

# E-rate Form 486 Filing Guide

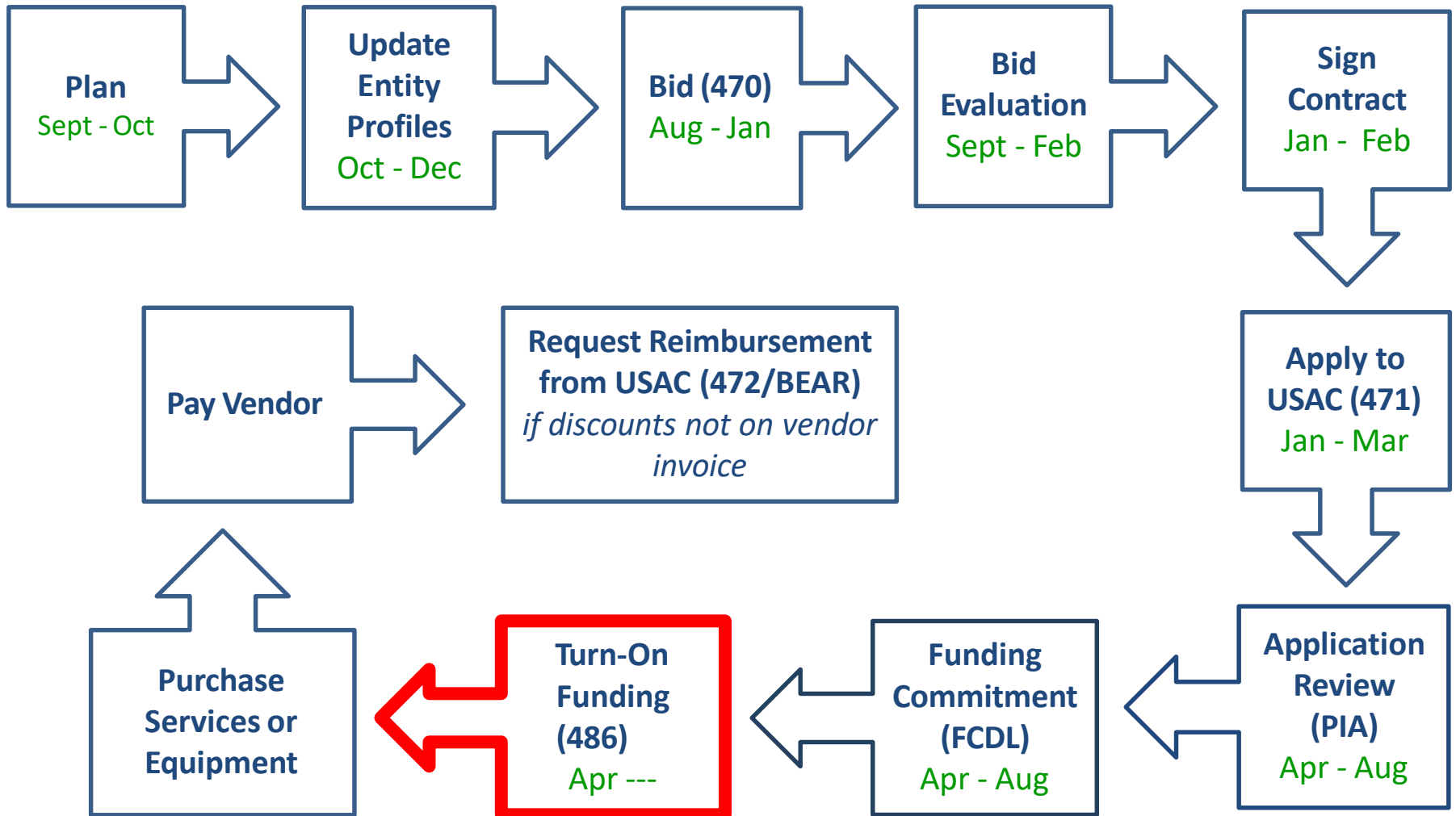
## FY 2023

---



Presented by Julie Tritt Schell  
PA E-rate Coordinator  
for the Pennsylvania Department of Education  
May 2023

