

# E-rate Discounts

E-rate discounts range from 20% to 90% for Category 1 services and from 20% to 85% for Category 2 services/equipment. Each applicant's discount is determined by whether a school or library is located in an urban or rural area and the economic need of the students attending the school district (or school in the case of a single school entity). Economic need is measured by the percentage of students whose family incomes are at or below 185% of the federal poverty guidelines. This is the same income means test as used by the National School Lunch Program (NSLP), although whether the student or school in which the student is enrolled actually participates in NSLP is not a determining factor for computing E-rate discounts.

## E-rate Discount Matrix

The maximum discount for Category 1 services is 90%, and the maximum discount for Category 2 is 85%. All other discount bands for Category 2 and all discount bands for Category 1 are identical.

Students Eligible for the National School Lunch Program	Category 1		Category 2	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

The enrollment and NSLP data is entered in each school's EPC profile. The discounts are automatically calculated and brought forth to the Form 471 for that funding year. Library discounts are partially based on the NSLP eligibility of the public school district in which the library or library system's main branch is located, and so each library must identify in their EPC profile the appropriate school district so the discounts are calculated properly.

## Discount Calculations by Entity Types

### School District

To calculate the discount for a school district:

- Determine the total number of students eligible for the National School Lunch Program (NSLP) in the entire school district.
- Determine the total number of students in the school district.
- Divide the first number by the second number to get the percentage of students eligible for NSLP in the school district.
- Using this percentage and the urban or rural status of the school district, find the appropriate Category One and Category Two discount for the school district in the discount matrix.

Voice services are subject to a phase down of 20 percentage points per year starting with Funding Year (FY) 2015. For example, a school district that is eligible for an 60% discount for Category 1 services will be eligible for a 20% discount on voice services for FY 2017 and a no discounts on voice services for FY 2018.

Each school and each eligible non-instructional facility (NIF) shares the overall school district discount. If only one school in the district receives a service, or that service is shared among all or a subset of schools in the district, the discount does not change.

### Individual School

An individual school that is part of a school district does not calculate its discount based on its own student population.

An independent school – a school that does not share a common board with other schools and is individually responsible for its finances and administration – would follow the school district calculation method above, using its student population numbers and the urban or rural status of its physical location.

### Library System

To calculate the discount for a library system:

- Determine the total number of students eligible for the National School Lunch Program in the public school district in which the **main branch of the library** is located.
- Determine the total number of students in that school district.
- Divide the first number by the second number to get the percentage of students eligible for NSLP in that school district.
- Using this percentage and the urban or rural status of the library system, find the appropriate Category 1 and Category 2 discount for the school district in the discount matrix.

### *Library Outlet or Branch*

Each library outlet/branch and each eligible library NIF shares the library system discount. If only one library outlet/branch in the library system receives a service, or that service is shared among all or a subset of library outlets/branches in the library system, the discount does not change.

### **Independent Library**

An independent library is one that is not a branch of a library system. The discount for a single, non-branch, library is calculated as follows:

- Determine the total number of students eligible for the National School Lunch Program in the public school district in which the **main branch of the library** is located.
- Determine the total number of students in that school district.
- Divide the first number by the second number to get the percentage of students eligible for NSLP in that school district.
- Using this percentage and the urban or rural status of the library system, find the appropriate Category 1 and Category 2 discount for the school district in the discount matrix.

### **Consortium of Schools and/or Libraries (including Regional Library Systems)**

To calculate the discount for a school or library consortium:

- List each member of the consortium or statewide application together with its discount as calculated above.
- Total each consortia members' discounts and divide by the number of members.
- Regional Library Systems (often referred to as Library Districts) are classified as Library Consortium in EPC.

