



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
PUBLIC SERVICE COMMISSION

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September 4, 2019

Dear Public Utilities, Cooperatives and Alternative Electric Suppliers

On December 20, 2018, The Michigan Public Service Commission (MPSC) approved case U-18361 promulgating the Code of Conduct rules for all utilities, cooperatives and alternative energy suppliers. Utilities that intend to offer value-added programs and services (VAPS) must comply with MCL 460.10ee.

A utility wishing to offer a value-added program or service shall provide the Michigan Public Service Commission, Executive Business Section a notification of their intent to offer a VAPS. The notification must be sent electronically to [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov) not less than 30 days before offering the service. The following information is required in your notification:

1. A detailed description of the new VAP or service and what it will offer to the customer. At a minimum, this should include a public (non-redacted, non-confidential) summary of the program name, objective, purpose and function.
2. A list of the personnel responsible for management of the VAP or service and their location within the utility, both physical and within the corporate structure.
3. Cost allocation for the unregulated program or service.
4. A copy of the business plan for the VAP.
5. Acknowledgement of intention to file Annual Reports.
6. A description of the assets used for unregulated VAP.
7. Proof that the utility is maintaining separate books and records.
8. Description of promotion and marketing efforts.
9. Description of VAP charges, if any are included with the monthly bills.
10. Pro Forma financial statements outlining the VAP's expected performance.

In addition to the above, a sample copy of your VAP contract with the customers is needed with your notification. If not provided with your notification, staff will request it once your notification is received.

If you have any questions regarding this notice, please feel free to contact the MPSC Regulated Energy Division.

LARA is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
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