# You are **here** in the E-rate process:



# Form 486 Overview

---

- Form 486 has two purposes:
  - It informs the SLD that they are authorized to pay invoices (either BEAR or SPIFs), and
  - It informs the SLD that your school or library is CIPA compliant
- Can only be filed after the FCDL has been issued (after funding has been committed)
- BEAR and vendor (SPI) invoices cannot be paid until the Form 486 has been submitted
  - FY 2023 BEARs and SPIs can't be submitted until July 1, 2023
- Vendors will *usually* not discount bills until the Form 486 has been submitted/approved

# Form 486 in EPC

---

- All Form 486s must be filed in EPC
  - No paper 486s will be accepted
- Form 486 Approval Letters are e-mailed to applicant
  - Letters also are available under Notifications on the EPC Landing Page
- Form 486 is streamlined
  - Form pre-populates FRNs and service start dates based on the approved 471(s)
    - Applicants will select relevant FRNs and will not enter any new data
  - Certifications will change based on applicant type (school, library or consortium)
  - Form is brief and quick to complete
- Vendors will receive 486 Approval Notification in their vendor portals

# Deadline for Filing Form 486

---

- 120 days after FCDL date or Service Start Date listed on Form 486, whichever is later
  - For recurring services FRNs (Category 1 and Basic Maintenance of C2), the earliest deadline is October 28
- Penalty for late Form 486 filing:
  - USAC adjusts the Service Start Date to 120 days from the Form 486 filing date
    - Essentially this means USAC will deduct 1 months' worth of funding for each 30 days that the 486 is submitted late
  - If the deadline is missed, USAC will issue a '486 Urgent Reminder Notice' in EPC Newsfeed
    - Applicants then have 15 additional calendar days to submit the 486 without penalty

# Consortium Leads - Must Collect Form 479s Annually

---

- In order for consortia applicants to submit the Form 486, they are required to annually collect signed Form 479s from their consortia members
  - The consortia applicant can then submit the Form 486 and certify that they have collected the 479s and that no consortia member is seeking a CIPA waiver
- Form 479 is a paper form
  - Not online or in EPC
  - Available at: <https://www.usac.org/wp-content/uploads/erate/documents/Forms/479.pdf>
  - Form 479s are not submitted to USAC
  - Consortia leads must retain these for 11 years
  - Submit to USAC during audits, if requested

# Finding the Form 486 in EPC

---

After the FCDL has been received, you may file the Form 486. From your EPC Landing Page, click on FCC Form 486 in upper right corner.

## My Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [FCC Form 500](#) | [Appeal](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage My Organization](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

# Nickname/Contact Name

## Create FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

### Submitting Organization Details

PAIU NET

2895 WEST PIKE ROAD

INDIANA, PA 15701

724-463-5300

BEN: 16044217

FCC Registration Number: 0021567417

**Nickname:** This is something you make up

**Nickname\***

FY 2023 Form 486 C1

Select the funding year

**Funding Year\***

2023

### Contact Information

**Main Contact Person\***

 Julie Tritt Schell 

Julie Tritt Schell

jtschell@comcast.net

717-730-7133

Please select a main contact person by typing the contact person's name or email address.

CONTINUE

**Contact Person:** Select from one of the EPC users by typing the first few letters of the person's first name



# Selecting FRNs: Don't User Filter

Next: Simply select "Add all FRNs"  
(only funded FRNs will appear)

*Note: You do NOT need to use the Filter; the FRNs that have been funded for FY 2023 will display at the bottom of the screen. The Filter is only helpful if you have a long list of FRNs and need to search for a single one.*

The screenshot shows a web interface with a 'Filters' section. A red 'X' is drawn over the 'Filters' header. Below it are four filter fields: 'Application Number' (text input), 'FRN' (text input), 'Category of Service' (dropdown menu), and 'FRN Status' (dropdown menu). The 'FRN Status' dropdown is set to 'Funded'. At the bottom right are 'CLEAR SEARCH FILTERS' and 'SEARCH' buttons. A red box highlights the 'ADD ALL (2) FRNS' button, with a red arrow pointing to it from the yellow text box on the left. A dashed blue arrow points from the red text note to the 'Filters' header.

