

How to Apply for Lifeline via Mail

Tribal Training

December 7, 2022

DISCLAIMER

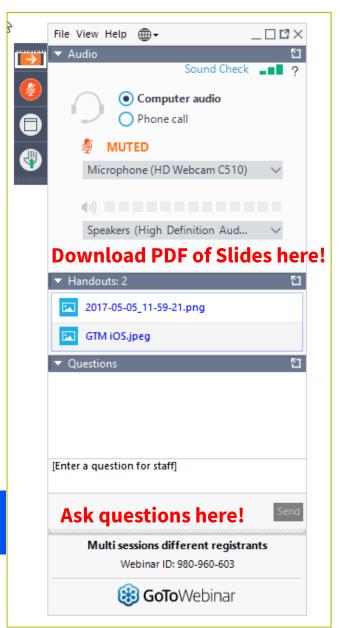
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Housekeeping

Audio is available through your computer's speakers

- The audience will remain on mute
- Enter questions at any time using the "Questions" box
- If your audio or slides freeze, restart the webinar
- A copy of the slide deck is in the "Handouts" section of webinar panel

Please indicate if you are a Tribal leader as we will answer Tribal leader questions first.



Meet Our Team



Winta Woldu

Communications Specialist | Lifeline

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

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 via mail using the National Verifier



...be able to:

Assist consumers with applying for the Lifeline program

Agenda

- Program Updates
- Lifeline Program Refresher
- National Verifier Overview
 - Submit a Paper Application
 - Resolving Address Application Errors
- Resources

Program Updates

Program Updates

Voice-Only Phase-Out and Minimum Service Standards

- On July 1, the Bureau extended the waiver pausing both the phase-out of Lifeline support for voice-only services and the increase in Lifeline minimum service standards for mobile broadband data capacity for one additional year, until at least December 1, 2023.
 - The basic Lifeline support of \$5.25 remains available to eligible consumers who subscribe to voice-only service until at least December 1, 2023.
 - The minimum service standard for mobile broadband data capacity will remain at 4.5 GB per month until at least December 1, 2023.

Program Updates

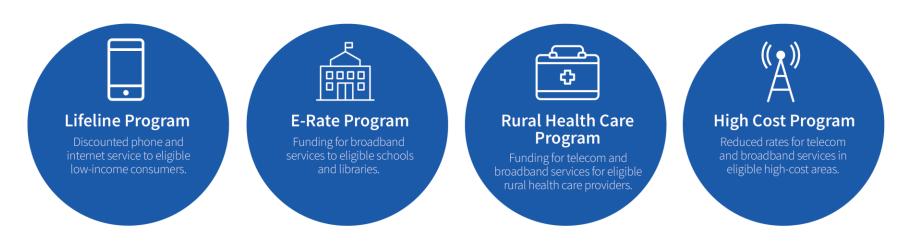
COVID-19 Relief for Tribal Subscribers Extended

- On September 30, 2022, WCB released a waiver that further extends the Lifeline recertification and reverification requirements for subscribers residing on Tribal lands through January 31, 2023.
 - This waiver also extends Affordable Connectivity Program (ACP) recertification for Tribal subscribers that participate in Lifeline and ACP. ACP recertification will commence for these subscribers after they have had an opportunity to complete the Lifeline recertification process.

Lifeline Program Refresher

USAC Overview

- 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
- The Universal Service Fund (USF): exists to ensure that all people in the United States have access to quality, affordable connectivity service.



USAC Overview

• The FCC designated USAC to administer other programs with similar missions to the universal service programs and supported through appropriate funding.

USAC Broadband Programs



Tribal Partnerships

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

Lifeline Benefit

- Eligible program participants can receive a discount of up to \$9.25 per month, for qualifying fixed **or** mobile services
 - Can be applied to broadband or bundled voice and broadband services that meet the minimum service standards
- Eligible participants can receive up to \$5.25 for voice-only services
- Program participants who live on qualifying Tribal lands can receive enhanced support of up to an additional \$25 per month
 - Can receive up to \$34.25 per month for broadband service or up to \$30.25 for voice-only service
- **Link Up**: a Tribal lands one-time benefit up to \$100 for initial set up fees at residences in specific areas



