AT&T

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 AT&T that you have applied by submitting an AT&T California Teleconnect Fund (CTF) Discount Request Form. The AT&T CTF Discount Request Form can be emailed to the appropriate center identified on the form. Submitting an AT&T CTF Discount Request Form prior to CPUC approval will enable AT&T to designate all lines and services eligible for discount and commence discounts immediately upon notice of approval.

Discounts will commence once AT&T can validate your CPUC approval through receipt of your CPUC approval letter and the AT&T CTF Discount Request Form is received in our CTF Center. Please notify AT&T of your CPUC approval within 30 days. Discounts will be effective retroactive to the effective date on your application. If you notify AT&T after 30 days of CPUC approval, your CTF discounts will go into effect the date AT&T receives your AT&T 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 the appropriate CTF Center to advise that you have added additional services eligible for a discount. See Section III below for listing of our CTF Centers.

OR

B) Submit a completed AT&T CTF Discount Request Form via e-mail to the appropriate CTF Center.

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Instructions for completing AT&T 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.

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.

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III. Submitting CTF Request Form to AT&T Center

You may submit an AT&T CTF Discount Request Form as soon as you receive your first bill from AT&T. The completed AT&T CTF Discount Request Form should be submitted via e-mail to the appropriate Center identified below.

Please note that the CTF Center administering your discounts varies based on the type of service. If the accounts listed on your AT&T CTF Discount Request Form include different services, you may have to submit the same form to more than one CTF Center. For example, if your form identifies accounts affiliated with Data Transmission service and Internet access service, your form should be e-mailed to the corresponding CTF center, as identified below by service.

Please reference the table below for submission of the CPUC Approval Letter and completed CTF Request form to the proper AT&T CTF Center identified below:

CTF Services Billed:	Eligible Service Category	National E-Rate Center of Excellence (NECOE) / CTF Center of Excellence Contact
AT&T California - AT&T Dedicated Ethernet (ADE) - AT&T Switched Ethernet Services, (ASE) - AT&T Switched Ethernet Services (ASE) with Network on Demand (NoD) - Customized Switched Metro Ethernet (CSME) - DecaMAN®, - Dedicated SONET Ring Service - DS0, DS1, DS3 Circuit, - Fiber Broadband Bundle (FBB) - Frame Relay Service - GigaMAN® - HI-CAP - ISDN - OC192, OC3, OC48 Circuit - OPT-E-MAN® - Switched 56	Data Transmission	Voice: 800-333-9519 Email: CTFNEWAPPS@att.com
AT&T California - AT&T Business Fiber - AT&T Internet for Business	Internet Access	

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- AT&T High Speed Internet – Business Edition, Digital Subscriber Line (DSL)		
AT&T Corp. - AT&T Dedicated Internet (ADI) - AT&T Dedicated Internet Voice Bundle - Ethernet access to Managed Internet Service (EaMIS) - Fiber Broadband Bundle	Internet Access	Voice: 877-804-8185 Email: necoe.ctf@att.com
AT&T Corp. - ABN VPN Value Bundle - Advanced Digital Network (ADN) - AT&T Virtual Private Network (AVPN) - MPLS Private Network Transport (MPLS PNT) - OPT-E-WAN	Data Transmission	
AT&T Mobility* - Data plans for wireless devices (e.g. tablets, smart phones, wireless cards, etc.).	Wireless Internet Access	Voice: 866-829-8184 Email: NECOE Mobility@att.com

* Mobility products (data plans and aircards) are eligible for discount only when E-rate has an approved funding exception for E-rate participants and CPUC explicit approval for Non-E-rate participants.

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