*Note: Your FRNs & 471 #s will start with "23" for FY 2023.*

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	2399041184	231025937	PAIUnet Backbone - IU 2	Category 1	Funded
<input type="checkbox"/>	2399041403	231025962	PAIUnet Backbone - IU 24	Category 1	Funded

# Adding FRNs

*Note: Your FRNs & 471 #s will start with "23" for FY 2023.*

ADD ALL (2) FRNS

<input type="checkbox"/>	FRN	↑ Application Number	FRN Nickname	Category of Service	FRN Status
<input checked="" type="checkbox"/>	2399041184	231025937	PAIUnet Backbone - IU 2	Category 1	Funded
<input checked="" type="checkbox"/>	2399041403	231025962	PAIUnet Backbone - IU 24	Category 1	Funded

Selected FRNs

<input type="checkbox"/>	FRN	↑ Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	2399041184	231025937	PAIUnet Backbone - IU 2	Category 1	Funded
<input type="checkbox"/>	2399041403	231025962	PAIUnet Backbone - IU 24	Category 1	Funded

CONTINUE

Click "Add all FRNs" and the FRNs will be moved to the "Selected FRNs" list at the bottom of the page.

Then click 'Continue'

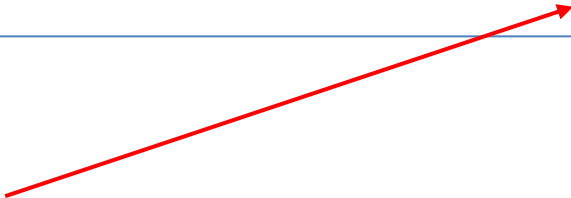
# Confirm Data is Accurate

## Service Information

Please confirm that the information below is complete and accurate for the service(s) that you are confirming. Although it is uncommon, you may need to edit a service start date. To do so, select the FRN(s) you wish to update from the grid below. You may select multiple FRNs.

Please note that the Service Start Date in the below grid is from the FCC Form 471.

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
<input type="checkbox"/>	2399041403	231025962	PAIUnet Backbone - IU 24	143035537	Treasure Lake LP	7/1/2023	7/1/2023
<input type="checkbox"/>	2399041184	231025937	PAIUnet Backbone - IU 2	143035537	Treasure Lake LP	7/1/2023	7/1/2023



**If all data is accurate, simply click Continue.** *(If you need to change the Service Start Date to a date LATER than what you listed on the 471, check the box next to the FRN # and enter the revised date. Note: This is extremely rare and if you do it for a C1 FRN, USAC will reduce your funding if you push back your service start date.)*

# Early Filing/CIPA Waiver?

**Early Filing:** Only check this box if the FCDL is dated prior to July 31 and if your services will begin prior to July. Don't check after July 31.

**CIPA Waiver:** Do not check.  
(Virtually all entities are CIPA compliant and therefore do not check the CIPA waiver box.)

Click **Continue**  
(The only time you should ever use "Send for Certification" is if you want someone else in your EPC profile to certify the application.)

### Early Filing

**CHECK THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.**

The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

### CIPA Waiver

**CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE BILLED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.**

I am requesting certification that, as of the date of the start of discounted services, I am unable to make the certification(s) required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the schools or libraries represented in the Funding Request Number(s) on this FCC Form 486 will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

# General Certifications – All Applicants

---

Check the top 2 certification boxes - required for all applicants.

## Certifications

- I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

# CIPA Certifications – All Applicants Except Consortia


**Be Careful – don't get click happy!!!**

**ONLY check the first circle to signify that you are CIPA compliant.**

**Do NOT check the 2<sup>nd</sup> or 3<sup>rd</sup> buttons!**

*(Rare: If you are NOT CIPA compliant and are only receiving telecommunications services (not Internet or C2), then check the 3<sup>rd</sup> box*

## CIPA Certifications

I certify  of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

I certify that as of the date of the start of discounted services: Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service represented in the Funding Request Number(s) on this Form 486: (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

I certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.



