

Schools and Libraries (E-Rate) Program Service Substitution Submission Guide

(Funding Year 2016 and Forward)

June 2025



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Service Substitution Overview

This guide shows how to file a service substitution in the E-Rate Productivity Center (EPC). A service substitution allows certain modifications to the products or services listed on an approved FCC Form 471. For a funding request number (FRN) with both Monthly and One-Time charges, you may request to remove all the Monthly or One-Time charges in your service substitution request. If your service substitution involves multiple FRNs or recipients of service (ROS), you may find it helpful to use an Excel worksheet to define the allocations and to help accurately enter the service substitution in EPC.

Your service substitution must meet the following criteria, as specified in the FCC rules:

- 1) The Administrator shall grant a request by an applicant to substitute a service or product for one identified on its FCC Form 471 where:
 - i. The service or product has the same functionality;
 - ii. The substitution does not violate any contract provisions or state or local procurement laws;
 - iii. The substitution does not result in an increase in the percentage of ineligible services or functions; and
 - The applicant certifies that the requested change is within the scope of the controlling FCC Form 470, including any associated Requests for Proposal, for the original services.
- 2) If a service substitution results in a change in the pre-discount price for the supported service, support shall be based on the lower of either the pre-discount price of the service for which support was originally requested or the pre-discount price of the new, substituted service.
- 3) For purposes of this rule, the two categories of eligible services are not deemed to have the same functionality as one another.



When to File

Service substitutions must be submitted by the FRN's Service Delivery Deadline (SDD): typically June 30 of the Funding Year (FY) for recurring services and special construction charges, or September 30 following the funding year for other non-recurring services. Your FRN's SDD can be found on your Funding Commitment Decision Letter (FCDL) or by using the <u>E-Rate FRN Status Tool FY2016+</u> on the USAC Open Data website.

We recommend that you file a service substitution promptly upon identifying necessary changes. You can modify services on your FRNs in EPC before or after receiving your FCDL. However, your FCC Form 486 must be certified by its deadline before filing your service substitution request.

Start the Service Substitution Filing Process

Begin the process of filing your service substitution request by clicking **Service Substitution** in the top-right of your EPC My Applicant Landing Page.

My Applica Uni Adm	nt Landing Page versal Service ninistrative Co.	Funding Request Report FCC Form 470 FCC Form 471 FCC Form 486 Appeal IDD Extension FCC Form 500 SPIN Change Service Substitution Manage Users Manage Organizations EPC E-Rate Invoicing USAC Website Contact Us Help	<u>C</u>
Туре	Select a Type	Application/Request Enter an Application/Request ID or Nickname	
Funding Year	Select a Funding Year		
Pending COMAD Inquiries	are not included.	APPLY FILTERS CLEAR FILTERS	



Sections to Complete to Submit a Service Substitution Request

Create Service Su	Ibstitution			
General Information	Select FRNs	Detailed Info	Additional Questions	Preview

When filing your service substitution, provide and review information in the following five sections of the online form:

- **General Information**: Include the service substitution request nickname, select the relevant funding year of the FRN(s), and enter the Main Contact Person for your entity.
- **Select FRNs**: Associate the FRN(s) and related FRN Line Item(s) that require modification.
- **Detailed Info**: Explain your requested changes to the affected FRN Line Item(s) in the "To" section of the service substitution Request.
- Additional Questions: Check your agreement with the certification questions.
- **Preview**: Review the information you included before submitting your service substitution request.

Create a Service Substitution Request

Provide General Information

- 1) Confirm that your "Submitting Organization Details" are correct. They appear at the top of the form in the top-left and right-of-center.
- 2) Provide information in the following fields under "Service Substitution Details":
 - a. **Nickname**: Enter the service substitution request nickname.
 - b. **Funding Year**: Select the relevant funding year of the FRN(s) you wish to include.
- 3) Enter the Main Contact Person for your entity in the "Contact Information" section.



4) Click **Continue** to move forward to the "Select FRNs" page.

