



COMMUNITY CHOICE AGGREGATION (CCA) BILLING ISSUE REPORTING FORM

Upon awareness of a billing issue that impacts 50+ participants, the CCA Administrator, ESCO serving, and utility must notify each other and Staff using this form of the suspected billing issue within 48-hours of awareness. This form is to be filed in Matter #23-00028: In the Matter of Community Choice Aggregation Issue Resolution. If final resolution is not completed at time of filing, a subsequent filing is required that details and affirms all impacted accounts have been corrected.

Part 1 – General Issue Information

Reporting Party <input type="checkbox"/> Utility / <input type="checkbox"/> ESCO / <input type="checkbox"/> CCA Administrator	Reporting Party Name	
Individual Name	Individual Phone Number	Individual Email
Have other parties been alerted of this issue? If yes, please explain when and how below.		
<input type="checkbox"/> Yes / <input type="checkbox"/> No		

In the text box below, please provide information on who has been contacted about this issue and when.

Part 2 – Billing Error Information

Billing Issue Related to: <input type="checkbox"/> Delivery Charge / <input type="checkbox"/> Supply Charge / <input type="checkbox"/> Other (explain below)	Billing Issue Cause: <input type="checkbox"/> Utility / <input type="checkbox"/> ESCO / <input type="checkbox"/> CCA Administrator
Number of Accounts Impacted	Have customers been contacted? <input type="checkbox"/> Yes (explain below) / <input type="checkbox"/> No

In the text box below, please provide a short description of the billing error, when the error occurred, how the error occurred, how customers will be affected by the error, and how many customers were affected.

Is the issue municipality specific? If so, please identify the impacted municipalities. Has the municipality been contacted? If so, when and how.

Part 3 – Billing Error Remedy

In the text box below, please provide a short description of what steps have already been taken to remedy the billing issue, what additional steps need to occur, and the estimated time of completion.
