

Jersey Central Power & Light

Community Solar Energy Program
Net Crediting Manual

JCP&L Community Solar Energy Program Net Crediting Manual

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List of Revisions to this Manual

Version Number	Effective Date	Changes

Section 1 : Introduction

Jersey Central Power & Light (“JCP&L” or the “Company”) provides consolidated billing services for community distributed generation hosts and subscribers as of January 1, 2025, through on bill recovery of the subscription fee that would have otherwise been remitted directly from the subscriber to the subscription organization / subscription coordinator. This net crediting manual sets forth the program rules and enrollment process and may be amended from time to time by JCP&L.

1.1 Commission Orders Governing Net Crediting and Company Electric Tariff

The net crediting program is based on the Order¹ issued by the New Jersey Board of Public Utilities (“Board”) launching the Community Solar Program, including:

- All projects shall bill residential customers through utility consolidated billing; nonresidential customers may be billed through utility consolidated billing or separate billing.
- The subscriber organization shall include in its data transmission to the Electric Distribution Company the savings rate for each subscriber. All subscribers shall be billed using consolidated billing.
- Subscribers to the same community solar project may have different bill credit discounts.
- The savings rate shall be applied to each subscriber’s bill in accordance with the bill credit applied against the initial billed amount. The subscription fee shall be the applied bill credit minus the amount discounted by the savings rate.
- The bill must clearly indicate the value of the bill credit and label it as being part of the community solar subscription.
- The utility shall remit to the project owners the subscription fee, less a utility administrative fee.
- A utility may charge subscriber organizations a utility administrative fee of no more than one percent of the subscription fee to cover the utilities cost of implementing and administering consolidated billing.

¹ In the Matter of the Community Solar Energy Program, BPU Docket No. QO22030152, Order dated August 16, 2023 (“Order dated August 16, 2023”).

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- Prior to implementation of consolidated billing, each utility shall file with the Board a manual containing rules for a subscriber organization to implement consolidated billing and what processes a subscriber organization must follow to facilitate consolidated billing of their projects.
- All projects in the Pilot Program shall bill residential customers through utility consolidated billing within 12 months of the effective date of consolidated billing.

1.2 Relationship of this Manual, and Company Electric Tariff

The Order dated August 16, 2023, directed the Company to provide consolidated billing services through a net crediting model. JCP&L's Electricity Tariff sets forth the provisions for implementing net crediting. This net crediting manual ("Manual") provides the details of the administration of the net crediting program.

1.3 Updates and Revisions to this Manual

The Company may, at its discretion, make modifications to this Manual and the net crediting procedures as needed to reflect changes in business processes, enhancements to its billing system, or to comply with Commission orders. Substantive changes that may require tariff filings or other modification required by subsequent Commission orders will be noticed with sufficient time for parties to comment on such changes. For updates and revisions to this Manual that may impact the ways the subscriber organizations conduct their business but that may not require tariff changes, the Company will provide appropriate notice and sufficient time for the subscriber organizations to prepare for such changes. For each of these types of modifications, the Company will provide email notification to subscriber organizations participating in net crediting of changes to the Manual and the most current version of the Manual will be posted on the Company's website. Minor, non-substantive changes to this Manual, such as formatting changes, do not require notice; however, such changes will be noted in the tracking section.

The Manual version numbers will start with Version 1.0. Minor revisions will be indicated by a decimal place change (e.g., Version 1.1, 1.2, etc.). Major changes will be indicated by a whole number increment in the version number (e.g., Version 2.0, 3.0, etc.). A sequential list of revisions to this Manual is included on the first page.

Section 2: Definitions

For the purposes of this subchapter, the definitions are the same as those found in [N.J. Admin. Code 14:8-9.2](#), unless the context clearly indicates otherwise.

Section 3: Net Crediting Framework

3.1 Net Crediting vs Non-Net Crediting

For a traditional community solar project (non-net crediting), the generating facility injects electricity into the distribution grid. In return, the utility allocates monetary bill credits to the subscribers which are electric customers of the company. The subscriber's contract for a portion of the generating facility's output and the subscriber organization then collects a subscription fee from each subscriber on their share of the generation facility's output.

