Schools and Libraries (E-Rate) Program
FCC Form 471 Receipt Acknowledgment Letter
Modification Guide

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**SCHOOLS AND LIBRARIES (E-RATE) PROGRAM**

**RECEIPT ACKNOWLEDGMENT LETTER MODIFICATIONS**

USAC issues an FCC Form 471 Receipt Acknowledgment Letter (RAL) to both the applicant and the service provider in the E-Rate Productivity Center (EPC) after an FCC Form 471 application is certified. The letter contains many of the details submitted on the form and provides a means to correct any mistakes. If you notice incorrect information on the RAL, you can update the application or entity information by following the steps below and submitting a RAL modification request in EPC.

**How to File a RAL Modification**

If you were not able to make all of the appropriate updates to your applicant profile in EPC before the close of the EPC FCC Form 471 administrative window, you can provide updated information by filing a RAL Modification Request after submitting and certifying your FCC Form 471 application(s) but **before you receive your funding commitment decision letter**.

Applicants receive the RAL in their EPC **News** feed after certifying an FCC Form 471. You can click the application link included in the News post to go directly to your FCC Form 471 or you can follow the steps below to search for the FCC Form 471 application, if you wish to submit a RAL Modification request.

The RAL modification function allows you to provide specific information in an organized format, which makes it easier for Program Integrity Assurance (PIA) reviewers to locate and understand the changes you want to make.
To start a RAL Modification Request, locate and open your certified FCC Form 471 using the search function at the bottom of your landing page. Select FCC Form 471 for **Form Type** and the appropriate **Funding Year**. Then click the link for the specific FCC Form 471 you want to update.

From the **Related Actions** menu, choose **Submit Modification Request (RAL)**.

If your application is not available for a RAL Modification Request, you will see a message under the **RAL Request Help** section indicating the reason.
Application Modifications

Modify Basic Application Information

To modify basic information on your FCC Form 471, click the Application button, choose Application Details from the sub-category dropdown, and click the Continue button.

On the Application Details screen, you can:

- Click Cancel Application to cancel your application.
- Click Edit Application to modify the application nickname, the contact person, and/or the holiday contact information. You can also upload one or more documents and provide a description of each document.
Create an FRN or Modify Funding Request Details

To modify funding request information on your FCC Form 471, click the **Application** button, choose **Funding Request Details** from the sub-category dropdown, and click the **Continue** button. You will see a list of the Funding Request Numbers (FRNs) that appear on this form.

- To modify an existing FRN, check the box to the left of the FRN.
  - **View Line Items** allows you to view the line items for that FRN. If you check the box next to a line item, you can edit the line item or manage the recipients of service.
  - **Edit Funding Request** allows you to cancel the FRN or edit the FRN key information.
  - **Edit Purchase Agreement** allows you to make certain changes to the information you originally entered regarding services provided under contract or on a tariffed or month-to-month basis. Note that if you chose contracted services and now want to associate a different contract record with your FRN, you must first create that new contract record in your profile so that it will appear in your search results.
    - To create a contract record, go to the organization page for the parent organization (independent school, school district, independent library, library system, or consortium), click **Contracts** from the menu choices at the top of the page, then choose **Manage Contracts**, then choose **Add a New Contract**.
• To create a new FRN and add its key information, click the **Add FRN** button. You will see a text field where you can add FRN details, and an option to upload one or more documents in order to provide the remainder of the information for the new FRN.
Entity Modifications

Modify the Billed Entity (BEN)

Click the **Entity** button and then the **BEN** button. Check the box to the left of the billed entity and then click the **Edit** button.

- You will see the **Change Entity Details Form**. You can provide new information or modify existing information in any of the editable fields. You can also upload one or more documents as described above.
• For Category Two applications, you can update student counts for schools or square footage for libraries if those have changed. Update the information for each entity and click **Update** when done. Remember to provide a link where USAC can verify the information or upload supporting documentation to support the requested change.

• After you have entered your information, click the **Submit & Continue** button.
Add a Related Entity

Applicants can add a related entity to an application if it was inadvertently missed when the FCC Form 471 application was certified. Note, however, that this can only be done if the related entity is already associated with the parent entity in the entity profile. To add a related entity, click the Entity button and then the BEN button. Check the box to the left of the billed entity and then click the Add Related Entity button.

