

Oklahoma Universal Service Fund (OUSF)
Fund Recipient Instructions
Effective April 18, 2016

I. General Information

A. Introduction

The Oklahoma Telecommunications Act of 1997 (17 O.S. § 139.101 *et seq.*), originally signed into law on June 13, 1997, established the Oklahoma Universal Service Fund (OUSF). The purpose of the OUSF is to ensure the availability of universal services at rates that are reasonable and affordable. The OUSF shall provide funding to telecommunications service providers that meet the state eligibility criteria.

Oklahoma Universal Services consist of Primary Universal Services (which include basic local exchange telecommunications and related services) and Special Universal Services (which include Internet access to Schools and Libraries, Telemedicine, and Toll-Free service). Oklahoma Lifeline Services are also supported through the OUSF.

GVNW Consulting, Inc., as OUSF Manager, works in conjunction with the OUSF Administrator to provide OUSF funding to eligible Service Providers.

B. Request for OUSF Funding Information

In order to receive OUSF funding, Service Providers must be deemed eligible by the Public Utility Division (“PUD”) of the Oklahoma Corporation Commission (“OCC”). Please refer to the Oklahoma Corporation Commission’s website for forms and instructions on requesting funding from the OUSF.

OUSF Request for Funding Instructions can be found on the Oklahoma Corporation Commission website at: <http://www.occeweb.com/pu/OUSF/OUSF.htm>

- *Click on the “Oklahoma Universal Service Fund – Request for Funding Instruction Packet” link for information on applying for OUSF funding.*
- *Specific forms and Affidavits applicable to both Primary and Special Universal Services can also be found at the address above.*

The Oklahoma Universal Service Fund rules can be found at Title 165, Chapter 59 of the Oklahoma Administrative Code, which is available from the Oklahoma Corporation Commission website at: <http://www.occeweb.com/rules/rulestxt.htm>.

II. OUSF Monthly Funding Information

Once a Service Provider has been deemed eligible to receive OUSF funding by PUD and a Request for Funding has been approved, the OCC will issue a Final Order approving funding. The Final Order will include any approved Lump Sum payment details and Monthly Recurring Funding amounts specific to the request.

**Oklahoma Universal Service Fund (OUSF)
Fund Recipient Instructions
Effective April 18, 2016**

II. OUSF Monthly Funding Information (Cont'd)

A. Lump Sum Payments

Lump Sum payments are automatically scheduled for payment upon OCC approval and are not to be included on the Monthly Payment Request Worksheet.

B. Monthly Recurring Funding

To receive OCC-approved monthly recurring OUSF funding, eligible Service Providers must submit a Payment Request each month to PUD Staff and GVNW, using the latest version of the approved Monthly Payment Request Worksheet template in Excel format. **The Monthly Payment Request Worksheet must be submitted to PUD Staff and GVNW by email, as indicated on the Introduction tab of the Worksheet, no later than the 10th of each month. If the 10th falls on a weekend or holiday, the Worksheet is due the prior business day.**

***The OUSF Monthly Payment Request Worksheet template is available in Excel format and may be downloaded at <http://www.gvnw.com/USF/OKUSF.aspx>.**

III. OUSF Change Request Worksheet Requirements

A. General Information

Eligible Service Providers that are currently receiving monthly OUSF funding for Internet access or Telemedicine service may submit a Change Request for possible administrative approval of changes to the service. Administrative approval of a Change Request can serve as a substitute for the requirement to file a new Application with the OCC in order to receive ongoing OUSF funding. Changes which are eligible for administrative approval include changes in Rural Health Care or Healthcare Connect Fund funding, changes to the number of eligible buildings for a school district, and changes in price and/or bandwidth for a circuit. **All new service, including a change in Internet demarc location, will require a new Application.**

In order to be considered for administrative approval, **all Change Request Forms and a Change Request Worksheet must be submitted to PUD Staff and GVNW by email, as indicated on the Introduction tab of the Worksheet, no later than the 25th of each month, for possible approval and payment the following month. If the 25th falls on a weekend or holiday, the Worksheet is due the prior business day.** Additionally, the process will, in most cases, require submission of a new OUSF Affidavit which supports the change(s). Only one Change Request Worksheet should be submitted each month, along with a separate Change Request Form and Affidavit for each change.

Denial of administrative approval is not a denial of funding. If a Change Request is denied, the Service Provider may file a new Application with the OCC, and may still be eligible to receive full or partial funding upon approval by Commission Order.

**Oklahoma Universal Service Fund (OUSF)
Fund Recipient Instructions
Effective April 18, 2016**

III. OUSF Change Request Worksheet Requirements (Cont'd)

B. Affidavits

It is important to go to the OCC website for the most recent version of any Affidavit. Separate Affidavits for Schools, Libraries, and eligible Healthcare Entities are located at <http://www.occeweb.com/pu/OUSF/OUSF.htm>.

- Please review the Affidavits prepared by the School, Library, or Healthcare Entity to ensure that they have completed the Affidavit with updated responses based on the change in service.
- Change Request submissions should be completed with information that applies only to the service that has changed—e.g., if there was a change in Internet service but not WAN, information about the WAN should not be included in the Affidavit or attachments. If there was a change to both Internet and WAN service, please complete two Change Request Forms; the same Affidavit may be attached to each if it provides sufficient detail concerning both services.

***The OUSF Monthly Payment Request Worksheet template is available in Excel format and may be downloaded at <http://www.gvnw.com/USF/OKUSF.aspx>.**

IV. Instructions for Completion of the OUSF Monthly Payment and Change Request Worksheets

A. Introduction Tab

Service Provider ID

The company code, supplied by the OUSF Manager, will be the letters “OK” followed by a six-digit number. If this is the first filing for your company and you have not yet been assigned a code, please register for OUSF purposes by submitting the OUSF Fund Recipient Registration Form.

Service Provider Name

The company name, as registered with the OUSF or listed on the company’s CCN.

Date Submitted

The Date Submitted is the date the Monthly Payment Request or Change Request Worksheet is submitted to PUD Staff and GVNW. Monthly Payment Request Worksheets are due on the 10th of the month in order to be considered for payment on the 25th of the same month, and Change Request Worksheets are due on the 25th of the month in order to be considered for approval and payment the 25th of the following month. **If the due date falls on a weekend or holiday, the Worksheet is due the prior business day.**

Instructions

Includes basic, general instructions for completing the Worksheet.

Oklahoma Universal Service Fund (OUSF)
Fund Recipient Instructions
Effective April 18, 2016

IV. Instructions for Completion of the OUSF Monthly Payment and Change Request Worksheets (Cont'd)

A. Introduction Tab (Cont'd)

Check Data Now

Service Providers should click this button upon completion of the Worksheet, before submitting it to PUD Staff and GVNW. This action will check for errors within each completed tab of the Worksheet. Cells with missing or invalid data will be highlighted in red. **Excel Macros must be enabled to complete this step.**

Send completed Worksheets to PUD Staff and GVNW personnel listed on the Introduction tab.

B. All Funding Request Tabs (Schools, Libraries, Telemedicine, Toll-Free and Lifeline)

All columns marked with an asterisk (*) are required to be completed. Detailed instructions for each column can be viewed on the Worksheet by clicking on the column header.

V. OUSF Fund Recipient Payment Method

All OUSF payments are issued electronically. Please make sure your company's banking information is on file and current with GVNW. Company banking information should be submitted directly to GVNW, OUSF Manager, using the OUSF Support Payment Form. **Once the OUSF Support Payment Form has been completed and signed, please submit to ousf@gvnw.com.**