National Verifier Overview

National Verifier Overview

- The National Verifier is a centralized application system that determines a consumer's Lifeline program eligibility
- 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)
- 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

Methods to Apply

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

Option 1:

Apply Online

- The consumer visits <u>https://nv.fcc.gov/lifeline</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 https://nv.fcc.gov/lifeline), or
- Through the <u>National Verifier Eligibility</u> <u>Check API</u> if the service provider has elected to use that option

Lifeline Program Review

Consumer qualifies for Lifeline



Consumer signs up with service provider



USAC reimburses Lifeline service provider

Application ProcessPath 1

Input

Enter consumer data

name, SSN4 or Tribal ID,
DOB, address –
into the National Verifier;
initial certifications



National Verifier searches for consumer in State/Federal databases and NLAD



If consumer eligibility record is found, consumer is approved



Result

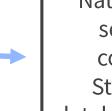
Service provider uses the National Verifier's eligibility approval to enroll the consumer in NLAD

Application Process Path 2

Input

Enter consumer data

- name, SSN4 or Tribal ID, DOB, address – into the National Verifier; initial certifications



National Verifier searches for consumer in State/Federal databases and NLAD



If consumer eligibility record is not found, documentation is required



National Verifier agent reviews documents



Upload requested documentation



If documentation is acceptable, consumer is approved

Result



Service provider uses the National Verifier's eligibility approval to enroll the consumer in NLAD

Poll

Questions?

How To Apply for Lifeline via Mail

Obtaining the Paper Application



• Visit LifelineSupport.org 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 application (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



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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 PET PETSON. 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:

- 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.
- 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

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Lifeline Program **Application Form**



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2a. Your Information

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

Middle (optional) L A S T Last What is your phone number f you have one ? What is your date of birth?	Last What is your phone number (If you have one)? What is your date of birth?	fflx (optional
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What is the best way to reach you?		
What is the best way to reach you?	If you do not have a 55N, what is your Tribal Identification Number?	
what is the best way to reach you?	If you do not have a 35M, what is your Iribal Identification Number?	
✓email phone* text message* mail		

"if I selected the phone or text option, I consent to let USAC contact me at my Lifeline phone number for important reminders and updates to my Lifeline service.

If I selected the text message option, message and data rates may apply.

Text STOP to end messages.

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)

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Lifeline Program **Application Form**

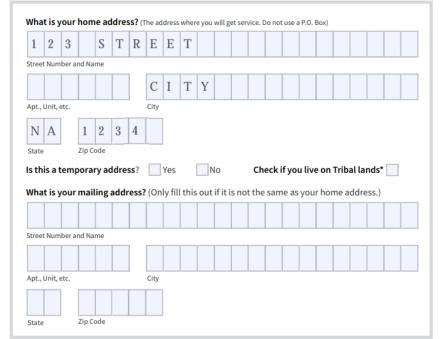


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2b. Your Information (continued)

* 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 Hawaiian Home Lands—areas held in trust for Native Hawaiian Homes Commission Act, 1920 July 9, 1921, 42 Stat. 108, et. seq., as amended; and any land designated as such by the FCC for purposes of this subpart pursuant to designation process in the FCC's Lifeline rules.



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

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Lifeline Program **Application Form**



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Universal Service
Administrative Co.

2c. Your Information (continued)

Only fill this section out if you are applying through a child or dependent.

First									
Middle (opti	ional)						Suffi	x (optional)	
Last									
What is t	heir date of	birth?							
	Day	Year							
Month									
	the last 4 nu	mhors of th	air Social S	ocurity N	umbar (9	CM12			

Paper Application: Page Five

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

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Lifeline Program Application Form



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	Universal Service Administrative Co

3. Qualify for Lifeline

Fill out this section to show that you, your dependent, or someone in your household qualifies for Lifeline.

You can qualify through some government assistance programs or through your income (you do not need to qualify through both).

