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August 2, 2019

**Docket No:** M-2019-3011814

To: All Parties to M-2017-2587711

Re: Universal Service Report Requirements, Docket No. M-2019-3011814

This Secretarial Letter establishes a docket to review universal service reporting requirements.  A working group of stakeholders and Commission staff has been established as part of this process.  In particular, this Secretarial Letter releases the existing universal service reporting (USR) data dictionary and a new document posing possible changes to the data dictionary, along with the PowerPoint presentation regarding the proposed changes to the data dictionary that were shared at the July 30, 2019 Stakeholder Working Group meeting. Additionally, this Secretarial Letter establishes a timeline for submission of comments and reply comments.

**Background**

On January 17, 2019, the Pennsylvania Public Utility Commission (Commission) entered an Order at Docket No. M-2017-2587711, releasing a staff report titled *Home Energy Affordability for Low-Income Customers in Pennsylvania* (Report). The Report found, *inter alia*, that inconsistencies and limitations in reported data impacted the analysis and evaluation of Customer Assistance Programs (CAPs) and other universal service programs.

Additionally, the January 2019 Order directed staff in the Bureau of Consumer Services (BCS) and the Law Bureau to convene, no later than July 31, 2019, a universal service reporting working group (USRWG) to standardize universal service reporting protocols for data definitions, tracking, and reporting. In accordance with the January 2019 Order, the USRWG is to conclude its work no later than December 31, 2019, and BCS is to provide a consensus/non-consensus report to the Commission prior to January 31, 2020. January 2019 Order at 23.

The initial USRWG meeting was held on July 30, 2019, in Hearing Room 1 of the Keystone Building, Harrisburg. At the meeting, BCS reviewed potential updates to the USR reporting requirements and the USR data dictionary.[[1]](#footnote-2) Stakeholders may file comments and reply comments at Docket No. M-2019-3011814 to address the current USR data dictionary and the potential changes. Comments and reply comments are to relate to USR data and the USR data dictionary and to follow the numerical order of the existing USR data numbering convention in the existing USR data dictionary and the potential changes articulated in the new document. Parties may suggest deletions and additions to the USR data to be collected.

This letter will be published in the *Pennsylvania Bulletin*. Interested parties are directed to this docket on the Commission website to access the USR data dictionary, the document posing possible changes to the USR directory, and the PowerPoint discussed in this Secretarial Letter.

Interested parties may submit written comments by August 30, 2019. Written reply comments may be submitted by September 13, 2019. Comments and reply comments may be e-filed or filed in hard copy.[[2]](#footnote-3) The staff contacts for this matter are Eric Tuttle, etuttle@pa.gov, and Louise Fink Smith, Law Bureau, finksmith@pa.gov. Word copies of filings are to be provided to these staff contacts.

The Commission intends to schedule a second USRWG meeting, via Secretarial Letter at this docket, following the initial comment and reply comment period.

Please contact Eric Tuttle at etuttle@pa.gov if you have any questions.

 Sincerely,

 Rosemary Chiavetta

 Secretary

cc: Sarah Dewey, BCS, sdewey@pa.gov

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 Cert. of Service via email

1. The existing USR data dictionary was established for electric distribution companies (EDCs) pursuant to 52 Pa. Code § 54.71 (1998). It was amended to add provisions for natural gas distribution companies (NGDCs) pursuant to 52 Pa. Code § 62.1 (2000). In addition to the inconsistencies in the ways that utilities within the same industry interpret the reporting requirements, there are inconsistencies between the requirements for EDCs and NGDs. Further, as detailed in the Report, there are voids in the reporting requirements. [↑](#footnote-ref-2)
2. For filing instruction, see <http://www.puc.pa.gov/filing_resources.aspx> [↑](#footnote-ref-3)