*Keep the following in mind:*

- Consortia applications do not have an urban or rural status. The discount is a simple average of the member discounts, and the urban/rural status is determined at the building level.
- The discount for a consortium application applies to all services requested on the application, whether one member, a subset of members, or all members share the service.
- Voice services are subject to a phase down of 20 percentage points per year starting with FY 2015. For example, a consortium or statewide application that is eligible for an 80 percent discount for Category 1 services will be eligible for a 60% discount on voice services for FY 2015 and a 40% discount on voice services for FY 2016.
- Consortium applications are the only applications that can have a discount that does not appear on the discount matrix (e.g., 72%, 45%, etc.) because the consortium discount is a calculated average of the member discounts.
- If the discount calculation results in a decimal, round down to the nearest whole number for decimals less than 0.5 and round up for decimals equal to or greater than 0.5 (e.g., 74.4 becomes 74, 62.5 becomes 63).

### **School or Library Non-Instructional Facility without Classrooms**

A non-instructional facility (NIF) is a school building without classrooms or a library building without public areas. A school NIF that does contain classrooms is still treated as a NIF. When eligible for support, school NIFs receive the same discount as the school district and library NIFs receive the same discount as the library system.

The discount for a NIF is derived from the school district or library system regardless of the physical location of the building. NIFs are not counted in the district or system's urban/rural determination.

**New School Construction**

You must first determine whether you know the population of students that will attend the school. If you know which students will attend the new school, calculate the discount for that individual school as described above. Schools and school districts can provide a reasonable estimate of the number of students who will be attending a school under construction during a particular funding year and seek support for the estimated number of students who will be attending. Once the student population is known, you may update the discount calculation based on the actual student population during Program Integrity Assurance (PIA) review. In order for your discount calculation to be updated with the actual student population, you must notify PIA before your funding commitment decision notification is issued.

**New Library Construction**

For a new library, calculate the discount as described above under library outlet or branch using the student information from the public school district in which the main branch of the library is (or will be) located.

**Head Start, Pre-kindergarten, Juvenile Justice, or Adult Education**

You must first determine if the students and/or facilities in these programs are eligible in your state using the Eligibility Table for Non-Traditional Education. If they are eligible, calculate the discount for an individual school (or a NIF with classrooms as appropriate) as described above. All Head Start students that meet the age requirement are considered eligible for NSLP.

**Schools with Changing Student Populations**

Some schools offer instruction to students drawn from other schools, and the student population in those schools may vary throughout a school year. Examples of these types of schools include some magnet schools, vocational schools, outdoor education facilities, and career centers.

To calculate their discounts, individual schools with changing student populations that are part of a school district use the district's discount rate. Individual schools with changing student populations that are not part of a school district will use a snapshot of the students attending that school and calculate their discount using the Individual School Discount Calculations explained above.

**Alternative Discount Mechanisms**

For schools that either do not participate in NSLP or choose not to use NSLP participation numbers, there are certain acceptable alternative discount mechanisms that can be used to calculate an equivalent measure for the percentage of students eligible for NSLP. In all cases, these mechanisms must be based on or not exceed the same measure of poverty used by NSLP.

# Alternatives to Using NSLP Data

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The primary measure for determining Schools and Libraries Program discounts is the percentage of students eligible for free and reduced lunches under the National School Lunch Program (NSLP). Students from households whose income is at or below 185% of the federal poverty guideline are eligible for the NSLP.

The FCC also sanctions other mechanisms to determine a school's level of need, as long as those mechanisms are based on - or do not exceed - the same measure of poverty used by the NSLP.

## **Collecting Data for Discounts: Surveys**

A school may design a survey that provides the necessary information that measures a family's level of need. Surveys must be based on the following guidelines:

- The survey must be sent to all families whose children attend the school
- The survey must, at a minimum, contain the following information:
- Name of family and students
- Size of the family
- Income level of the family

Income data (or eligibility data based on income) from a survey used to support a discount level for a funding request cannot be older than two years before the start of the funding year (FY). For example, the data gathered from an income survey done in September 2015 can be used for funding requests for FY 2016 and FY 2017, but not for FY 2018. Therefore, surveys must be done at least every other year.

