

California Teleconnect Fund Program Request Form Instructions

Instructions for Securing CTF Discounts

I. New Applicants

All applicants must be approved by the California Public Utilities Commission (CPUC) in order to receive CTF discounts by submitting an application with the CPUC. If approved, the CPUC will notify the applicant.

When you submit your CTF application to the CPUC, please advise FUSION that you have applied by submitting a CTF Discount Request Form. The CTF Discount Request Form can be emailed to the email address identified on the form. Submitting a CTF Discount Request Form prior to CPUC approval will enable FUSION to designate all lines and services eligible for discount and commence discounts immediately upon notice of approval.

Discounts will commence once FUSION can validate your CPUC approval (CPUC approval letter or web site) and the CTF Discount Request Form is received. Please notify FUSION of your CPUC approval within 30 days. Discounts will be effective retroactive to the effective date on your application. If you notify FUSION after 30 days of CPUC approval, your CTF discounts will go into effect the date FUSION receives your CTF Discount Request Form.

II. Existing CTF Customers Adding CTF Eligible Services

If you are currently a CTF qualified organization and wish to add additional lines or services, you must either:

- A) Contact FUSION to advise that you have added additional services eligible for a discount. See Section III below for address.

OR

- B) Submit a completed CTF Discount Request Form via e-mail to the below email address.

Instructions for completing the CTF Discount Request Form

A. Name of Institution/Organization:

The name of your Institution/organization on the AT&T CTF Discount Request Form **must match the name on the CPUC approval letter**. For a list of approved applicant names and associated CPUC application numbers, go to CPUC website.

B. Identifying Your Eligible Accounts:

You must provide an itemized list of each account in Section A of the CTF Request Form, i.e. Billed Telephone Number (BTN), Billed Account Number, Account Number, or whatever the identifier is on the bill that represents your account(s) to be discounted. You may attach a separate worksheet should you need additional space.

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For each account listed in Section A, please provide all associated circuits, Working Telephone Number (WTN), as applicable, eligible for a CTF discount in Section B. If all circuits and WTNs billed under all accounts are eligible for a CTF discount, simply check Box C.

C. Your Contact Information:

Please enter the contact information of the representative whom we may contact to answer questions.

Discounts on additional lines or services will start to appear on your bills within 1-2 bill cycles. NOTE: Discounts apply to both tariffed, detariffed, unregulated services and contract rates. Non-recurring charges, features and usage will NOT be discounted. The Federal Subscriber Line Charge will NOT be discounted.

III. Submitting CTF Request Form

You may submit a CTF Discount Request Form as soon as you receive your first bill from FUSION. The completed CTF Discount Request Form should be submitted via e-mail to the appropriate e-mail address.

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*Mobility products (data plans and aircards) are eligible for discount only when E-rate has an approved funding exception