



BEGINNERS: INTRODUCTION TO THE E-RATE PROGRAM

2018 APPLICANT TRAINING



Universal Service
Administrative Co.

DAY ONE - BEGINNERS

AGENDA FOR THE DAY

- Overview
- Basic concepts
- Introduction to the E-rate Productivity Center (EPC)
- Finishing FY2018
- Starting FY2019
- Toolbox
- Questions and Answers

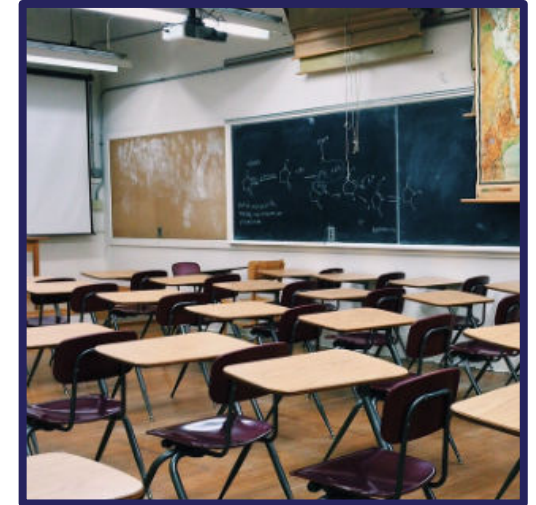
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Schools and Libraries Mission Statement

Schools & Libraries (E-rate) Program

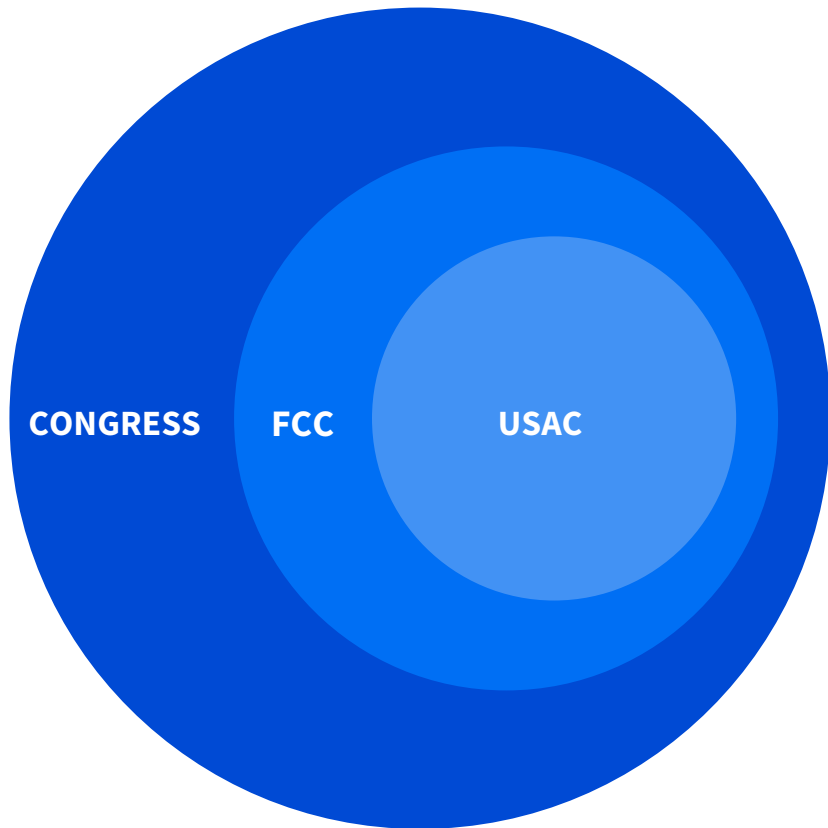
Mission

Help ensure that schools and libraries can obtain high-speed internet access and telecommunications at affordable rates, and keep students and library patrons connected to broadband by providing a discount on eligible services.



OVERVIEW

WHO MAKES THE RULES?