	Select PRIVS	Detailed Info	Additional Questions	Preview
ubmitting Organization D	etails			
ABC 123 School		BEN: 1234	⊐	
111 ABC Way		FCC Registration N	Number: 123456789	
Washington DC				
111-111-1111				
ervice Substitution Detai	s			
ckname *		Funding Year*		
		Select a Fundir	ng Year	•
ontact Information				
ain Contact Person*				
ase select a main contact person by typing th	e contact person's name or email address.			

Select the FRN(s) and FRN Line Item(s)

1) Select the desired FRN(s) in the "Filters" section, then click **Add FRNs** to include them in your request. The "Selected FRNs" grid will now display your selection.



General Information Select FRNs Submitting Organization Details ABC 123 School 111 ABC Way Washington DC 111-111-1111	Detailed Info BEN: 1234 FCC Registration Number	Additional Questions	Preview
tilters pplication Number Enter entire FCC Form 471 Application Number	Category of Service	Category of Service	
RN Enter entire Funding Request Number ADD ALL (9) FRNS			CLEAR SEARCH FILTERS SEARCH
FRN 1 Application Number 11111111 123456789 11111111 123456789 11111111 123456789 11111111 123456789 11111111 123456789 11111111 123456789 11111111 123456789 11111111 123456789 11111111 123456789 11111111 123456789 11111111 123456789 111111111 123456789 111111111 123456789	FRN Nickname FRN Nickname FRN Nickname FRN Nickname FRN Nickname FRN Nickname FRN Nickname FRN Nickname FRN Nickname FRN Nickname	Category o Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 Category 2 Category 2	f Service
Selected FRNs	FRN Nickname	Category of Service	ADD (0) FRNS
	No FRNs Currently Associated		



2) Select the desired FRN line items to include in your request in the "Filtered Line Items" section of the page and click **Add Line Items**.

Selected FRNs FNN 1 Application Number FNN 1 Application Number FIN 1 234556789 PA Recurring FRN1 Category of Service Bettor FRN Line Items FRN Number Filter FRN Line Items Enter entrie Product Filter FRN Line Items Enter entrie Product Type name CLEAR SEARCH FILTERS SEARCH FILTER Eline Items CLEAR SEARCH FILTERS Selected Line Items Intimitian Intintimitintintimitian Intitian Intimitintian Intintimit							
Image: RN in Application Number FRN Nichname Category of Service Illillill Illillilli Category 2 REMOVE (0) FRNS FILTER FRN Line Items FILTER FRN Line Items FILTER FRN Line Items FILTER FRN Line Items Image: RN Number FILTER FRN Line Items FILTER FRN Line Items Image: RN Number FILTER FRN Line Items Image: RN Number FILTER FRN Line Item Number I Type of Product Monthly Quantity One-Time Quantity Intermediate Item Number I Type of Product Monthly Quantity One-Time Quantity No items available CANCEL BACK CONTINUE	Selected FRNs						
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Filtered Line Items SEARCH FILTERS SEARCH FRN Number FRN Line Item Number 1 One-Time Quantity 11111111 11111111001 1 ADD (1) LINE ITEMS Selected Line Items Image: Selected Line Item Number 1 Type of Product Monthly Quantity One-Time Quantity Image: Selected Line Items Image: Selected Line Item Number 1 Type of Product Monthly Quantity One-Time Quantity Image: Selected Line Item S	Enter entire Line Item number			Enter entire Produ	uct Type name		
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ADD (1) LINE ITEMS Selected Line Items FRN Number FRN Line Item Number Type of Product Monthly Quantity One-Time Quantiky No items available No items available ERMOVE (0) LINE ITEMS CANCEL BACK CONTINUE	111111111	11111111.001			1		1
Selected Line Items FRN Number FRN Line Item Number Type of Product Monthly Quantity One-Time Quantity No items available No items available REMOVE (o) LINE ITEMS							ADD (1) LINE ITEMS
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No items available REMOVE (I) LINE ITEMS CANCEL BACK CONTINUE	FRN Number	FRN Line Item Number	1 Type of Pro	oduct	Monthly Quantity		One-Time Quantity
REMOVE (0) LINE ITEMS CANCEL BACK CONTINUE			No it	ems available			
CANCEL BACK CONTINUE							REMOVE (0) LINE ITEMS
CANCEL BACK							
CANCEL BACK							
	CANCEL BACK						CONTINUE



3) Click **Continue** to move forward to the "Detailed Info" page.

