

**NOTICE OF COMPLIANCE FILING REQUIREMENT
TELEPHONE ASSISTANCE PLAN (TAP)**

Issued: January 12, 2016

In the Matter of Ensuring Compliance with Minnesota Rules, Chapter 7817 and Minnesota Statute §237.70 Telephone Assistance Plan (TAP)

Public Utilities Commission (PUC) Docket Numbers: P999/PR-15-1
P999/PR-16-1

Filing Periods: Calendar Year 2015, Due January 31, 2016, under P999/PR-15-1
Calendar Year 2016, Due January 31, 2017, under P999/PR-16-1

The Commission reminds all local service providers of their responsibilities to the Telephone Assistance Plan (TAP) under Minnesota Rules, Chapter [7817](#) and Minnesota Statute [§237.70](#).

All local service providers must:

- 1) [eFile](#) the TAP Reporting Form in accordance with Minnesota Rules [7817.0900](#) using the Public Utilities Commission's pre-formatted Excel spreadsheet. **Do not eFile the reporting form as a PDF.** TAP reports are due 30 days after the end of the reporting period.
 - [2015](#) TAP Reporting periods continue to be eFiled under Docket P999/PR-15-1.
 - [2016](#) TAP Reporting periods must be eFiled under Docket P999/PR-16-1.
 - The TAP Reporting Form includes instructions for completing and eFiling the form. The form is available on the Commission's website at www.mn.gov/puc/ select "For Utilities" select "Forms and Applications" select "Telecom." See "TAP Forms," select the appropriate form for the filing year.
 - Enter the correct company identification U- number and company name available at www.mn.gov/puc/ select "For Utilities" select "Forms and Applications" select "Telecom." See "TAP Tools," select "[Find your Company Identification U- Number](#)."
- 2) submit to the Department of Public Safety (DPS), the [Wire Line Monthly/Quarterly or Annual Fee Form](#) reporting the monthly surcharge amounts collected for TAP, TAM and 911.
 - The [Wire Line Monthly/Quarterly or Annual Fee Form](#) is available on the DPS's website at www.dps.mn.gov, under "Divisions" select "Emergency Communication Networks," select "911 Program," select "Service Provider and 911 Fee Info," scroll down to "*Wireline and Non-Prepaid Wireless Service Providers Continue to Remit Payment to the Minnesota Department of Public Safety*," and select the appropriate form.

- Insert a copy(s) of the **Wireline and Fixed/Static Interconnected VoIP Minnesota Telephone Fees Remittance Form** to your TAP Reporting Form worksheet tab(s) labeled 911-1, 911-2, 911-3.
 - Current surcharges are: TAP \$.03; TAM \$.07 and 911 \$.95.
 - If there are surcharge changes for calendar year 2016, the DPS will provide notice at least 45 days prior to the implementation date.
- 3) provide annual notice of [Minnesota Telephone Service Discount Application](#) availability to each residential subscriber. The notice must state the following: **YOU MAY BE ELIGIBLE FOR ASSISTANCE IN PAYING YOUR TELEPHONE BILL IF YOUR HOUSEHOLD INCOME MEETS QUALIFYING INCOME GUIDELINES OR A HOUSEHOLD MEMBER PARTICIPATES IN A QUALIFYING PROGRAM.** Refer to www.mn.gov/puc/ select “For Consumers,” select “Telephone Discounts,” see “Am I eligible?”
 - 4) mail the TAP eligibility requirements to residential subscribers in accordance with Minnesota Rules 7817.0400, [Subpart 1](#). The Minnesota Telephone Service Discount Application and the eligibility requirements is available at www.mn.gov/puc/ select “For Consumers,” select “Telephone Discounts,” see “How do I apply?” select [application](#).
 - 5) provide TAP credits to qualified wireline residential subscribers in the earliest possible month following receipt of the Telephone Service Discount Application.
 - 6) follow the Commission’s [annual re-certification](#) to ensure residential subscribers continue to be eligible for benefits. The monthly TAP credit is currently \$3.50.

Local service provider responsibilities are available at www.mn.gov/puc/ select “For Utilities,” select “Forms and Applications” select “Telecom.” See “TAP Tools,” select “[TAP, A Refresher](#).” This document contains:

- Background information about TAP
- TAP Reporting Form
- Template - Annual Notice to Customers
- Telephone Service Discount Application
- Tariff Template

Questions may be directed to:

TAP: Theresa Staples at theresa.staples@state.mn.us or 651-201-2202
 TAM: Rochelle Garrow at rochelle.garrow@state.mn.us or 651-539-1878
 911: Dana Wahlberg at dana.wahlberg@state.mn.us or 651-201-7546

Change your mailing preferences: Email docketing.puc@state.mn.us or call 651-201-2204.

This document can be made available in alternative formats (e.g., large print or audio) by calling 651-296-0406 (voice). Persons with hearing or speech disabilities may call us through their preferred Telecommunications Relay Service.