



	PROCESS	SERVICE PROVIDER	APPLICANT
1	<p>Applicant develops a technology plan, which must be approved.</p> <p>Form 498 is submitted by service provider to apply for SPIN.</p>	<p><b>FORM 498</b> Apply for SPIN (if not previously done)</p>	<p>- Develop technology plan</p>
2	<p>Form 470 is submitted by applicant, which opens the competitive bidding process.</p> <p>Service providers respond to applicant requests for products and services.</p> <p>Applicant selects a service provider.</p>	<p>- Respond to requests</p>	<p><b>FORM 470</b> Services Requested</p> <p>FORM 470 Receipt Notification Letter</p> <p>- Form 470 must be posted on SLD website for at least 28 days.</p>
3	<p>Form 471 submitted by applicant, to request product/service funding.</p> <p>Service provider assists applicant with adjustments and payment decisions.</p>	<p>- Negotiate contract</p> <p>FORM 471 Receipt Acknowledgement Letter</p>	<p><b>FORM 471</b> Services Ordered</p> <p>FORM 471 Receipt Acknowledgement Letter</p>
4	<p>SLD reviews applications and approves funding commitments.</p>	<p><b>FORM 473</b> Annual Certification</p> <p>Funding Commitment Decision Letter</p>	<p>Funding Commitment Decision Letter</p>
5	<p>Form 486 is submitted by applicant to inform SLD that products and/or services have been delivered.</p>	<p>- Deliver products/services</p> <p>FORM 486 Notification Letter</p>	<p><b>FORM 486</b> Services Confirmed</p> <p>FORM 486 Notification Letter</p>
6	<p>Applicant and service provider agree on billing options.</p> <p>Form 474 is submitted by service provider to cover discounted portion of bill, <b>OR</b> Form 472 is submitted by applicant if they have already paid for service.</p>	<p><b>FORM 474</b> SP Invoice Form</p> <p>FORM 474 (SP Invoice) Notification Letter</p>	<p><b>FORM 472</b> BEAR Form</p> <p>FORM 472 (BEAR) Notification Letter</p>
7	<p>Depending on the billing option chosen, applicant is reimbursed in a corresponding matter.</p>	<p>- If Form 474, SLD reviews and USAC issues check to vendor.</p> <p>\$</p>	<p>- If Form 472, SLD reviews and USAC issues check to vendor.</p> <p>Vendor repays customer within 20 days.</p> <p>\$</p>



- FORM 470** Applicant's files a form 470 on the USAC website to open the competitive bidding process for the services listed either on the form or in the Request for Proposals (RFP) indicated on the form. Must be posted for at least 28 days.
- FORM 471** Filed to officially request discounts on eligible services to be provided to eligible entities. It specifies what the applicant would like to purchase, from whom, and how much it will cost.
- FORM 479** Certification of CIPA Compliance - In order to receive discounts for Internet access and Internal Connections services. School and library authorities must certify that they are enforcing a policy of Internet safety. The Internet safety policy must include measures to block or filter Internet access for both minors and adults to certain visual depictions.
- FORM 486** Informs USAC of commencement of services. The applicant must submit this form to tell the SLD that services have begun.
- FORM 500** Adjustment to Funding Commitment and Modification to Receipt of Service Confirmation. The Form 500 must be filed to accomplish the following:
- To adjust the Funding Year Service Start Date reported on a previously filed Form 486 for this Funding Year
  - To adjust the Contract Expiration Date listed on your Form 471 application for this Funding Year
  - To cancel irrevocably and totally a Funding Request Number (FRN)
  - To reduce irrevocably the amount of a Funding Request Number (FRN)
- FORM 472** Form 472 or (BEAR) is used by the applicant to request reimbursement for support on eligible services that have already been paid in full by the applicant to the service provider. Form 472 can also be filled out online.
- FORM 473** Used by the service provider each funding year to certify that it will comply with FCC rules concerning invoicing and documentation.
- FORM 474** Used by the service provider to request reimbursement for support on eligible services that the service provider has already provided to the applicant at discounted prices. Form 474 can also be filled out online.
- FORM 498** Used to collect contact, remittance, and payment information for service providers that receive support from the federal Universal Service Fund programs.