	1 Application Number		FRN Nicknam	1e	Category of Service	
111111111	123456789		PIA Recurring	FRN1	Category 2	
						REMOVE (0) FRNS
ilter FRN Line I	tems					
N Line Item Number			Type of P	Product		
Enter entire Line Item num	iber		Enter en	ntire Product Type name		
					CLEAR	SEARCH FILTERS SEARCH
iltered Line Ite	ms					
FRN Number	FRN Line Item Number	1 Тур	e of Product	Monthly Quantity	One-Time 0	Quantity
111111111	111111111.001			1	1	
						ADD (0) LINE ITEMS
	_					
elected Line Ite	ems					
FRN Number	FRN Line Item Number	† Тур	e of Product	Monthly Quantity	One-Time (Quantity
111111111	111111111.001			1	1	
						REMOVE (0) LINE ITEMS

Define Your Requested Changes

1) Click the blue hyperlink in the "FRN Line Item Number" column in the "FRN Line Item Details" section to request changes to the FRN Line Item.



	mation Sele	ect FRNs	Detailed Info	Additional Questions	Previe	w
ubmitting Org	ganization Details					
ABC 123 Sc	hool		BEN: 1234			
111 ABC Wa	ау		FCC Registration Num	ber: 123456789		
Washington I	DC					
111-111-111	1					
N Line Item	Details					
ck the FRN Line Item Nur	mber link(s) in the grid below to complete	e the Service Substitution request for t	the the listed Line Items, one at a tin	ne.		
RN Number	FRN Line Item Number	1 Type of Product	Monthly Quantity	One-Time Quantity	Status	Remove
	111111111 001		1	1	0	
p tional Narra	ative rative for the Service Substitution reque	st. This is optional.				
ptional Narra	ative	st. This is optional.				
ptional Narra lease enter a brief narr ptional Suppo	ative rative for the Service Substitution reque orting Documentation	st. This is optional.				
ptional Narra lease enter a brief narr ptional Suppo	ative rative for the Service Substitution reque orting Documentation	st. This is optional. Description		Uploaded On		Remove
ptional Narra lease enter a brief narr ptional Suppo	ative rative for the Service Substitution reque orting Documentation	st. This is optional. Description No Supporting	Documents have been uploaded	Uploaded On		Remove
ptional Narra lease enter a brief narr ptional Suppo locument	ative rative for the Service Substitution reque orting Documentation	st. This is optional. Description No Supporting	g Documents have been uploaded	Uploaded On		Remove

2) Review the "From (Original Request)" section for the FRN Line Item, including its Pre-Discount Extended Eligible Line Item Cost approved on the FCC Form 471, shown in the bottom-right of the screenshot below.



Enter Service Substitution	on Details			
General Information	Select FRNs	Detaile	d Info Additional Questic	ons Preview
Submitting Organization Details	5			
ABC 123 School			BEN: 1234	
111 ABC Way			FCC Registration Number: 123456789	1
Washington, DC			120100100	
111-111-1111				
		2		
Selected FRN Details				
FRN Number			Service Start Date	
111111111			7/1/2024	
Nickname EDN Nicknamo			Contract Expiration Date	
			9/30/2025	
Line item Details				
111111111.001			Type of Product	
From (Original Request)				
Current Commitment Amount per FRN				
\$4,325.40				
Type of Service				
Internal Connections				
Service Details				
Type of Internal Cabling/Connectors Connection				
Type of Product Connectors				
Make Tripplite				
Model N252-048				
Is Lease or Non-Purchase Agreement?				
YES NO ✓				
Monthly Cost			One-Time Cost	
Monthly Recurring Unit Cost		\$0.00	One-time Unit Cost	\$106.25
Monthly Recurring Unit Ineligible Costs		\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs		= \$0.00	One-time Eligible Unit Cost	= \$106.25
Monthly Quantity		0	One-time Quantity	1
Units		Each	Total Eligible One-time Costs	= \$106.25
Total Monthly Eligible Recurring Costs		= \$0.00	Summary	
Months of Service		x 12	Total Eligible Recurring Costs	\$0.00
Total Eligible Recurring Costs		= \$0.00	Total Eligible One-time Costs	+ \$106.25
			Pre-Discount Extended Eligible Line Item Cost	= \$106.25

3) Next, outline your requested changes in the "To (Service Substitution Request)" section, located at the bottom of the "Selected FRN Details" page.