Net crediting eliminates the need for the subscriber organization to collect a subscription fee from each subscriber. Instead, the Company provides a credit on the bill of each subscriber that represents the community solar credit, and the Company will also bill the subscription fee. The Company then remits payment to the subscriber organization for the subscription fee, minus the utility administrative fee.

3.2 Features of Net Crediting

The net crediting model is intended to remove some barriers to community solar participation, thereby increasing the interested customer base for community solar projects and promoting clean renewable electric generation. Subscribing customers (subscribers) may benefit through lower electric bills, a single bill and reduced barriers to participation.

Section 4: Host Eligibility Provisions

JCP&L provides consolidated billing services for community distributed generation hosts and subscribers for generation received as of January 1, 2025, through on bill recovery of the subscriber organization.

Section 5: Enrollment, unenrollment, and Re-enrollment in Net Crediting

5.1 Enrollment Process

Hosts may enroll a subscriber in net crediting via the community solar host template. Enrollment is required for residential subscribers, and optional for commercial subscribers. To enroll, the host must enter a savings rate of no less than 10% on the spreadsheet, in the format of 10 or 10.X (no percent sign). If the savings rate is 0 – 9.9, an invalid message will show. If the savings rate is entered as less than 10%, a message will show, and it will default to 10%.

5.2 Unenrollment Process

To unenroll a subscriber from net crediting, the host must leave the savings rate column blank on the community solar host template when submitting their list.

5.3 Re-enrolling in Net Crediting Process

To re-enroll the subscriber in net crediting, the host must submit an updated list with the savings rate entered as no less than 10%.

Section 6: Initial, Subsequent and Host Bank Allocations

6.1 Initial Allocation Requests

A subscriber organization or subscription coordinator may submit an initial allocation request for pre-validation at the time of enrollment. The allocation request must be submitted using the [Community Solar Host Template](#). The completed form should be attached and submitted using the “Contact Supplier Services” form at www.firstenergycorp.com/customerchoice. Select “NJ Community Solar” from the web form drop-down selection.

Host requirements for Allocation Billing:

1. If a third party will be working for the host, a letter of authorization (“LOA”) will be required prior to the sharing of any customer information.
2. Permission to operate (“PTO”) approval and an active Host account are required to begin processing subscriber lists for monthly allocation.

6.2 Subsequent Allocation Requests

A subscriber organization must provide the following subscriber list requirements set forth by the Company, with electronic data for each community solar project indicating the proportion of a community solar project output that shall be applied to each subscriber’s bill including:

- 1) Date of submission
- 2) Applicable month
- 3) Community solar project identification number assigned by the Company (not required for allocation but helps support team research status of host account)
- 4) Subscriber organization identification number (provided by the Company).
- 5) Subscriber organization name
- 6) Each subscriber’s name (per Company account)
- 7) Each subscriber’s Company account number
- 8) Subscriber’s low-to-moderate income (“LMI”) eligibility
- 9) Percentage share of each subscriber
- 10) Affordable multi-family housing indicator (Y or N)
- 11) New annualized period month (blank, or 1-12 to indicate the new annualized month)

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A subscriber organization may at any time provide subscriber list updates that clearly indicate which subscribers are new to the list or whose information has been revised from previous subscriber lists. The subscriber list should clearly indicate if there are no changes as compared to the prior issuance of the subscriber list.

Non-compatible or incorrect information will be returned to the subscriber organization for correction. Subscriptions associated with ineligible subscribers (such as subscribers that are not customers of the Company or whose Company accounts have been finalized) will be treated as unsubscribed energy.

A subscriber organization must replace LMI Subscribers that are removed from the subscriber list with eligible LMI subscribers such that the required percentage of the kilowatt hour output is provided to LMI subscribers.

Depending on timing of notification from the subscriber organization of the subscriber's subscription amount in the subscriber list, it may take up to two billing cycles, or more, before a subscription credit is applied to the customer's bill from the Company.

Subscriptions may not take effect retroactively. No retroactive corrections or changes can be made to subscriber information or subscription allocation percentages.

