

Guide to Requesting Invoice Deadline Extension



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When are BEARs due?

BEARs must be certified no later than 120 days after the last day services are received or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later.

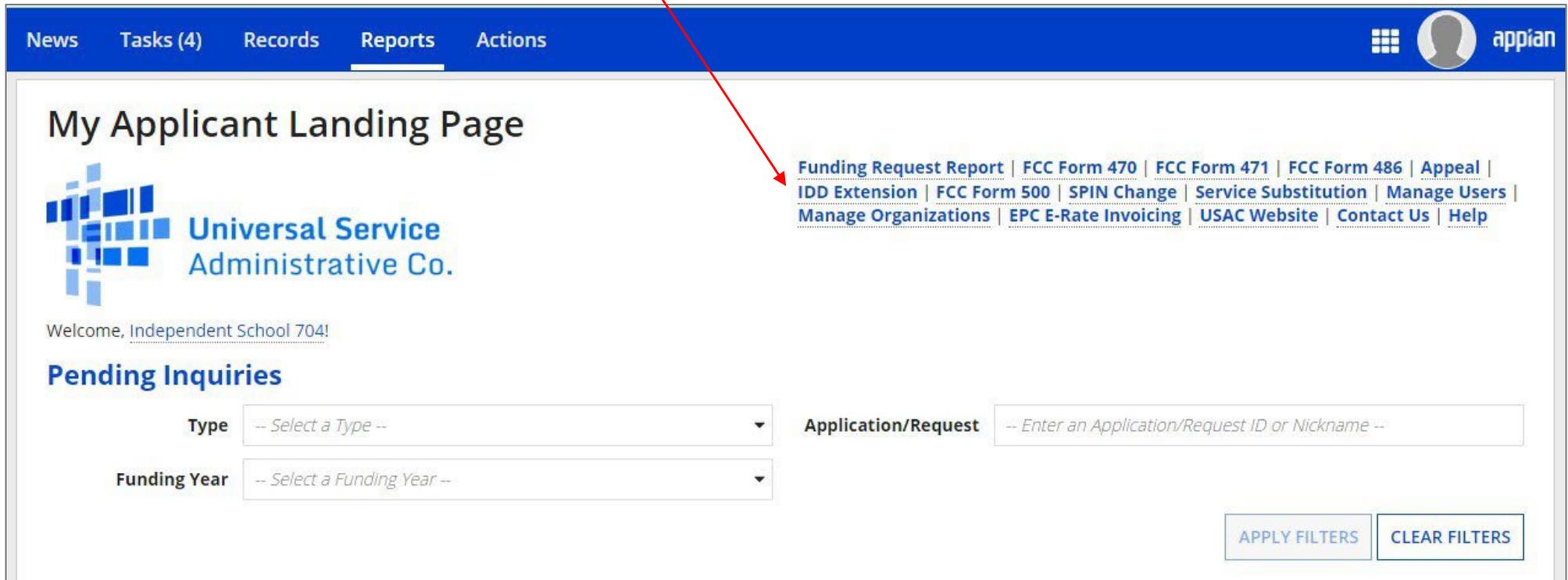
What if I need an extension?

USAC will automatically grant upon request a single, one-time, 120 day extension to an applicant's BEAR invoice deadline. However, the extension must be requested on or before the original BEAR filing deadline of October 28.

Each FRN for which you need an extension must be specifically requested - a request granted for one FRN on a Form 471 will not extend to other FRNs on that Form 471

Invoice Deadline Extension

① On the EPC Landing Page, click on the “IDD Extension” link



The screenshot displays the EPC Landing Page interface. At the top, a blue navigation bar contains the following items: News, Tasks (4), Records, Reports (highlighted with a red underline), and Actions. On the right side of the navigation bar, there is a grid icon, a user profile icon, and the text 'appian'. Below the navigation bar, the main content area is titled 'My Applicant Landing Page'. On the left side of this area, there is a logo for 'Universal Service Administrative Co.' and a welcome message: 'Welcome, Independent School 704!'. To the right of the logo, there is a list of navigation links: [Funding Request Report](#), [FCC Form 470](#), [FCC Form 471](#), [FCC Form 486](#), [Appeal](#), [IDD Extension](#), [FCC Form 500](#), [SPIN Change](#), [Service Substitution](#), [Manage Users](#), [Manage Organizations](#), [EPC E-Rate Invoicing](#), [USAC Website](#), [Contact Us](#), and [Help](#). A red arrow points from the text above to the 'IDD Extension' link. Below the navigation links, there is a section titled 'Pending Inquiries'. This section contains three search filters: 'Type' with a dropdown menu showing '-- Select a Type --', 'Funding Year' with a dropdown menu showing '-- Select a Funding Year --', and 'Application/Request' with a text input field containing '-- Enter an Application/Request ID or Nickname --'. At the bottom right of the 'Pending Inquiries' section, there are two buttons: 'APPLY FILTERS' and 'CLEAR FILTERS'.

Invoice Deadline Extension

② Enter each FRN in text format, separated by a comma (the system will ignore spaces)

NOTE: Multiple FRNs from different forms and/or different funding years may be listed on the same request

Request an Extension: Invoice Deadline Date

Funding Request Number(s) for Extension

List one or more funding request numbers (FRN) below to check its eligibility for an extension to the Invoice Deadline Date.

600/600 characters remaining

Note: Each FRN must be separated by a comma.

③ Then click on the “CHECK ELIGIBILITY” button

Invoice Deadline Extension

A grid of the FRNs you have entered will appear, split into two tables.

The first table includes the FRNs that are eligible for an extension. If there are any FRNs on this table you want to remove, check the box to the left of the FRN and then click on the "Remove" button.