In the "To" section, you can request changes to the:

a. Model and Manufacturer of your service(s). Only for Category 2 Internal Connections.



- b. Bandwidth Download and Upload Speed(s). Only for Category 1 Internet Access.
- c. Monthly Recurring Eligible Cost and Monthly Recurring Ineligible Costs (Pre-Discount).
- d. One-Time Eligible Cost and One-Time Ineligible Cost (Pre-Discount).
- e. Monthly Quantity and One-Time Quantity.

To (Service Substitution Reque	st)		
The cost of new products/services should not excee	d the old product/service cost for each FRN line item		
Revised Commitment Amount per FRN			
\$4,309.15			
Type of Service			
Internal Connections			
Service Details			
Type of Internal Connection			
Cabling/Connectors			
Type of Product			
Connectors			
Make			
Tripplite			
Model			
N252-048			
YES NO 🗸			
Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$0.00	One-time Unit Cost	\$90.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$0.00
Monthly Recurring Unit Eligible Costs	= \$0.00	One-time Eligible Unit Cost	= \$90.00
Monthly Quantity	0	One-time Quantity	1
Units	Each -	Total Eligible One-time Costs	= \$90.00
Total Monthly Eligible Recurring Costs	= \$0.00	Summary	
Months of Service	x 12	Total Eligible Recurring Costs	\$0.00
Total Eligible Recurring Costs	= \$0.00	Total Eligible One-time Costs	+ \$90.00
		Pre-Discount Extended Eligible Line Item Cost	= \$90.00
CANCEL BACK			SAVE LINE ITEM DETAILS

4) After you include your requested changes in your "To" request, click **Save Line Item Details** to navigate back to the "Detailed Info" page.



5) Because the applicant outlined their requested changes in the "To" request, note that a green checkmark now appears under the "Status" column in the "FRN Line Item Details" section.

	c substitution D	etails				
General Inform Submitting Orge ABC 123 Sch 111 ABC War Washington D 111-111-1111	sation Sei	ect FRNs	Detailed Info BEN: 1234 FCC Registration Num	Additional Questions ber: 123456789	Preview	
FRN Line Item D Click the FRN Line Item Num	Details nber link(s) in the grid below to complet	e the Service Substitution request for th	he the listed Line Items, one at a tin	ne.		
FRN Number	FRN Line Item Number	1 Type of Product	Monthly Quantity	One-Time Quantity	Status Remo	ove
111111111	111111111.001		1	1		
Optional Suppo	rting Documentation					
Optional Suppo	rting Documentation	Description		Uploaded On	Remov	/. /e
Optional Suppo	rting Documentation	Description No Supporting	Documents have been uploaded	Uploaded On	Remov	ve
Optional Suppo Document	rting Documentation	Description No Supporting	Documents have been uploaded	Uploaded On	Remov	/e

6) if you do not wish to add a new FRN Line Item, and you do not wish to include an optional service substitution request narrative and optional supporting documentation, click **Continue** on the "Detailed Info" page to move forward to the "Additional Questions" page of the form.



Add a New FRN Line Item

1) First on the "Detailed Info" page, click Add New FRN Line Item, shown in the center-right of the screenshot below. This action navigates to the "**Add New Line Item**" screen.

