

E-rate Program

Getting Paid

May 7, 2013 – Atlanta
May 9, 2013 - Los Angeles

- Invoicing
- Collecting Bill Support
- Overcoming Rejection

Getting Paid

Invoicing

- **Service Provider Invoice**
 - FCC Form 474 – aka SPI
 - Filed after Form 486 Notification letter received
 - Requests reimbursement for discounts on eligible products/services
 - Delivered to eligible locations
 - For eligible purposes
 - Provided by eligible service providers
 - Service Provider Annual Certification (FCC Form 473)

- **Service Provider Invoice**
 - Corrective SPIN changes
 - Electronic submission
 - Invoice Status Report
 - Error files
 - Remittance statement
 - ACH transfer and FCC Form 498

- **Billed Entity Applicant Reimbursement**
 - FCC Form 472 – aka BEAR
 - Filed after Form 486 Notification letter received
 - E-Cert system
 - Access to online Item 21
 - Access to online BEAR
 - Online BEAR to find certification requests
 - Email from applicant's submission
 - Positive approval
 - Track BEARs for entire history of program (incl. paper)

- **Billed Entity Applicant Reimbursement**
 - Requests reimbursement for discounts on eligible products/services
 - Delivered to eligible locations
 - For eligible purposes
 - Provided by eligible service providers
 - Service Provider Annual Certification (Form 473)
 - Applicant has paid the bill in full

- Billed Entity Applicant Reimbursement
 - BEAR Notification Letter
 - Remittance statement
 - ACH email
 - Must pass reimbursement to applicant within 20 business days
 - Dunning

Getting Paid

Collecting Bill Support

- Review documentation
 - Service Certification – match invoice submitted
 - Copy of customer bill
 - Volumes of customer bills
 - Comparison with Item 21 attachment
 - Billed party
 - Shipped to party
 - Ineligibles identified
 - Allocations identified

- Review documentation
 - Contract
 - Dates
 - Progress payments
 - Proof of payment by beneficiary
 - Checks
 - ACH

Getting Paid

Overcoming Rejection

- Rejections
 - Filling out form completely
 - SPIN – registered, certified for fund year
 - 471 – correct, approved by FCDL
 - FRN – correct, Form 486 Notification Letter
 - Discount amount
 - Committed amount
 - Duplicate submissions

■ Rejections

– Dates

- Fund Year delivery dates
 - Extensions
- Contract dates – Form 500
- Billed date
- Shipped date
- Invoice deadline – new provision for extension
- Review deadlines – timeliness of response

- Rejections
 - Eligible services
 - Item 21 attachment
 - Approved
 - Service substitutions
 - ESL – versus – Item 21 attachment
 - May be eligible on list but not requested on Item 21 attachment
 - Need service substitution
 - Product replacement

■ Rejections

– Is this correctable?

- Rejections identified in remittance statement or BEAR Notification Letter
- Rejections can be corrected in most cases
- Correct form input and refile
- Obtain proper documentation and refile
- Obtain service substitution and refile
- Obtain proof of payment, delivery, customer bill and refile
- Appeal to USAC or FCC

Questions?