

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298



September 16, 2024

Re: **Administrative Letter No. 32:**  
***California Teleconnect Fund eCAP Update – School and Library Annexes***

To whom it may concern:

Effective September 1, 2024, the California Public Utilities Commission's electronic Claim and Application Portal (eCAP) will permit eligible schools and libraries to link annexes to existing California Teleconnect Fund (CTF) program accounts. This update to eCAP will enable schools and libraries participating in CTF to receive discounted services on eligible advanced telecommunication services at associated annex locations subject to the criteria listed below.

**How is an annex defined?**

The CTF program defines annexes as an offsite location (in addition to the approved location) that offers qualifying services provided that the offsite location is in California and serves the entity's intended communities. *See*, Decision (D.) 19-04-013 at 19.

For schools, annexes are locations, other than the school campus, where instruction occurs. This may include, but is not limited to, outdoor education/camps, court schools, school farm/agricultural programs, CTE/Vocational training, Pre-K, extended campuses, and special education locations.

For libraries, annexes are locations, other than the library campus, where instruction/public services occur. This may include, but is not limited to, offsite community rooms, book kiosks, book lockers, and book mobiles.

**What are the eligibility criteria for annexes to receive the CTF discount?****School Annexes:**

- Must be linked to an existing school or district account in eCAP.
- Must have an active CDS code in the California Department of Education's School Directory.
- Must provide K–12 or preschool education that meets E-rate eligibility.

**Library Annexes:**

- Must be linked to an existing library account in eCAP.
- Must have a valid service address.
- Library-Book Mobiles must provide VIN and license plate details.

## What are the next steps?

*CTF Participants:* To obtain the discount, you must log into eCAP (<https://ecap.cpuc.ca.gov>) and link eligible annexes to an existing account. Please reference the CPUC's CTF webpage (<https://shorturl.at/soOXg>) for additional instructions. CD Staff will review the application and issue a determination letter through E-Cap. CTF Participants are responsible for notifying service carriers regarding the addition of any offsite locations that are approved for the discount.

*CTF Providers:* CTF providers must apply the discount to eligible services for each approved offsite location after verifying participant eligibility as instructed by the CTF Service Provider Manual. Discounts shall be applied eligible services at these locations starting September 1, 2024.

For more information or assistance with the application process, please visit the CPUC's CTF webpage (<https://shorturl.at/soOXg>) or contact: [CTFHelp@cpuc.ca.gov](mailto:CTFHelp@cpuc.ca.gov).

Sincerely,



Robert Osborn  
Director, Communications Division  
California Public Utilities Commission