---

→



# CIPA Certifications – Consortia Only

**Tricky!!!! Consortia have different CIPA certifications:**

## CIPA Certifications

-  I certify as the Billed Entity for the consortium that I have collected duly completed and signed FCC Forms 479 from all eligible members of the consortium.
-  I certify as the Billed Entity for the consortium that the only services that have been approved for discounts under the universal service support mechanism on behalf of eligible members of the consortium are telecommunications services, and therefore the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), do not apply.

## Waiver Clarification \*

-  I certify that some or all of the eligible consortium members checked FCC Form 479 Item 6d to seek a CIPA Waiver, and upon request from the Administrator I can provide this information.
-  I certify that no eligible consortium members checked FCC Form 479 Item 6d to seek a CIPA Waiver.

Select the 1<sup>st</sup> certification:

A new box will appear.

Then, select the 2<sup>nd</sup> certification:

Click **Preview** to see the completed Form 486 and Certify.



# Submitting the Form 486

---

## Certifications

- The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.
- I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.
- I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

CANCEL

BACK

Click **Certify** to see the submit the Form 486.

CERTIFY



# Click Yes to Continue

---

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO



YES

# Confirmation Page After Certifying

---

## Certifier Information

You have successfully filed FCC Form 486 #298777 for FY 2023

[Click here to view and print the FCC Form 486](#)

## Certification Date

5/1/2023 3:15 PM EDT

## Authorized Person

**Name** Julie Tritt Schell

**Title** Consultant

**Employer** Tritt Schell Consulting Services

**Address** 1300 Bent Creek Blvd  
Suite 102  
Mechanicsburg, PA 17050

**Phone** 717-730-7133


**Email** jtschell@comcast.net






To print a copy of the submitted Form 486, click here

# Form 486 Approval via E-mail


The Form 486 Notification Letter will be e-mailed to the 486 contact and will look like this example:


USAC Notification - E-rate FCC Form 486 Notification Letter available for FCC Form 486 # 298777, PAIU NET: 16...


 EPC.Application.Administrator@usac.org  
To jtschell@comcast.net

  Reply  Reply All  Forward 

Mon 5/1/2023 3:16 PM

 PAIU NET FCC Form 486 Notification Letter.pdf  
14 KB

 FCC Form 486 - 298777 - FY 2023 Form 486 C1.xlsx  
4 KB



USAC has received and reviewed FCC Forms 486 containing Funding Request Numbers (FRNs) included in the attached files. You may receive additional FCC Form 486 notifications about funding requests that you identified in other FCC Forms 486. Each service provider included on the FCC Form 486 Notification Letter will also be provided with the information in this notification.

Please read the attached FCC Form 486 Notification Letter and corresponding Excel file for important information about any changes made to the form and/or the FRNs.

**NEXT STEPS**

- If not determined already, we recommend applicants and service providers discuss [invoicing options](#), and ensure that both parties are familiar with the invoice deadline date.
- Applicants have the option of receiving a bill from service providers for any non-discounted portion, as stated in program rules. Program rules also require participants to maintain documentation for at least 10 years after the last day of the applicable funding year or the service delivery deadline for the funding request, whichever is later.

Please keep a copy of this notification for your records.

Sincerely,  
Universal Service Administrative Co.

# View Form 486 Approval in EPC

At the top of your EPC Landing Page under Notifications, select "Form 486 Notification Letter"

## My Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [FCC Form 500](#) | [SPIN Change](#) | [Appeal](#) | [Service Substitution](#) | [Manage My Organization](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

[> Pending Inquiries](#)

### Notifications

Notification Type:

Funding Year:

Status <sup>?</sup>  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
 FCC Form 486 Notification Letter	FCC Form 486 - 298777	5/1/2023	EPC System	5/1/2023 3:16 PM EDT	<a href="#">View Notification</a>