The Company shall provide a subscriber organization with a report detailing each subscriber's credit allocation no later than the last day of each calendar month following the month of the community solar host meter reading.

The minimum number of participating subscribers for each community solar project shall be set at 10 subscribers and there is no maximum number of participating subscribers for each community solar project. Each community solar project must be equipped with at least one utility grade meter to facilitate the recording of solar generation underlying the bill credit process.

6.3 Host Bank Credit Allocation

A subscriber organization can bank any unallocated kWh for the first 12 months, then the subscriber organization will have months 13-24 to allocate the banked kWh to the subscribers. After 24 months the bank is cashed out.

6.4 Specifying the Savings Rate

The savings rate shall be specified for each subscriber on the host allocation spreadsheet and subsequent allocation requests. The savings rate shall be no less than 10% and no greater than 100% to be included in utility consolidated billing ("UCB"). If the savings rate is 0-9.9, or more than 100 an invalid message will show. If the savings rate is blank, then the subscriber is being opted out of UCB.

Section 7: Host Rights and Responsibilities

7.1 Overpayment by Subscribers

If the host or subscriber organization receives a subscription fee payment directly from a subscriber for a project enrolled in UCB, the host will return such payment to the subscriber.

7.2 Handling Subscriber Inquiries or Complaints

The host or subscriber organization is responsible for handling customer inquiries or complaints related to the project.

7.3 Historical Usage Requests

Historical usage requests shall be submitted via the [Contact Supplier Services](#) link on our website. The host or subscriber organization would need to fill in all fields. “NJ Community Solar” will need to be selected as the “Request Type”. Attach the customer’s LOA and submit.

7.4 Allocation Lists

It is the hosts' responsibility to submit an up-to-date allocation list. If a list is not received, the company would allocate based off of the list received the prior month.

Section 8: Utility Responsibilities

8.1 Historical Usage Requests

A subscriber organization must ensure and certify that any customer’s total subscriptions and net-metered generation do not exceed 100 percent of each customer’s baseline annual usage. As such, a subscriber organization may request a customer’s 12-month historical usage. In order to receive this information, the subscriber organization must provide a customer signed LOA form as provided on our website [New Jersey Community Solar Program \(firstenergycorp.com\)](#).

8.2 Pre-Validation of Allocation Lists

The company will pre-validate the subscriber list. The pre-validation (simulation) will include the information submitted on the subscriber list from the subscriber organization, the status for each subscriber (valid, invalid, move out, seamless) and any applicable messages. Results will be submitted to the subscriber organization via email with an excel spreadsheet. The subscriber organization will be able to make corrections to the subscriber list, if needed, and resubmit. The deadline to submit final lists is 5 business days before the end of each month.

8.3 Calculation of Subscriber Organization Payment, Subscriber Net Credits and Utility Administrative Fee

The Company will calculate the credit owed to each subscriber account, the subscription fee and the utility administrative fee based on the host project's monthly kilowatt hours generated, the savings Rate, the subscriber's allocation, the subscriber's banked credits, any of the host's banked credits that are allocated to the subscriber, and the electric charges on the subscriber retail bill for each billing month.

The calculation steps used will be as follows:

- **Step 1.** The Company calculates the host's monthly kilowatt hours able to be allocated to subscribers based on the host's net excess generation.
- **Step 2.** For each participating subscriber, calculate the available kWh by taking the product of the subscriber's percentage and the host net excess generation in Step 1.
- **Step 3.** For each participating subscriber, calculate the total available kWh as the sum of the available kWh in Step 2 plus any applicable banked kWh on the subscriber's account and any unallocated kWh of the host that are allocated to the subscriber's account, if applicable.
- **Step 4.** For each participating subscriber, calculate the calculated credits as the minimum of i) the total available credit derived from the kWh in Step 3 and ii) the subscriber's total net consumption (billable kWh) for the applicable billing period.
- **Step 5.** For each participating subscriber, calculate the net community solar credit as the difference between the calculated credit in Step 4 and the subscription fee calculated by taking 1 (one) minus the savings rate multiplied by the amount in step 4.
- **Step 6.** For each participating subscriber, calculate the ending banked kWh that will remain on the subscriber's account for future use as the difference between the total allocated kWh's in Step 3 and the total billable kWh in Step 4.
- **Step 7.** For each participating subscriber, calculate the subscription fee which will be used as the basis of the sponsor payment, by taking 1 minus the subscription fee multiplied by the calculated credits in Step 4.
- **Step 8.** Calculate the utility administrative fee for each subscriber's subscription fee as the product of the subscription fee from Step 7 and the utility administrative fee in effect at the time of the billing month, which is currently 1.0%.
- **Step 9.** Calculate the subscription fee payment as the sum of the subscription fees calculated for each of the project's subscribers in the applicable billing period (from Step 7) less the utility administrative fee.