General Infor	rmation Sele	ect FRNs		Detailed Info	Additional Questions	Previ	ew
ubmitting Or	ganization Details						
ABC 123 Sc	chool			BEN: 1234			
111 ABC W	ay			FCC Registration Number:	123456789		
Washington	DC						
111-111-111	1						
DNI Line Item	Detaile						
KIN LINE ITEM	Decails	e the Service	Substitution request for th	he the listed Line Items, one at a time.			
RN Number	FRN Line Item Number	t	Type of Product	Monthly Quantity	One-Time Quantity	Status	Remove
	111111111 001			1	1	0	
111111111	111111111.001						
ptional Narra	ative rative for the Service Substitution reque:	st. This is of	stional.		,	ADD N	EW FRN LINE ITE
ptional Narra	ative rative for the Service Substitution reque orting Documentation	st. This is op	tional.			ADD N	EW FRN LINE ITEI
Pptional Narra Nease enter a brief narr Please enter a brief narra	ative rrative for the Service Substitution reque orting Documentation	st. This is op	tional.	Uploa	ded On	ADD N	EW FRN LINE ITER
ptional Narra Nease enter a brief nan Ptional Supp	ative rrative for the Service Substitution reque orting Documentation	st. This is op Descrip	ntional stion	Documents have been uploaded	ded On	ADD N	EW FRN LINE ITER
Pptional Narra Vesse enter a brief nan Pptional Supp Document	ative rative for the Service Substitution reque orting Documentation	st. This is op Descrip	tional. tion No Supporting	Documents have been uploaded	ded On	ADD N	Remove



2) In the "Add New Line Item" section, first select the parent FRN associated with the new FRN Line Item from options in the "FRN Number" drop-down menu.

In addition, select the relevant, original FRN Line Item that you wish to create a new line item based on among the options in the "Line Item to Split" drop-down menu.

	Select FRNs	Detailed Info	Additional Questions	Preview
bmitting Organization D	etails	1004	-	
ABC 123 School		BEN: 1 1234	lumber 123/156789	
Washington DC		PCC Registration in	123430789	
111-111-1111				
ld New Line Item				
cost of new products/services should not	t exceed the old product/service cost fo	or each FRN line item		
cost of new products/services should not I Number	t exceed the old product/service cost fo	er each FRN line item		
cost of new products/services should not Number Nase select a value	t exceed the old product/service cost fo	r each FRN line item		
cost of new products/services should not I Number tase select a value E Item to Split	t exceed the old product/service cost fo	r each FRN line item		
e cost of new products/services should not i Number a select a value e Item to Split tase select a value	t exceed the old product/service cost fo	r each FRN line item		
cost of new products/services should not I Number tase select a value e Item to Split tase select a value v Commitment Amount per FRN	t exceed the old product/service cost fo	r each FRN line item		
cost of new products/services should noi I Number tase select a value I Item to Split tase select a value r Commitment Amount per FRN 0	t exceed the old product/service cost fo	r each FRN line item		

Then, click **Save New Line Item** to move forward.



3) At the top of the next screen, the "Selected FRN Details" and "Line Item Details" sections show information regarding the FRN and original FRN Line Item associated with the new FRN Line Item you are creating.

In the center of the screen, the "FRN Number" and "Line Item" drop-down menus allow you to select the original FRN and FRN Line Item to create a new FRN Line Item from. A message at the top of the "Add New Line Item" section communicates that the cost of the new FRN Line Item should not exceed the cost of the original FRN Line Item.

