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E-rate & You

**HELPING CLIENTS GET THE FUNDING THEY NEED –
HELPING STUDENTS ACHIEVE THEIR POTENTIAL!**

Form 471 is Next!

NOTE: Before you start creating an FCC Form 471 in EPC, you should be familiar with the eligibility rules and filing procedures.

PURPOSE

The FCC Form 471 must reference services that were competitively bid with an FCC Form 470 posted in the E-rate Productivity Center (EPC) for at least 28 days before the FCC Form 471 is filed, unless you are specifically exempted by FCC rules from the FCC Form 470 posting requirement. The 28-day waiting period begins after the FCC Form 470 is certified in EPC. This 28-day waiting period *must occur before* you may execute any contracts for contracted services (as applicable), *before* you select your service provider for tariffed or month-to-month services, and *before* you submit your certified FCC Form 471.

WHO MUST FILE

All participants are required to file an FCC Form 471 application.

- Specifically, every entity responsible for making payments directly to a service provider, the "billed entity," must file an FCC Form 471 application.
- Even if several billed entities together file a single FCC Form 470, each billed entity must file a separate FCC Form 471.
- An entity that receives a bill, but does not make payments to the service provider on that bill, is not a billed entity, and therefore should not file an FCC Form 471 application.

WHEN TO FILE

The FCC Form 471 must be filed during a specific application window each year.

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Got Questions?

We are Here to HELP!

As E-rate Consultants since 2006, we are able to help guide your school or library through this oftentimes complicated and confusing process. Contact us TODAY!

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Form 471 Is Next! (con't)

In general, the application filing window opens about six months before the start of the funding year and is open for about two and one half months. **Applicants should check the USAC website to obtain the filing window dates.**

The FCC Form 470 Receipt Notification Letter (RNL) will identify the earliest date – the Allowable Vendor Selection/Contract Date – on which you may

choose a service provider and, if applicable, execute a contract, and sign and submit an FCC Form 471.

WHERE TO FILE

You must complete and submit the FCC Form 471 by filing the form online in the E-rate Productivity Center (EPC).

HOW MANY TO FILE

You may file more than one FCC Form 471 and, in fact, you must file separate applications for Category One (Data

Services, Internet Access, and Voice Services) and Category Two (Internal Connections, Managed Internal Broadband Services, and/or Basic Maintenance of Internal Connections). This separation allows USAC to process applications more quickly. If there are questions about your application, a funding decision on the application may be delayed.

- USAC, "Filing the FCC Form 471 – Applicants r1.2", EPC, January, 2016

Outsourcing Your E-rate

Is it right for you?

Is E-rate confusing? Do you find the process complicated and frustrating? It doesn't have to be!

- We specialize in the E-rate process – so you don't have to.
- We let educators do what they do best – teach!
- We develop strategies to help ensure that you get the maximum benefit from the program.
- We work with you and the SLD throughout the entire review process.
- Our fees are based on the amount of funding you receive/use.

**Contact Us
TODAY!**



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"Full access to telecommunications and information resources makes possible the rich teaching and learning that take place in schools and libraries. For these institutions to provide the high level of service necessary for their students and patrons, the costs can be great." (Universal Service SLD, 1997)