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## Schools and Libraries News Brief

July 28, 2006

### Commitments for Funding Years 2006

**Funding Year 2006.** USAC will release FY2006 Wave 15 funding commitment decision letters (FCDLs) August 1. As of July 28, FY2006 commitments total about \$523 million for approved Priority 1 requests (Telecommunications Services and Internet Access).

USAC will continue to issue weekly funding commitment waves. After noon on the date that the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

### FCC Issues Public Notice on Eligible Services List

On July 21, 2006, the FCC released a [Public Notice \(FCC 06-109\)](#) establishing the comment period for the Funding Year 2007 Eligible Services List.

Comments on the **draft** Eligible Services List, which is attached to the Public Notice, are **due to the FCC on or before August 4, 2006**. Reply comments are **due to the FCC on or before August 14, 2006**. For information on filing comments with the FCC, please refer to the Public Notice.

USAC has prepared a list of the [Principal Proposed Changes](#) and a [version of the draft list with active links](#) to assist the comment process.

### Spotlight on Invoicing

USAC's invoice processing has made great strides in the past six months. Invoices are moving to decisions much more quickly, and fewer line items are in process for any significant length of time. For example, in June 2006, 97.1% of invoice line items were processed within 30 days, with an average processing time of four days.

We would like to improve on this performance by providing some tips to help both applicants and service providers complete their invoice forms properly the first time they file. This guidance applies to both invoice forms — the Billed Entity Applicant Reimbursement (BEAR) Form 472 and the Service Provider Invoice (SPI) Form 474.

**Verify that a Form 486 has been filed for each Funding Request Number (FRN) listed on your invoice.** Both applicants and service providers receive a copy of the [Form 486 Notification Letter](#) that is issued by USAC when a Form 486 has been successfully processed.

- TIP: Use the [Data Retrieval Tool](#) to find this information. Choose the Funding Year, enter your BEN (Billed Entity Number) or your SPIN (Service Provider Identification Number), and click on "Select Standard Report." If the line on the report for your FRN shows a date in the field "486 SSD" (the service start date as shown on the Form 486), USAC has a Form 486 on file for that FRN.

**Verify that the service provider has a Form 473 on file for that funding year.** Service providers must file the Service Provider Annual Certification (SPAC) Form 473 each year that they participate in the program. Payments will not be approved if USAC does not have a SPAC on file for the funding year being invoiced.

- TIP: Use the [SPIN Contact Search tool](#) to find this information. Enter the first few letters of the service provider's name and a percent sign (%) or enter the SPIN. If the funding year in question appears in the column "SPAC Filed," USAC has a SPAC on file for that SPIN for that funding year.

**Enter EITHER a Customer Billed Date or a Shipping Date to Customer, not both.** In general, the column marked "Customer Billed Date" is used for recurring services, and the column marked "Shipping Date to Customer" is used for non-recurring services. If you enter dates in both columns on the same line, USAC cannot process that line of your form.

If you are invoicing USAC for a recurring service, you can use the actual date of the customer bill (the bill from the service provider to the applicant) as the Customer Billed Date. If you are billing for several months of the recurring service and the service provider has issued several customer bills, use the date of the earliest bill.

- **SPI Example.** A service provider bills its customer for the non-discount share of a month of recurring service on September 20, 2005. The service provider then files a SPI Form and enters "09/2005" in the line of the Customer Billed Date column to invoice USAC for the discount amount.
- **BEAR Example.** An applicant receives and pays customer bills dated August 5, September 5, and October 5, 2005. Each customer bill is for a month of recurring service. The applicant then files a BEAR Form and enters "08/2005" in the line of the Customer Billed Date column to invoice USAC for the discount amount for the three months. (The applicant could also enter three separate lines, one for each month; in that case, the three lines would feature Customer Billed Dates of "08/2005," "09/2005," and "10/2005" respectively.)

**Enter the initial date of the actual service provided for the period being invoiced.** In many cases, applicants and service providers enter the first day of the funding year every time they send an invoice for an FRN. To USAC, this looks like a duplicate invoice. So, for example, if a project containing non-recurring services for Funding Year 2005 has four phases, each of which takes three months to complete, the entries in the Shipping Date to Customer field might be "09/30/2005," "12/31/2005," "03/31/2006," and "06/30/2006."

**Verify that the Form 471 Application Number and the FRN match.** USAC cannot process an invoice if the FRN being invoiced is from a different Form 471 than the one cited.

- TIP: Refer to your copy of the [Funding Commitment Decision Letter](#), the [Form 471 Receipt Acknowledgment Letter](#), or the [Data Retrieval Tool](#) to make sure that you associate your FRN with the correct Form 471 Application Number.

**Verify that the Discount Amount Billed is less than the Total (Undiscounted) Amount.** The Discount Amount Billed should be the Total (Undiscounted) Amount multiplied by the approved discount percentage, which is always 90% or less. While this may be one of the most common math errors, it is not the only one. Please check all of your calculations before submitting your form.

We hope that this information will help you prepare invoices that are accurate and complete, which will in turn speed the processing of those invoices through USAC.

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