- Enter the entity number and entity name and click the Add Another Related Entity button if you want to enter more entities or click the Save & Continue button if you are done.

- The entries you make will appear on the Requested Changes table on the Form 471 Modification Request screen. If you are finished making your FCC Form 471 modification requests, click the Finish & Submit Request button.
Request an Adjusted Category Two (C2) Budget

Starting with Funding Year (FY) 2022, applicants can request an adjustment to their five-year C2 Budget if the student counts or square footage has changed. Individual schools and school districts can update student count information as described above by editing the count(s) in the “School Information” grid first, and then clicking the Request Replacement C2 Budget button as described below. Individual libraries can update their square footage in the same manner.

Members of a library system must update their square footage individually, as described above, before requesting a C2 an adjusted budget as the square footage information is not editable in the Category Two (C2) Budget Information screen.

When you have made your updates, click the Entity button and then the BEN button. Check the box to the left of the billed entity and then click the Request Replacement C2 Budget button.

After you click the button, an entry appears under the Requested Changes section of the Form 471 Modification page that shows your FCC Form 471 modification requests. The new budget value will be determined by USAC as it reviews your request and verifies your updated information. To upload updated budget information, follow the steps under Other Modifications in this guide. Click Finish & Submit Request if you have no other modifications to submit.
**Form 471 Modification Request**

Would you like to request changes to an entity in this application?

**Entity Level Changes**
- BEN Name: BEN
- City: MILLYVILLE
- State: IA
- Entry Type: School District

## Requested Changes

<table>
<thead>
<tr>
<th>Category</th>
<th>Name/Number</th>
<th>Change type</th>
<th>Old Value</th>
<th>New Value</th>
<th>Requested Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry</td>
<td>ABC SCHOOL DISTRICT</td>
<td>Replacement C2 Budget Requested</td>
<td>$4,000,000.00</td>
<td>TBD</td>
<td>1/22/2022 12:00 AM EST</td>
</tr>
</tbody>
</table>

**RAL Request Help**

- [CANCEL REQUEST](#)
- [FINISH & SUBMIT REQUEST](#)
Modify Information on One or More Related Entities

Click the **Entity** button and then the **Related Entities** button. You will see a list of all the entities associated with the Billed Entity on this form. Check the box to the left of the first entity you want to modify.

- To remove the entity, click the **Remove** button.
- To modify the entity's profile information, click the **Edit** button. You will see the **Change Entity Details Form**. You can provide or modify information and/or upload documents as described above.
- After you have provided your modifications for this entity, click the **Submit & Continue** button.
- You will then return to the list of related entities. You can modify another entity or, if you are finished, click **Finish & Submit Request**.
Other Modifications

If the FCC Form 471 modification you want to request is not included in the options above, create a document that describes your FCC Form 471 modification request in detail. To upload a document with your request, click the Application button, choose Application Details from the sub-category dropdown and click Continue. Click Edit Application and then use the Upload File function in the Supporting Documentation section of the Application Details page to upload your document.

You should use this upload feature if the Customer Service Center (CSC) has created an entity for you during the time your profile was locked, but they could not associate that entity with your organization. You can also indicate which FRN line items should include this entity as a recipient of service. If you need assistance, open a customer service case in EPC or call CSC at (888) 203-8100.
Submitting a Request

After you have completed data entry for all of the FCC Form 471 modifications you would like to include in the request, review the Requested Changes table one last time to make sure all of your modifications are correct. You can always remove a requested modification by checking the box to the left of the modification and clicking the Remove button.

To submit your request, click the Finish & Submit Request button at the bottom of the screen. On the next screen, click Yes to continue or No to go back.

After you submit your request, you can review your list of requests by clicking the Reports tab and choosing My Submitted Modification Requests (RAL). You can also click the View link in the Supporting Document(s) column to see the documents you have uploaded to that request.
NOTE: The RAL modification(s) you submit do not take effect automatically. They will be included in the review of your FCC Form 471 application, and all the changes approved by your Program Integrity Assurance (PIA) reviewer will appear in the Current View of your FCC Form 471 after USAC has issued your funding commitment decision letter.