

2015 Service Provider Training

Invoicing

June 2, 2015 | Phoenix, AZ

June 16, 2015 | Tampa, FL

Invoicing

Agenda

Today we'll talk about:

- How to Invoice – Getting Thru the Process
- Common Invoicing Mistakes
- Deadline Extensions
- Future : BEAR Forms and Direct Payments

Invoicing

How to Invoice – Getting Thru the Process

How to Invoice – Getting Thru the Process

FCC Form 473

- Annual certification to program compliance
- Required before any invoice is processed
- Must be filed for each funding year
- No deadline
- Online only form by July 1, 2016

How to Invoice – Getting Thru the Process

BEAR – versus - SPI

- BEAR – FCC Form 472
 - Billed Entity Applicant Reimbursement
 - Reimbursement of fully paid customer bill
 - Applicant submits
 - Online
 - Fax and paper forms - discontinued July 1, 2016
 - Provider signs certifications
 - 20 Day time to reimburse applicant

How to Invoice – Getting Thru the Process

BEAR – versus - SPI

- SPI – FCC Form 474
 - Service Provider Invoice
 - Reimbursement of discounted customer bill
 - Filed by provider
 - Electronic – (.csv file submitted by email)
 - Online
 - Paper will be discontinued July 1, 2016

How to Invoice – Getting Thru the Process

Review

- Review of invoice submitted
 - Automatic – system verification
 - Manual – detailed review
- Service Certifications
- Customer bills from provider to applicant
- Payment of beneficiary portion
 - Proof of payment

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Common Invoicing Mistakes

Common Invoicing Mistakes

- Commitments are NOT grants – can only bill for services actually delivered, even if that amount is less than the commitment amount
 - Services not eligible
 - Service provider not listed on 471
 - Services billed to party not listed on 471
 - Services not listed on Item 21
 - Services delivered outside funding year
 - Services delivered to location not listed on 471

Common Invoicing Mistakes

- Service Certifications
 - Customer bill does not identify services
 - Items on customer bill not found on Item 21
 - Service provider not certified
 - Service substitutions not requested
 - Services delivered outside contract dates
 - Name on bill does not match 471

Common Invoicing Mistakes

- Payment of beneficiary portion
 - Proof of payment not returned when requested
 - Check does not demonstrate clearing bank
 - Check already shows payment for another invoice
 - Documents not from bank website
 - Payment validation not verified by applicant

Invoicing

Deadline Extensions

Service Delivery and Installation Extension

– Automatic

- Late FCDL, Appeals
- SPIN Changes, Service Substitutions
 - March 1 key date
 - Extends until September 30 of the following year

Service Delivery and Installation Extension

– Must File a Request

- Filed by the Billed Entity – by September 30 for non-recurring services
- Must be filed on FCC Form 500 – (FCC Form 500 is also used to adjust the Contract Expiration Date)
- Must provide a reason
- When the service provider is unable to complete delivery and installation for reasons beyond the service provider's control
- When the service provider is unwilling to complete delivery and installation after USAC withheld payment for those services on a properly submitted invoice for more than 60 days after submission

Invoice Extension

- Invoice Filing Deadline
 - Invoices must be submitted to the Administrator:
 - (1) 120 days after the last day to receive service, or
 - (2) 120 days after the date of the FCC Form 486 Notification Letter, whichever is later. – 54.514 (a)

Invoice Extension

- Invoice Deadline Extension
 - In advance of the deadline pursuant to paragraph (a), service providers or billed entities may request a **one-time** extension of the invoicing deadline.
 - The Administrator shall grant a 120 day extension of the invoice filing deadline, if it is timely requested. – 54.514 (b)
 - No longer need to provide a reason for the extension request

Invoicing

Future : BEAR Forms and Direct Payments

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Changes for Funding Year 2016

- Online Only - via Portal under development
- Paper BEAR will be discontinued July 1, 2016
- Certifications to change
- Commission will allow applicants to invoice USAC for funding and receive direct payments in funding year 2016
- Work with your applicants as they determine which process they choose to use
- May require some documentation during invoice review

Future : BEAR Forms and Direct Payments

Direct Payment – Funding Year 2016

- New FCC Form 498 to be released in December 2015
- Payments only via electronic transfer
- Billed Entities will be paid directly to bank account
- Bank account information will be required
- Applicant Form planned to be available beginning second quarter 2016
- Payments to begin July 1, 2016

With questions, please contact us!

Mick Kraft

Senior Manager of Invoicing

Phone: (202) 776-0200

Email: mkraft@usac.org

Website: www.usac.org

Thank you!