8.4 Subscriber Organization payment

The subscription fee payment will be a payment, separate from the retail bill, from the Company to the host /subscriber organization that represents the compensation to the host /subscriber organization for the project's participation. The subscription fee payment will be calculated as provided in Section 8.3.

Payment Mechanism

All subscription fee payments will be made by mailed check to the subscriber organization in the Company's billing system. JCP&L's W-9 form is available upon request. The subscriber organization must submit a W-9 to the Company.

Payment Timing

At the start of each calendar month, payments due to subscriber organizations will be batched and sent to FirstEnergy's Accounts Payable system for payment processing. subscriber organizations will receive one aggregated payment each month for all projects for which host accounts have billed in the previous month. To account for payment processing time and differences in host and subscriber account billing cycles, payments to hosts / subscriber organizations may take up to seventy (70) days after the Company has calculated and applied the subscription fee to a subscriber's electric utility bill.

8.5 Reports Provided to Subscriber Organization

The Company will provide the subscriber organization with the following reports:

1. Simulation Report – A simulation of the host list, nothing is finalized. Gives the subscriber organization the opportunity for corrections.
2. Validation Report – a list of subscribers that were initialized for that month.
3. Allocation Report – provides the allocation details (kWh) that were allocated for that month for each subscriber.
4. Credit Report – provides the kWh that each subscriber actually used and the dollar value. This will also show the subscription fee and administrative fee.

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8.6 Subscriber Customer Bill Display

For UCB, a separate line item will appear for the Community Solar Credit as well as the Community Solar Subscription Fee.

JCP&L UCB Bill Sample				JCP&L UCB Bill Sample – with energy assistance			
Usage Information for Meter Number 8311246790				Usage Information for Meter Number 8335531808			
Apr 29, 2024 KWH Reading (Estimate)			22,908	May 21, 2024 KWH Reading (Actual)			19,445
Mar 29, 2024 KWH Reading (Estimate)			22,302	Apr 20, 2024 KWH Reading (Actual)			18,432
KWH used			606	KWH used			1,013
Community Solar Usage Information				Community Solar Usage Information			
Community Solar KWH Credit - 0000000000			275	Community Solar KWH Credit - 0000000000			150
Comm Solar Begin KWH Banked			0	Comm Solar Begin KWH Banked			0
Comm Solar End KWH Banked			0	Comm Solar End KWH Banked			0
Charges From JCP&L				Charges From JCP&L			
When contacting an Electric Generation Supplier, please provide the following:				When contacting an Electric Generation Supplier, please provide the following:			
Customer Number: 0800046043 0000000000				Customer Number: 0801588362 0000000000			
Rate: Residential All Electric Service JC_RS_05D				Rate: Residential Service JC_RS_01D			
Customer Charge			3.25	Customer Charge			3.25
Basic Generation Service	56 KWH	x 0.014464	0.81	Basic Generation Service	1,013 KWH	x 0.101885	103.21
	550 KWH	x 0.016818	9.25	Delivery Service Charges	1,013 KWH	x 0.043228	43.79
	606 KWH	x 0.085083	51.58	Community Solar Credit	150 KWH		-18.91
Delivery Service Charges	606 KWH	x 0.043168	26.18	Current Consumption Bill Charges			131.34
Community Solar Credit	275 KWH		-34.58	Community Solar Subscription Fee			15.51
Current Consumption Bill Charges			56.45	Universal Service Fund Credit			-25.00
Community Solar Subscription Fee			29.39	Total Charges			\$ 121.85
Total Charges			\$ 85.84				

8.7 How to Inquire about Subscriber Organization Payment

A subscriber organization may inquire about a subscription fee payment by using the [Contact Supplier Services](#) “contact us” link. These requests are routed to the Supplier Services team which will address payment questions.

