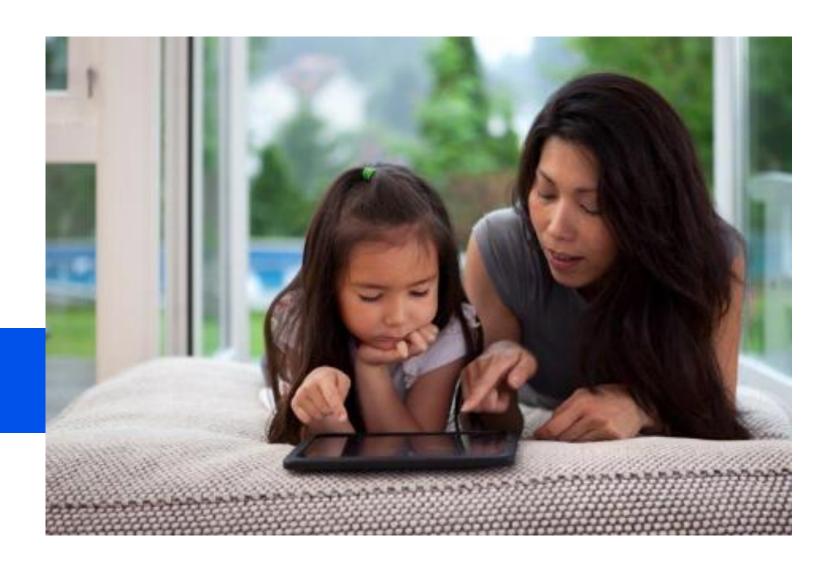
- If you do not know where to direct your inquiry for any USAC program
  - The <u>USAC Tribal Liaison</u> can help guide you to public resources, call centers, or program teams.

# **Take Our Survey**



- We want to hear about your webinar experience
- Expect an email from <a href="mailer:surveygizmo.com">invites@mailer.surveygizmo.com</a> with a unique survey link in 1-2 business days
- We appreciate your feedback

# **Questions?**



# **Thank You!**

