



Burl W. Haar, Executive Secretary

STATE OF MINNESOTA PUBLIC UTILITIES COMMISSION

**NOTICE OF COMPLIANCE FILING REQUIREMENT
TELEPHONE ASSISTANCE PLAN**

Issued: January 14, 2013

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

PUC Docket Numbers: P999/M-12-1; P999/PR-13-1

Filing Period: Calendar Year 2012, Due January 31, 2013, under P999/M-12-1
Calendar Year 2013, Due January 31, 2014, under P999/PR-13-1

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 pre-formatted Excel spreadsheet. Do not file the form as a PDF. TAP reports are due 30 days after the end of the reporting period.
 - [2012 TAP Reporting](#) periods continue to be filed under Docket P999/M-12-1.
 - [2013 TAP Reporting](#) periods must be filed under Docket P999/PR-13-1.
 - The TAP Reporting Form includes instructions for completing and eFiling the form and is available on the Commission's website at www.puc.state.mn.us, under "Forms" "For Utilities" select "Telecom Forms" on the left, select "TAP Instructions/Reporting Form."
 - Enter the correct U- number and company name as they appear on [Find your Company Identification U- Number](#) at www.puc.state.mn.us, select "Telecom" on the left select "For Utilities" select "TAP Instructions/Reporting Form" select "*Find your Company Identification U- Number.*"
- 2) collect, report, and submit the appropriate monthly TAP, TAM and 911 surcharge amounts to the Department of Public Safety (DPS).
 - The remittance form is available at www.dps.mn.gov under "Divisions" select "Emergency Communication Networks" select "911" select "Service Provider and 911 Fee Info" select "Wire-line 911, TAM and TAP fee remittance form 92 cents."

- Current surcharges are: TAP \$.06; TAM \$.06 and 911 \$.80.
 - Should there be changes in the surcharges for calendar year 2013, the DPS will provide notice at least 45 days prior to the implementation date.
- 3) on an annual basis, provide a notice of Minnesota's Telephone Service Discount Program availability to each residential subscriber. The notice must state the following: YOU MAY BE ELIGIBLE FOR ASSISTANCE IN PAYING YOUR TELEPHONE BILL IF YOU RECEIVE BENEFITS FROM CERTAIN LOW-INCOME ASSISTANCE PROGRAMS OR MEET CERTAIN INCOME LIMITS refer to [Am I eligible?](#) at www.puc.state.mn.us under "Consumers" select "Telephone Discounts" see "*Am I eligible?*"
 - 4) mail the [Telephone Service Discount Application](#) at www.puc.state.mn.us under "Consumers" select "Telephone Discounts" see "*How do I apply?*" Mail eligibility requirements to residential subscribers in accordance with [Minnesota Rules 7817.0400, Subpart 1](#).
 - 5) provide TAP credits to qualified residential subscribers in the earliest possible month following receipt of the Telephone Service Discount Application.
 - 6) follow the Commission's annual recertification procedures to ensure residential subscribers continue to be eligible for benefits. The monthly TAP credit is currently \$2.50.

Details and other service provider responsibilities of TAP are contained in Minnesota's Telephone Assistance Plan (TAP) *A Refresher* **currently under construction** at www.puc.state.mn.us, select "Telecom" on the left select "For Utilities" select "TAP Instructions/Reporting Form" select "*A Refresher Minnesota's Telephone Assistance Plan.*" The *Refresher* 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 651-297-8941

911: Dana Wahlberg at dana.wahlberg@state.mn.us or 651-201-7550

Change your mailing preferences: E-mail consumer.puc@state.mn.us or call 651-296-0406.

This document can be made available in alternative formats (i.e., large print or audio) by calling 651-296-0406 (voice). Persons with hearing loss or speech disabilities may call us through Minnesota Relay at 1-800-627-3529 or by dialing 711.