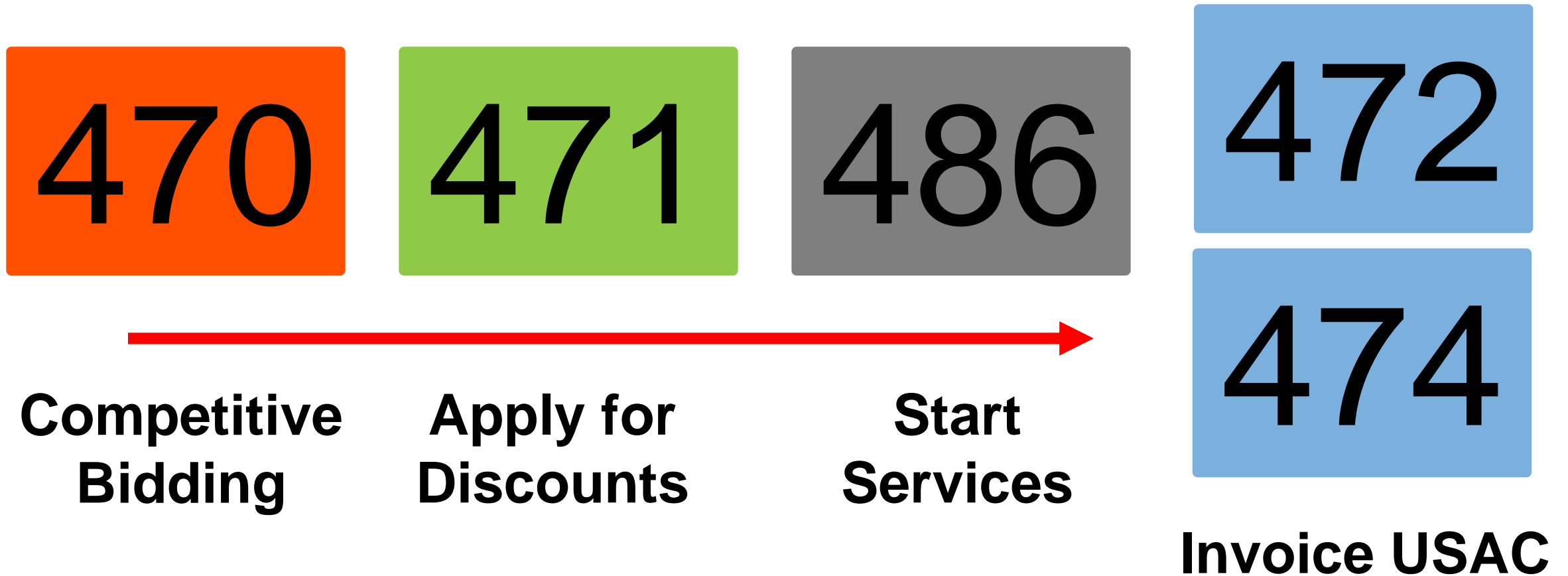


- Congress wrote the Telecommunications Act of 1996, which directed the Federal Communications Commission (FCC) to establish the E-rate Program and other programs.
- The FCC issues orders that set rules and policies for the program and gives direction to the Universal Service Administrative Company (USAC) through orders.
- USAC is responsible for the day-to-day administration of the E-rate Program.

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Schools and Libraries Application Process

What Is the Application Process?



Competitive Bidding

470

- Run an open and fair competitive bidding process.
- Wait 28 days before choosing a service provider.
- Evaluate bids using the price of the eligible services as the primary factor.

Apply for Discounts

471

- Provide information about your requests (discount level, costs of services, service providers).
- Answer USAC review questions.
- Receive your funding commitment decision.

Start Services

486

- Tell USAC your services have started.
- Verify your CIPA* compliance.
- Answer USAC review questions.

* CIPA = Children's Internet Protection Act

Invoice USAC (BEAR Form)

472

- Certify FCC Form 498 to provide your banking information – and backup documents – to USAC for review.
- Pay your customer bill (the bill from your service provider) in full.
- Answer any USAC review questions.

Invoice USAC (SPI Form)

474

- Pay your discounted customer bill (the bill from your service provider).
- Your service provider will invoice USAC for the discount amount.
- Answer any USAC review questions.