8.8 Utility Compensation

The Company will deduct the utility administrative fee from the amount due to the host or subscriber organization as described in Section 8.3. This fee is currently set at one (1) percent and is subject to further adjustment by the Board based on utility administrative costs.

8.9 Subscriber Organization and Subscriber Inquiries

The Company will address host billing-related inquiries. The subscriber organization will handle customer inquiries and complaints from subscribers related to the project and such calls will not be handled by the Company. The Company will remain responsible for resolving billing-related customer inquiries and complaints.

Section 9: Treatment of Subscriber accounts

9.1 Unenrollment of a subscriber with banked credits and allowance of subscriber to participate in other projects

From a net credit project to no host, the subscribers banked kWh will follow the subscriber's account and will carry over until fully applied to the subscriber's bill.

From a net credit project to another net credit project, the subscribers banked kWh follow the subscriber account and will carry over until used up.

9.2 Back-billing of host and subscribers

If a valid initial allocation list is not provided by the time the project is issued PTO, the entire kilowatt hour credit is banked on the host account. If there are any issues with the host account activation, back-billing of the host may be required. In cases of back-billing, the subscriber credits from impacted billing cycles are banked on the host account.

Section 10: Transfer of ownership

A host wishing to transfer ownership of the generating facility must notify the Company at least sixty (60) days prior to the effective date of the change. The new host will execute and submit all required enrollment documentation. The Company will advise the host of the need to complete new net crediting enrollment documents which may include execution of a new Net Crediting Agreement.

Section 11: Miscellaneous Provisions

11.1 Energy Assistance Customers

For subscribers participating in Energy Assistance Programs, the Company will apply the subscriber credit on the balance of the subscriber's electric delivery service charges before the energy assistance credit is applied.

11.2 Resolution of Disputes between Company and Subscriber Organization

The Company will work to resolve any disputes with the subscriber organization. If a resolution cannot be achieved by the parties, the Board may be required to intervene.

11.3 Resolution of Disputes between Subscriber Organization and Subscriber

Disputes between the subscriber organization and subscriber must be resolved by the subscriber organization. The Company is not responsible for such disputes. If a resolution cannot be achieved by the parties, the Board may be required to intervene.

Section 12: Appendices

Appendix A: Sample Allocation Report / Banked Allocation Report

The electronic version of the template can be found at: [New Jersey Community Solar Program \(firstenergycorp.com\)](https://www.firstenergycorp.com)

Appendix B: Sample Credit Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	HOST_ID	HOST_NAME	SUBSCRIBER_ID	CONTRACT_ACC_NUM	KWH_CREDIT	SOLAR_ADJ	SUBSCRIPTION_FEE	ADMIN_FEE	BILL_PERIOD_START_DATE	BILL_PERIOD_END_DATE	TARIFF_TYPE	BILL_DOC_CREATION_DATE	BILL_KEY_DATE	
2					1000	(\$123.89)	\$99.11	\$0.99	4/5/2024	5/6/2024	JC_RS_06D	12/5/2024	2024/05	
3					490	(\$61.73)	\$52.47	\$0.52	4/11/2024	5/10/2024	JC_RS_06D	12/5/2024	2024/05	
4					197	(\$24.82)	\$22.34	\$0.22	4/17/2024	5/15/2024	JC_RS_01D	12/5/2024	2024/05	
5					1500	(\$158.06)	\$142.25	\$1.42	4/3/2024	5/2/2024	JC_GS3_01F	12/5/2024	2024/05	
6					1483	(\$186.48)	\$158.51	\$1.59	3/29/2024	4/29/2024	JC_RS_05D	12/5/2024	2024/04	