Qualify throug	h a govern	ment p	rogram
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	mental Nutrition Assistance Program (SNAP) (Food Stamps)
Supple	mental Security Income (SSI)
Medica	id
Federa	Public Housing Assistance (FPHA)
Veterar	s Pension or Survivors Benefit Programs
ıl Speci	ic Programs Bureau of Indian Affairs (BIA) General Assistance
	Tribal Temporary Assistance for Needy Families (Tribal TANF)
1	Tribat reliporary Assistance for Needy Families (Tribat TANT)
√	Food Distribution Program on Indian Reservations (FDPIR)

Including you, how many people live in your household? (check one)	Is your income the same or less than the amount listed for yo state and household size? (only check yes or no next to your household size)					
	All 48 States, DC, and Territories (not Alaska and Hawaii)	Alaska	Hawaii			
1	\$18,347	\$22,937	\$21,101	Yes		
2	\$24,719	\$30,902	\$28,431	Yes		
3	\$31,091	\$38,867	\$35,762	Yes		
4	\$37,463	\$46,832	\$43,092	Yes		
5	\$43,835	\$54,797	\$50,423	Yes		
6	\$50,207	\$62,762	\$57,753	Yes		
7	\$56,579	\$70,727	\$65,084	Yes		
8	\$62,951	\$78,692	\$72,414	Yes		
If more than 8, add this amount for each extra person:	Add \$6,372	Add \$7,965	Add \$7,331	Yes		

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

FCC FORM 5629

Lifeline Program Application Form





4.

Agreement

I agree, under penalty of perjury, to the following statements:

You must initial next to each statement.

I (or my dependent or other person in my household) currently get benefits from the government program(s) listed on this form or my annual household income is 135% or less than the Federal Poverty Guidelines (the amount listed in the Federal Poverty Guidelines table on this form).

l agree that if I move I will give my service provider my new address within 30 days.

FL I understand that I have to tell my service provider within 30 days if I do not qualify for Lifeline anymore, including:

- I, or the person in my household that qualifies, do not qualify through a government program or income anymore.
- 2) Either I or someone in my household gets more than one Lifeline benefit (including more than one Lifeline broadband internet service, more than one Lifeline telephone service, or both Lifeline telephone and Lifeline broadband internet services).

FL I know that my household can only get one Lifeline benefit and, to the best of my knowledge, my household is not getting more than one Lifeline benefit.

FL I agree that all of the information I provide on this form may be collected, used, shared, and retained for the purposes of applying for and/or receiving the Lifeline Program benefit. I understand that if this information is not provided to the Lifeline Program Administrator, I will not be able to get Lifeline benefits. If the laws of my state or Tribal government require it, I agree that the state or Tribal government may share information about my benefits for a qualifying program with the Lifeline Program Administrator. The information shared by the state or Tribal government will be used only to help find out if I can get a Lifeline Program benefit.

FL All the answers and agreements that I provided on this form are true and correct to the best of my knowledge.

I know that willingly giving false or fraudulent information to get Lifeline Program benefits is punishable by law and can result in fines, jail time, de-enrollment, or being barred from the program.

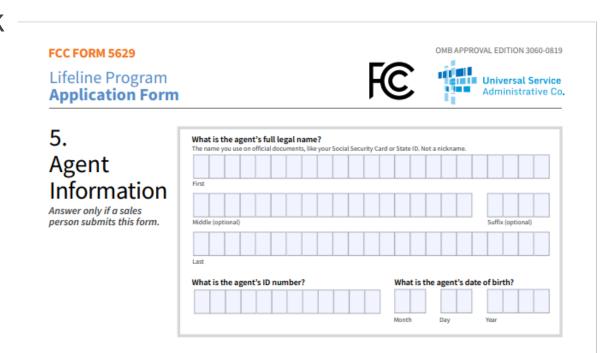
My service provider may have to check whether I still qualify at any time. If I need to recertify (renew) my Lifeline benefit, I understand that I have to respond by the deadline or I will be removed from the Lifeline Program and my Lifeline benefit will stop.

I was truthful about whether or not I am a resident of Tribal lands, as defined in section 2 of this form.

