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Universal Service
Administrative Co.

Schools and Libraries Program News Brief

July 26, 2019

TIP OF THE WEEK: Join us on Wednesday, August 21 at 3:00 p.m. EDT for our webinar on the **E-rate Invoicing Process**. You can [register](#) now or by following the registration link on our [Webinars](#). As a reminder, the invoice deadline for FY2019 recurring services is October 28, 2019.

Commitments for Funding Year 2019

Funding Year 2019. USAC released Funding Year (FY) 2019 Wave 14 Funding Commitment Decision Letters (FCDLs) on July 25. As of July 26, FY2019 commitments total over \$1.18 billion.

On the date that FCDLs are issued, you can access your FCDL notification from the **Notifications** section of your landing page in the E-rate Productivity Center (EPC).

Invoicing Reminders

Now that the June 30, 2019 deadline to receive FY2018 recurring services has passed, applicants and service providers should be working on completing and submitting their final invoices for these services. For most applicants and service providers, the deadline to submit invoices for these services is October 28, 2019. You can request one 120-day extension of this deadline, but your request must be filed on or before the original deadline.

Before USAC can process invoices – either an FCC Form 472 (BEAR Form) or an FCC Form 474 (SPI Form), the following must have occurred:

- USAC has issued an FCDL to the applicant and service provider with a positive commitment.
- The applicant has certified – and USAC has approved – an FCC Form 486 to establish the service start date for the approved Funding Request Numbers (FRNs).
- The service provider has certified an FCC Form 473 (SPAC Form) for each Service Provider Identification Number (SPIN) that will be featured on an invoice form.

For applicants submitting BEAR Forms, there are two additional requirements:

- The applicant has certified – and USAC has approved – an FCC Form 498.
- The applicant already has (or has requested and received) a Personal Identification Number (PIN) in order to access the online BEAR Form.

FCC Forms 486 and 473

Applicants who need assistance with completing and certifying an FCC Form 486 for FY2019 should review the following materials:

- [FCC Form 486 Filing](#) guidance document and associated hyperlinks
- [How to File the FCC Form 486](#) video walkthrough
- [Starting Services: FCC Form 486](#) webinar recording

Service providers who need assistance with completing and certifying an FCC Form 473 for FY2019 should review the following materials:

- [FCC Form 473 Filing](#) guidance document and associated hyperlinks
- [January 4, 2019 SL News Brief](#)
- [FCC Form 473 User Guide](#)

Applicant FCC Form 498 and PINs

Over the next few issues of the SL News Brief, we will cover these two additional applicant requirements in more detail.

Incorrect Link on First Demand Payment Letter

We have recently become aware that the link referencing payment plans in Demand Payment Letters (DPL) is incorrect and needs to be updated. DPLs are sent after the Commitment Adjustment Letter (CAL). If we determine that you are required to return funds to USAC due to an audit or other post-commitment review or process, we will send you a CAL with the details of our review. You have 60 days to appeal the decision in that letter.

On the 61st day or after, we will send you a First DPL. The DPL requests payment of the amount in the CAL and provides information on how to submit your payment. As a reminder, these notifications are posted to EPC if they relate to FY2016 and later funding years and are sent by U.S. Mail if they relate to FY2015 or previous funding years.

The link referencing payment plans in the DPLs needs to be changed. While we are working on making this update, you can follow this link to the [Payment Plan](#) page on the USAC website to get information on payment plans.

Please note the following:

- Although the Payment Plan page specifically addresses payment plans for contributors, applicants follow essentially the same procedure that is described in the [Sample Acknowledgment Letter](#) linked to this web page.
- An approved payment plan imposes a number of obligations, which are described in detail in the Sample Acknowledgment Letter. You should review these obligations carefully.
- The minimum administrative charge for a payment plan is \$1,000.00.

For more information on setting up a payment plan, you can contact USAC's Finance Department at 888-641-8722, option 4 (Contributors).

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