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October 23, 2015

TIP OF THE WEEK: Be sure to complete your invoicing process for FY2014 recurring services by the invoice deadline (see below). If you will not be able to complete your invoicing process by this deadline, file an invoice deadline extension request on or before October 28.

Commitments for Funding Year 2015

Funding Year 2015. USAC will release Funding Year (FY) 2015 Wave 24 Funding Commitment Decision Letters (FCDLs) on October 29. This wave includes commitments for approved requests for all service types and at all discount levels. As of October 23, FY2015 commitments total over \$2.39 billion.

On the day the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

Updates to the Schools and Libraries Section of the USAC Website

The Schools and Libraries (E-rate) Program website has recently been updated to reflect [E-rate Modernization Order](#) program changes. Along with guidance updates, the main webpage has been redesigned to make it easier to find out about program news, announcements, and to link to important program documents.

To navigate to the E-rate Program application process steps, select either "Applicant Process" or "Service Provider Process" on the main page below the slideshow images. To go to an individual process step, click the arrow to the right of "Applicant Process" or "Service Provider Process" and a dropdown menu will appear. To view the full list of process steps, click the words "[Applicant Process](#)" or "[Service Provider Process](#)."

The left-hand margin also includes links to additional information about the program and to resources and tools. The [Reference Area](#) in the left-hand margin of the website provides an alphabetized list of program topics. Visit the E-rate Program [Online Learning Library](#) to view videos and webinars containing step-by-step form filing instructions and program guidance. When you are ready to begin, visit the [E-rate Productivity Center \(EPC\)](#) webpage for information about setting up your organization in USAC's new account and application management portal.

October Deadlines Fast Approaching for FY2014 Invoices and FY2015 FCC Forms 486

In the [September 25 SL News Brief](#), we discussed two October 28 deadlines related to invoices for FY2014 recurring services. There is also an October 29 deadline for filing FY2015 FCC Forms 486.

- Reminder: October 28 invoicing deadline for FY2014 recurring services

The deadline for invoicing USAC for recurring services – that is, services delivered continuously or at regular intervals, such as basic telephone service, monthly Internet access, and basic maintenance of internal connections – is calculated as follows:

- 120 days after the last date to receive services (which is generally June 30 of the funding year) or
- 120 days after the date of the FCC Form 486 Notification Letter

whichever is later.

October 28, 2015 is the deadline for most applicants and service providers to invoice USAC for FY2014 recurring services. This deadline applies if the date of your FY2014 FCC Form 486 Notification Letter is on or before June 30, 2015, and it applies to both invoice forms:

- The [FCC Form 472](#), Billed Entity Applicant Reimbursement (BEAR) Form, is filed by the applicant and approved by the service provider after the applicant has paid for the services in full.
- The [FCC Form 474](#), Service Provider Invoice (SPI) Form, is filed by the service provider after the service provider has billed the applicant for the applicant's non-discount share of the cost of the services.

Applicants and service providers must submit invoices on or before their invoice deadline, or file a timely request for an extension (see below). Invoices submitted after the invoice deadline will not be processed.

NOTE: A BEAR Form must be approved by the service provider on or before the invoice deadline to be considered timely filed. This means:

- A BEAR Form filed online must be approved online by the service provider on or before the invoice deadline.
- A BEAR Form filed on paper must include the service provider approval on a completed page 4 of the form and be [postmarked](#) on or before the invoice deadline.

- Reminder: October 28 deadline to request an extension of time to file an invoice for FY2014 recurring services

Applicants and service providers can request a single one-time 120-day extension of the deadline to file an invoice.

If you need to request an invoice deadline extension, you must submit or postmark your request on or before the day that the invoice is due. For most FY2014 recurring services, you must request an extension of the invoice deadline on or before October 28, 2015. **USAC cannot grant invoice deadline extension requests received or postmarked after the deadline for the invoice.**

More information on invoice deadline extension requests, including options for submission, can be found on the [Invoice Extensions](#) webpage on the USAC website.

- October 29 deadline for filing an FY2015 FCC Form 486

In general, applicants file FCC Form 486, Receipt of Service Confirmation and Children's Internet Protection Act and Technology Plan Certification Form, to notify USAC that they have started receiving services approved for the funding year. The deadline for filing an FCC Form 486 is calculated as follows:

- 120 days after the service start date reported on the FCC Form 486 or
- 120 days after the date of the FCDL

whichever is later.

If the service start date on an FRN is July 1, 2015 and the date on your FCDL is on or before July 1, 2015, the deadline to file your Form 486 for that Funding Request Number (FRN) is October 29, 2015.

- If the service start date on an FRN is after July 1, 2015 and/or the date on your FCDL is after July 1, 2015, the deadline to file your Form 486 for that FRN is later than October 29.

If you miss the 120-day deadline, USAC will adjust the service start date on a late FCC Form 486 to the date 120 days before the postmark date (for paper forms) or the certification date (for forms filed online and certified online or on paper) after we have processed your form.

- Note that, as in the past, USAC will provide a notification of a grace period for FCC Forms 486 that appear to be late. However, we STRONGLY suggest that you file and certify your form on or before the deadline.
- You should file your FCC Form 486 as soon as possible if you miss the deadline and also fall outside the grace period. If USAC adjusts your service start date as described above, you will not be able to receive discounts on services delivered before the adjusted service start date.

NOTE: If USAC has issued a positive commitment for an FRN and you are appealing or have appealed a reduction in funding or other issue related to that FRN, the FCC Form 486 deadline still applies. The FCC Form 486 deadline does not apply if USAC has denied the entire amount of the funding request for that FRN.

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