	ect FRNs Detaile	ed Info Additional Questions	Preview
ubmitting Organization Details			
ABC 123 School		BEN: 1234	
111 ABC Way		FCC Registration Number: 123456789]
Washington DC			
111-111-1111			
elected FRN Details			
N Number		Service Start Date	
111111111		7/1/2024	
ckname		Service End Date	
FRN Nickname		6/30/2025	
ne item Details		The states	
111111111.001		N/A	
dd New Line Item			
e cost of new products/services should not exceed the old p	roduct/service cost for each FRN line item		
N Number			
111111111			
ne Item to Split			
111111111.A01			
ew Commitment Amount per FRN			
.06,800.00			
pe of Service			
envice Details			
re of Product Being Maintained			
sic Maintenance of Internal Connections			
tal Quantity of Equipment Maintained 📀			
ovide the total quantity for all equipment types being covered at t	the entity		
wide the total quantity for all equipment types being covered at t	the entity	One-Time Cost	
ovide the total quantity for all equipment types being covered at t Aonthly Cost Aonthly Recurring Cost	the entity	One-Time Cost	
ovide the total quantity for all equipment types being covered at t Aonthly Cost Monthly Recurring Cost Monthly Recurring Inslightle Costs	the entity	One-Time Cost One-time Cost One-time Inslightle Cost	
Anothly Cost Anothly Cost Anothly Cost Anothly Recurring Cost Anothly Recurring Ineligible Costs Anothly Recurring Ineligible Costs Anothly Recurring Ineligible Costs	the entity	One-Time Cost One-time Cost One-time Ineligible Cost	Caladara
Avide the total quantity for all equipment types being covered at a Monthly Cost Monthly Recurring Cost Monthly Recurring Ineligible Costs Monthly Recurring Eligible Costs	the entity Calculated	One-Time Cost One-time Cost One-time Ineligible Cost One-time Eligible Cost	Calculated
Anothly Recurring Eligible Costs	the entity Calculated x 12	One-Time Cost One-time Cost One-time Ineligible Cost One-time Eligible Cost	Calculated
Avide the total quantity for all equipment types being covered at the Monthly Cost Avide	the entity Calculated x 12 =	One-Time Cost One-time Cost One-time Ineligible Cost One-time Eligible Cost Summary Total Eligible Recurring Costs	Calculated
Divide the total quantity for all equipment types being covered at the formation of the for	the entity Calculated x 12 =	One-Time Cost One-time Cost One-time Ineligible Cost One-time Eligible Cost Summary Total Eligible Recurring Costs One-time Eligible Cost	Calculated
Divide the total quantity for all equipment types being covered at the formation of the for	the entity Calculated x 12 =	One-Time Cost One-time Cost One-time Ineligible Cost One-time Eligible Cost Summary Total Eligible Recurring Costs One-time Eligible Cost	Calculated



- 4) In the "Service Details" section shown in the screenshot above, you can provide FRN Line Item details for the new FRN Line Item, including:
 - a. The total quantity of equipment maintained (for Basic Maintenance of Internal Connections service).
 - b. Model and Manufacturer of the services on your new FRN Line Item.
 - c. Monthly Recurring Eligible Cost and Monthly Recurring Ineligible Costs.
 - d. One-Time Eligible Cost and One-Time Ineligible Cost.

Enter \$0.00 for Monthly or One-Time Eligible or Ineligible costs that do not apply.

5) Click **Save New Line Item** to return to the "Detailed Info" page.

Now, the new FRN Line Item the applicant created appears in the "FRN Line Item Details" section, shown in the screenshot below.

General Info	ormation Se	elect FRNs		Detailed Info	Additional Questions	Previ	ew
bmitting Or	rganization Details						
ABC 123 S	chool			BEN: 1 1234			
111 ABC W	Vay			FCC Registration Number	123456789		
Washington	1 DC						
111-111-11:	11						
N Line Item	Details						
k the FRN Line Item N	lumber link(s) in the grid below to compl	ete the Servic	e Substitution request for th	he the listed Line Items, one at a time.			
N Number	FRN Line Item Number	T	Type of Product	Monthly Quantity	One-Time Quantity	Status	Remove
111111111	111111111.001			1	1	0	
111111111	111111111.A01			1	1	۲	×
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6) If you wish to create additional, new FRN Line Items, click Add New FRN Line Item and follow the same process outlined in Steps #2-5 of this section. If you wish to move forward, click Continue to proceed to the "Additional Questions" page.

Answer Additional Questions

- 1) On the "Additional Questions" page in the "Additional Questions" section, make your certifications to the service substitution certification questions by clicking **Yes** or **No** below each question.
 - The substituted products or services mentioned in the request have the same functionality as that contained in the original proposal.
 - The substitution does not violate any contract provisions or state or local procurement laws.
 - The substitution does not result in an increase in the percentage of ineligible services or functions, that the requested change is consistent within the scope of the establishing FCC Form 470, including any Requests for Proposal for the original services.

Additional Questions	;			
General Information	Select FRNs	Detailed Info	Additional Questions	Preview
Submitting Organization Do ABC 123 School 111 ABC Way Washington DC 111-111-1111	etails	BEN: 11234 FCC Registration Ni	 umber: 1123456789	
Additional Questions The substituted products or services ment	ioned in the request have the same t	functionality as that contained in the ori	zinal proposal.	
YES NO				
The substitution does not violate any cont	ract provisions or state or local proc	urement laws.		
YES NO				
The substitution does not result in an incre any Requests for Proposal for the original s	ease in the percentage of ineligible s ervices.	ervices or functions, that the requested o	hange is consistent within the scope of the e	stablishing FCC Form 470, including
YES NO				χ.
CANCEL BACK				PREVIEW

2) Next, click **Preview** to move forward to the "Preview" page.