The second table will include the FRNs for which you cannot submit an extension request together with the reason for each (for example, the FRN does not exist in EPC or the FRN does not belong to your organization).

Request an extension: Invoice Deadline Date

Funding Request Numbers Eligible for Extension

The funding request numbers listed below are eligible for an Invoice Deadline Date extension. The request must still be submitted and approved by USAC before an extension can be granted. To edit your list of FRNs, use the Back button at the bottom of this screen.

<input type="checkbox"/>	Funding Request Number	↑	FRN Nickname	Current Service Delivery Deadline	Current Invoice Deadline Date	BEN	SPIN
<input type="checkbox"/>	1799006331		FY2017 DF MFC	6/30/2018	10/29/2018	16055092	143035885

REMOVE

Funding Request Numbers Ineligible for Extension

The funding request number(s) listed below are not eligible for an Invoice Deadline Date extension. For more information, please review the Reason for Ineligibility.

Funding Request Number	↑	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
1700000000		N/A	This is not a valid FRN in EPC	N/A	N/A	N/A	N/A

Note: Only eligible FRNs will be submitted for an extension. To edit your list of FRNs, use the Back button below.

CANCEL BACK

SUBMIT

Invoice Deadline Extension

④ Look through the list to verify the FRNs

Request an extension: Invoice Deadline Date

Funding Request Numbers Eligible for Extension

The funding request numbers listed below are eligible for an Invoice Deadline Date extension.

The request must still be submitted and approved by USAC before an extension can be granted. To edit your list of FRNs, use the Back button at the bottom of this screen.

<input type="checkbox"/>	Funding Request Number	↑	FRN Nickname	Current Service Delivery Deadline	Current Invoice Deadline Date	BEN	SPIN
<input type="checkbox"/>	1799006331		FY2017 DF MFC	6/30/2018	10/29/2018	16055092	143035885

REMOVE

Funding Request Numbers Ineligible for Extension

The funding request number(s) listed below are not eligible for an Invoice Deadline Date extension. For more information, please review the Reason for Ineligibility.

Funding Request Number	↑	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
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No items available

Note: Only eligible FRNs will be submitted for an extension. To edit your list of FRNs, use the Back button below.

CANCEL

BACK

SUBMIT

⑤ Click on the "SUBMIT" button

Invoice Deadline Extension

The system will return the eligible FRNs in two tables.

The first table includes FRNs with approved extensions. The extended invoice deadline date will appear after the original invoice deadline date.

The second table includes FRNs that have not been approved for extensions, together with the reason for the denial (for example, an extension has already been granted for that FRN or if there are no undisbursed funds left on that FRN).

Note that the table of FRNs originally marked as ineligible is repeated below the first two tables for reference.

Request an extension: Invoice Deadline Date

For your records, a News Post and corresponding email will be sent to you with the details of this submitted IDD extension request #29.

Approved for an IDD extension
The funding request number(s) listed below have been approved for an extension to the Invoice Deadline Date.

Funding Request Number	FRN Nickname	Original Invoice Deadline Date	Extended Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
1799006331	FY2017 DF MFC	10/29/2018	2/26/2019	6/30/2018	16055092	143035885

Denied for an IDD extension
The funding request number(s) listed below have been denied for an extension to the Invoice Deadline Date. Please review the reason below for more information.

Funding Request Number	FRN Nickname	Reason for Denial	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN

Ineligible for an IDD extension
The funding request number(s) listed below are not eligible for an Invoice Delivery Deadline extension. Please review the reason below for more information.

Funding Request Number	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
No items available						

Form 472 (BEAR) CLOSE

Invoice Deadline Extension

The requestor will receive an email containing the extension request information, and a **News** post will be created for both the BEN(s) and the SPIN(s) associated with the FRNs on the list.

Additionally, within the **Notifications** section of the Landing Page for each BEN and SPIN a notification of the decision for each FRN will be listed.

From: EPC Application Administrator <EPC.Application.Administrator@usac.org>
 Date: Mon, Oct 1, 2018 at 11:43 AM
 Subject: USAC: Invoice Deadline Extension Request 29
 To:



The attached file lists the Invoice Deadline Date for all funding request numbers (FRN) submitted in Invoice Deadline Extension Request 8380. Out of 1, 1 FRN was approved for an invoice deadline extension on 10/1/2018. 0 were denied and 0 were ineligible for an invoice deadline extension.

 **E-Rate Productivity Center** Invoice Deadline Date Extension Request 8380

The attached file lists the Invoice Deadline Date for all funding request numbers (FRNs) submitted in Invoice Deadline Extension Request 8380. Out of 1, 1 FRN was approved for an invoice deadline extension on 10/14/2019. 0 were denied and 0 were ineligible for an invoice deadline extension. This notification serves as USAC's decision on your invoice deadline extension request. No further extensions may be granted. An invoice requesting reimbursement must be submitted to USAC by the following date in order to be considered as timely filed. Please check the attached spreadsheet for a detailed breakdown of your new approved deadlines by FRN.

HOW TO APPEAL OR REQUEST A WAIVER OF A DECISION
 You can appeal or request a waiver of a decision in this letter within 60 calendar days of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

NOTE: The Federal Communications Commission (F...[More](#))

 Invoice Deadline Date Extension Request 8380 Details_10-14-2019_14_00_58
 XLSX 8 KB

Oct 14, 2019 ☆ 🔒 Comment

Notifications

Notification Type: Invoice Deadline Extension

Funding Year: -- Select a Funding Year --

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
 Invoice Deadline Extension	Invoice Deadline Extension - 8380 - NETWORKMAINE 16055092	10/14/2019	EPC System	10/14/2019 2:01 PM EDT	View Notification