Signature Today's Date
FIRST LAST December 7, 2022

Paper Application: Page Seven and Eight

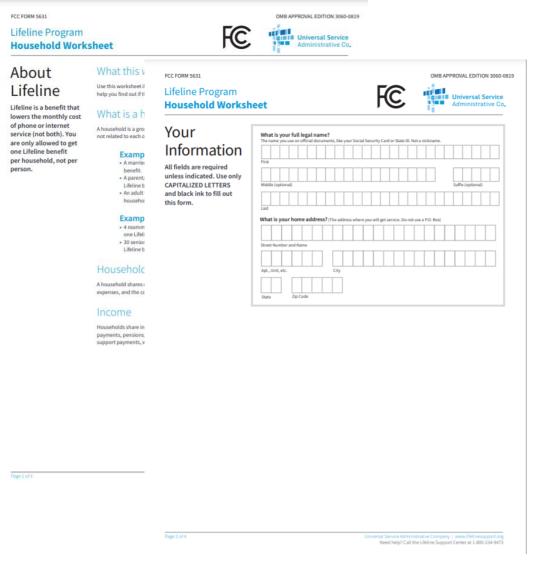
- Consumers may leave page seven blank if completing the application by themselves
- Lifeline companies are required to fill out page seven if they are helping the consumer complete the application



 Page eight includes information about the federal application

Submit Documentation to Streamline

- USAC recommends that consumer 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

Examples of Address Documentation

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>



Lifeline Program
Application Notice
ED-1001
APPLICATION_ID
[LETTER_DATE]

FIRST_NAME LAST_NAME ADDRESS CITY STATE ZIP_CODE

You Qualify for Lifeline! It's Time to Sign Up.

Dear FIRST_NAME LAST_NAME,

Your Lifeline application is approved! If you haven't already done so, the next step is to sign up with a participating phone or internet company in the next 90 days from your application.

i If you do not sign up in the next 90 days, you will need to reapply for Lifeline.

How to Sign Up

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



Companies Near Me

This tool can help you find companies in your area that offer Lifeline and the Affordable Connectivity Program (ACP) service. These programs can reduce the cost of phone or internet service by providing a monthly discount.

ACP service providers may have their own application process, so consumers should contact their preferred service provider for more information. Consumers may also be eligible for a one-time discount on a laptop, desktop computer, or tablet through ACP. Ask your service provider if they offer devices or use this tool to see a list of providers who offer discounted devices.

OR	

Poll

Questions?

Resolving Address Application Errors via Mail

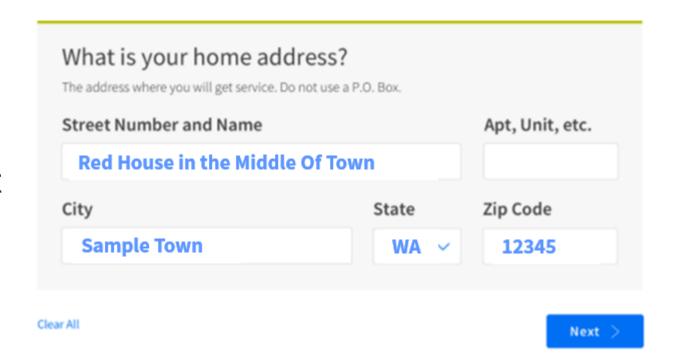
When Address Errors Occur



- A consumer will receive an address error when USAC cannot verify the consumer's address against USPS's Address Matching System (AMS)
 - This often occurs because a consumer submits a descriptive address or lives at an address that is not yet recognized by the USPS
- The consumer can submit information that verifies where they live

Examples of Descriptive Address

Consumers may enter a
 descriptive address or the
 intersection near where they
 reside if they don't have a street
 number and/or name



Verify Address via Mail

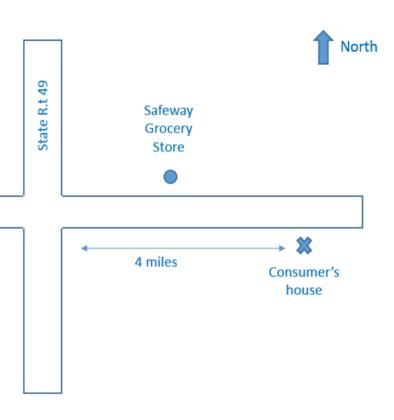
- Option 1: If a consumer has access to the internet but does not want to submit an online application, USAC recommends that they use a mapping tool (e.g., Google maps) to drop a pin where they live
 - Take a screenshot of the mapping tool (include the dropped pin and the consumer's coordinates) and print it
- Consumers must mail this information to USAC's Lifeline Support Center and the completed cover sheet within 45 days of initially submitting their application