Review the "Preview" Page Before Filing

1) On the service substitution "Preview" page, review the information you provided on the previous four pages. After you confirm that this information is correct, click **Submit** to submit your service substitution.

General Information	Select FRNs	Detailed Info	Additional Questions	Preview
Submitting Organization ABC 123 School 111 ABC Way Washington DC 111-111-1111	Details	BEN 1234 FCC Registration	Uumber: 123456789	_
FRN Line Item Details Select the FRN Line Item Number from the gri	id below to view more detailed information for t	hat Line Item.		
FRN Line Item Number	1 Product	Туре		Total Eligible Line Item Cost
11111111.001				\$106,800.00
111111111.A01				\$1,200.00
Optional Narrative				
Optional Supporting Doct	No narrative umentation	has been entered for this Service Subst	itution request	
Document	Description		Uploaded On	
	No	Supporting Documents have been uplo	aded	
Additional Questions				
Additional Questions	antioned in the request have the same fur	nctionality as that contained in the o	riginal proposal.	
The substituted products or services me				
The substituted products or services me Yes The substitution does not violate any co	intract provisions or state or local procure	ement laws.		
The substituted products or services me Yes The substitution does not violate any co Yes	ntract provisions or state or local procure	ement laws.		
The substituted products or services me Yes The substitution does not violate any co Yes The substitution does not result in an ir any Requests for Proposal for the origin Yes	ntract provisions or state or local procurs crease in the percentage of ineligible sen al services.	ement laws. vices or functions, that the requested	I change is consistent within the scope o	f the establishing FCC Form 470, including



After Filing Your Service Substitution Request

• The next screen confirms your filing and provides your request number. Click the blue hyperlink shown in the screenshot below to go to your service substitution request's "Summary" page.

Records / Applicant Entities #17037962 - Ind school -KS Do not Use								(III)			
Summary	Customer Service	Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts	FCC Forms	FRN Appeals	News	Related Actions	
Service	e Substitution	#337243 -	Test Service Sub	has been s	uccessfully crea	ted					
Thank y	ou. We have rece	ived your Ser	vice Substitution cha	inge request a	nd a confirmation w	ill appear i	i <mark>n yo</mark> ur new	s feed shortly	у.		
Click he	re to view the Se	rvice Substitu	ition record dashboa	ro							

Service Substitution Decisions

For FY2016 and forward, USAC issues you and your service provider(s) a Revised Funding Commitment Decision Letter **(RFCDL)** after your service substitution request is processed. You can access your service substitution RFCDL in your EPC **News** feed.

On your RFCDL, the FRN(s) on your service substitution may receive one of the following decisions that are explained below:

- **Approved**: Your requested modification(s) to the FRN(s) on the service substitution was made and your request is approved.
- **Canceled**: You requested to cancel your service substitution, and this request was approved.
- **Dismissed**: Your requested modification(s) to the FRN(s) on the service substitution request was not made because of a specific reason. For example, the service substitution request in question is a duplicate of another service substitution currently in review.
- **Denied**: The FRN(s) on your service substitution:
 - Was previously canceled, denied or rescinded through a Commitment Adjustment (COMAD).
 - Has an issue with change of service category. For example, changing from category one services to category two services.
 - Has requested services with different functionality from the original services.



- Has ineligible or partially ineligible charges associated with the services in your "From (Original Request)" or "To (Service Substitution Request)".
- \circ $\;$ Has an SDD(s) that passed before you submitted your service substitution request.

Note that an overall, request-level decision of "Partially Approved" means that multiple FRNs on the service substitution received different decisions. For example, one FRN on your service substitution request may have an "Approved" decision while another FRN has a "Dismissed" decision. You would need to review the service substitution in greater detail to understand the decisions for each FRN.

You may appeal USAC's decision on your service substitution if you disagree with a USAC decision. You must first file an appeal with USAC before appealing the decision to the FCC. If USAC denies your appeal, you may then appeal the decision to the FCC.