

# ARKANSAS



"Funding Connectivity for Learning"

Work Group (AEWG)



- Before you submit an invoice to USAC:
  - USAC must make a commitment for the Funding Request Number (FRN)
  - Applicant must file and successfully certify Form 486, Receipt of Service Confirmation Form, for that FRN
  - Service provider must file Form 473, Service Provider Annual Certification (SPAC) Form for that funding year and that Service Provider Identification Number
  - In general, services must have been delivered



- Two invoicing methods
  - Form 472, Billed Entity Applicant Reimbursement (BEAR) Form
    - Applicant pays for services in full and then requests reimbursement from USAC
  - Form 474, Service Provider Invoice (SPI) Form
    - Service provider discounts customer (applicant) bills and then requests discount amount from USAC



- **BEAR Form**

- Applicant must pay for services in full before submitting BEAR
- Service provider reviews and approves BEAR Form before it is submitted
- USAC approves payment to reimburse the discount amount to the service provider
- Service provider must remit funds to applicant no later than 20 days after RECEIPT of funds



- SPI Form
  - Service provider must bill applicant (customer) before submitting SPI
  - USAC reimburses the discount amount to the service provider
  - SPIs can be submitted electronically, online, or on paper



- Line Items
  - You can file one line item or many line items on a single invoice
  - A line item is not limited to a certain time period
    - You can file one year’s worth of service on one line, or file monthly, bimonthly, quarterly, etc.
  - Line items can also be for one-time charges



- Invoice deadline:
  - Invoices must be postmarked or received by USAC no later than:
    - 120 days after the last date to receive service or
    - 120 days after the date of the Form 486 Notification Letterwhichever is later
  - Extensions can be requested



- Service delivery deadline:
  - Recurring services
    - June 30 of funding year
  - Non-recurring services
    - September 30 following end of funding year
    - Some extensions are automatic while others must be requested
    - Requests for extensions must be postmarked or received by USAC no later than the last day to receive service



- Automatic extensions are processed for:
  - Funding Commitment Decision Letter (FCDL), SPIN Change approval, or service substitution approval notification dated on or after March 1
- Extensions must be requested for:
  - Service providers unable to complete implementation for reasons beyond their control
  - Service providers unwilling to complete installation because USAC withheld payment on a properly completed invoice for at least 60 days



- If a service delivery extension occurs:
  - Contracts may need to be extended
    - (HINT: Set contracts for non-recurring services to expire September 30)
    - Applicants must file a Form 500 to extend the contract expiration date before an invoice dated after that date can be paid



- Invoices are assigned daily for Invoice Review
- Invoice Review process works quickly
  - Average processing time in 2007 is six days after receipt
- Payments on approved invoices are run twice a week



- Invoice Review verifies that funds are disbursed only for products and services that are:
  - Installed at and/or delivered to eligible recipients of service
  - Eligible and approved for funding during the PIA review of the Form 471
  - In general, received during the funding year (including extensions)



- Service certifications
  - Only requested under some circumstances
  - Verify that the invoiced services were approved on the Form 471 and delivered
  - May include requests for detailed (customer) bills from the applicant or the service provider and verification of payment
  - Check for service substitutions if the services invoiced do not match the services requested



- Filing a BEAR online – Applicants need
  - Personal Identification Number (PIN)
    - Issued to authorized person only
    - Some PINs are BEAR-specific
  - Valid email address
  - Form 471 Application Number, FRN, and SPIN that match
  - Customer bills
  - Contact person information



- Approving a BEAR online – Service providers need
  - Form 498 E-cert ID and password
    - Service provider can assign multiple users
  - Valid email address
  - Customer bills
  - Contact person information



- Filing a SPI online – Service providers need
  - Customer bills
  - Contact person information
  - No certifications on Form 474
    - Certifications already made on Form 473



- File online
  - System checks for errors and notifies you if data are missing or inconsistent
  - Invoice Review process can begin soon after all required information is submitted online
  - Service providers: Update your Form 498 information and verify your E-cert ID and password so that you can approve BEARs
    - For assistance, call 1-888-641-8722



- Read and follow directions provided in:
  - Form instructions
  - Website guidance
  - Notification letters (samples on USAC website)
  - Other communications
- Provide complete documentation
- Do not wait until the last minute
  - Applicants should ask service providers what their lead time is for approving BEARs



- Call or email your reviewer with questions
  - Contact information is provided on requests for information from Invoice Review
- If possible, resubmit your invoice instead of filing an appeal
  - If you understand from USAC's communication what was incorrect on your invoice, you can just resubmit the invoice with the correct information or within the correct timeframe



- Before filing, verify that:
  - Your invoice is not a duplicate
  - You removed any ineligible products and services
  - You removed any products and services that were not approved on that FRN
  - Funds still remain on the FRN
  - You are filing timely and do not need to first request an invoice deadline extension