Verify Address via Mail

- Option 2: Consumer uses a map from their community (e.g., from a gas station, phone or internet company, or Tribal government)
 - The consumer must circle their home
 - If coordinates are known, the consumer should write them on the map
- Consumers must mail this information to USAC's Lifeline Support Center and the completed cover sheet within 45 days of initially submitting their application

Verify Address via Mail

- Option 3: Consumer draws a map
- This map should include cross roads, identifiable landmarks, and distances
- If coordinates are known, the consumer should write them on the map
- Consumers must mail this information to USAC's Lifeline Support Center and the completed cover sheet within 45 days of initially submitting their application



Rural Rt. 7

King's Community

Center

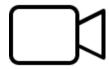
Tips to Confirm Address through Mail



- USAC needs a way to obtain the consumer's coordinates to verify they are eligible for the enhanced Tribal benefit
 - Options 1 3 allow USAC to do so, even if the consumer does not include the coordinates on their submission
 - If the consumer does not include coordinates, it may take longer for USAC to verify the consumer's address
- If a consumer applies through the mail with a descriptive address, they should include one of these options with the application submission to reduce processing time



Lifeline Tribal Webinars



- Review 2022 Tribal training slides:
 - Tribal Q1 Webinar: Lifeline Overview and Open Forum
 - Tribal Q2 Webinar: Resolving Application Errors

Educational Material

- Additional educational materials include:
 - Tribal Resources
 - <u>Tribal Lifeline Flyer</u> handout for consumer living on Tribal lands on how to apply and manage benefits
 - <u>Tribal Toolkit</u> contains educational resources for Tribal partners to adapt
 - General Resources
 - How to Apply One-Pager for communities outside of Tribal lands
 - Manage your Benefit One-Pager for communities outside of Tribal lands
 - Instructional Videos
 - How to Apply Online
 - How to Apply by Mail
 - How to Submit Documentation by Mail

Lifeline Websites



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

Lifeline Support Center



• Email: LifelineSupport@usac.org



• **Call**: (800) 234-9473

Lifeline Support Center

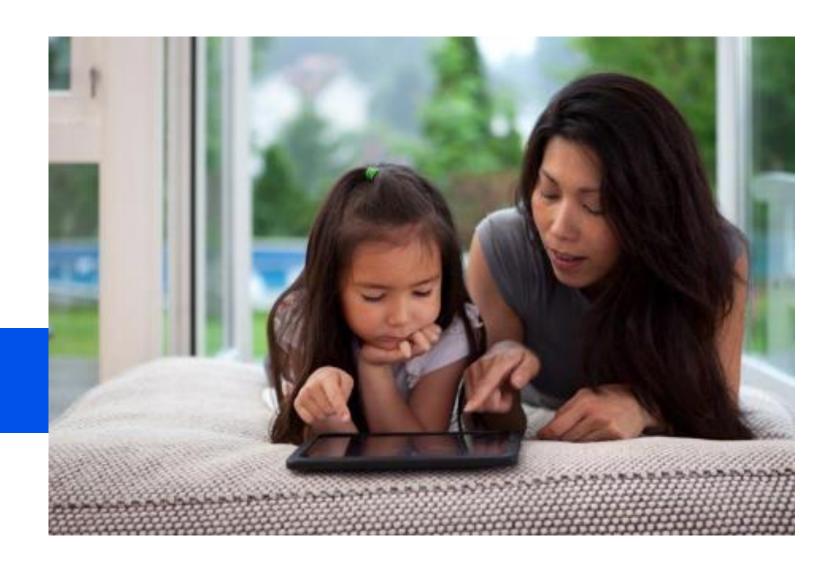
- Hours: seven days a week, from 9 a.m. to 9 p.m. ET
- Support:
 - Consumers with disabilities who need help submitting a Lifeline application may contact the support center for assistance
 - The Lifeline Support Center can assist consumers in 200 different languages (in addition to English and Spanish)



Take Our Survey



- We want to hear about your webinar experience
- Expect an email with a unique survey link in 1-2 business days
- We appreciate your feedback



Thank You!

