



CHANGE REQUEST FOR CONTINUED FUNDING FROM THE OKLAHOMA UNIVERSAL SERVICE FUND

Effective July 1, 2024

Please complete this form and return it, along with all required attachments, to the Public Utility Division (“PUD”) of the Oklahoma Corporation Commission at OUSF@occ.ok.gov in order to be considered for continued funding following a change in previously approved OUSF-eligible services. This form may also be used to request an OUSF Funding End Date extension based on a current competitive bid process, in compliance with 17 O.S. § 139.109.1.B.1 *et seq.*, that results in no change to bandwidth, price, or provider. Change Request submissions received by the 25th of the month will be considered for approval in the following month. After completing its review, PUD will send notice of approval or denial to the service provider and beneficiary by email. If the Change Request is denied, a new filed *Request for OUSF Funding* will be required to seek ongoing reimbursement.

SECTION 1: SERVICE PROVIDER INFORMATION

Name of service provider:

Change Request Form Date:

Service provider contact: Please include the address, telephone number with area code, and email address.

SECTION 2: OUSF BENEFICIARY INFORMATION

Type of eligible beneficiary:

Eligible beneficiary name:

Eligible beneficiary contact: Please include the address, telephone number with area code, and email address.

SECTION 3: CHANGE REQUEST

Generally, changes affecting multiple circuits may be combined into one Change Request if the circuits are for the same beneficiary, type of service (Internet/WAN), price, and bandwidth—e.g., multiple WAN lines for the same school district. If more than one circuit, please enter “See Attached” and complete the linked Multiple Circuit ID template and provide as an attachment. Link: [Multiple Circuit ID template](#)

Cause No.:

Effective date of change:

Type of Change:

Type of Service:

Prior to change

Bandwidth:

Circuit ID:

Monthly recurring OUSF-eligible invoice amount:

After change

Bandwidth:

Circuit ID:

Monthly recurring OUSF-eligible invoice amount:

SECTION 4: REQUIRED ATTACHMENTS

Attachment 1 – Please provide a copy of the beneficiary’s *Affidavit in Support of Preapproval or Request for Special Universal Services*, available at <https://oklahoma.gov/occ/divisions/public-utility/ousf.html>, including all attachments. This Affidavit should be specific to the requested change (i.e., it should be updated to reflect bids for the changed bandwidth, changed price, or changed OUSF Funding End Date). It should *not* contain bids for services which are not being funded. This requirement may be waived, on a case-by-case basis, if the requested change was not the result of a competitive bidding process.

Attachment 2 – Please provide a copy of all relevant invoices. This includes the invoice immediately prior to the effective date of the change, the invoice containing the effective date of the change, and any later invoices containing service credits or adjustments related to the change.

Attachment 3 – Please provide a copy of the contract, agreement, or service order which governs the service, along with any amendments, addenda, or supplemental schedules.

SECTION 5: OPTIONAL COMMENTS