Beginning in FY 2015, applicants may use NSLP applications as their survey instrument. However, the results of a survey can no longer be extrapolated.

## **Survey Retention Documentation**

Applicants should maintain a record of the survey documentation collected to assist in responding to PIA inquiries. Such records should be maintained for a period of ten years after the last day of delivery of the discounted services.

## **Collecting Income Data**

Income data used to support the discount level for a funding request should be collected based on income received by the household during the month before the month in which the survey is conducted. However, the monthly income of a household containing one or more seasonal workers, self-employed workers, or other workers whose income varies from month to month may not accurately represent the actual circumstances of the household. Such a household can project its annual rate of income for the current year based on the income data that is available.

Applications are distributed at the beginning of the school year. The income data gathered is used to determine eligibility for the twelve-month school year (July 1 to the following June 30) in which the survey is conducted.

Information on the definition of income under NSLP, other income guidelines of the program, and the "Eligibility Guidance for School Meals Manual" can be obtained from the website of the National School Lunch Program. <http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp>

### **Collecting Alternative Measures of Poverty**

Participation in one or more of the following programs is currently acceptable as an alternative to NSLP eligibility. Questions on eligibility for these programs can also be included in a survey:

- Medicaid
- Supplemental Nutrition Assistance Program (SNAP), formerly Food stamps
- Supplementary Security Income (SSI)
- Federal public housing assistance or Section 8
- Low Income Home Energy Assistance Program (LIHEAP)

Participation in Temporary Assistance for Needy Families (TANF) is only an acceptable alternative measure of poverty if a state's financial participation guidelines are equal to or more stringent than the level of the income eligibility guidelines (IEGs) for NSLP. Participation in need-based tuition assistance programs is acceptable only if the household income of participants is at or below the income eligibility guidelines for NSLP.

### **Other Ways to Collect Data**

#### **Existing Sources**

Schools may also use existing sources of data that measure levels of poverty, such as need-based tuition assistance programs. However, these measures are acceptable for E-rate Program purposes only if the income eligibility guidelines are equal to or below the income eligibility guidelines for NSLP.

#### **Matching Siblings**

If a school has established that the household income of one of its students is at or below the income eligibility guidelines for NSLP, the siblings of that student may also be counted as eligible for NSLP.

For example, an elementary school has established, through a survey, that a student's household income is at or below the income eligibility guidelines for NSLP. That student's household also has a brother and a sister who attend the local high school. The high school may use the status of the elementary school sibling to count his high school siblings as eligible for NSLP, without collecting its own data on that household.

#### **Combining Data**

Data used to support a particular discount level must be collected and verifiable on an individual student basis. However, data from multiple sources can be combined to complete the count of students eligible for NSLP.

For example, a school with 100 students sent a survey to the 100 households of these students, and 40 of those households returned the survey. The school finds the income of 20 of those 40 households, each of which has one student in the school, are at or below the income eligibility guidelines for NSLP. The school has also matched 10 students not represented in the survey responses with siblings who are eligible for NSLP, and the school has verified that 15 additional students not represented in the survey responses participate in a need-based tuition assistance program that requires the household income of participants to be below the income eligibility guidelines for NSLP.

The school can combine the individual results from these three sources to conclude that 45 percent of the total enrollment, or 45 (20+10+15) of the 100 students in the school, are eligible for NSLP. The school must be able to verify that it has counted each eligible student only once.

### **Provision 1, 2 or 3 Schools**

The National School Lunch Act incorporates three alternative provisions to the normal requirements for annual determinations of eligibility for free and reduced price school meals. For schools that meet the requirements of one of these provisions, annual notification of program availability and certification of children eligible for free meals may be reduced to once every two consecutive school years or less. USAC defers to these reporting requirements and does not require more documentation than is required under these provisions.

Schools participating in one of these three provisions can use the percentage of students eligible for free and reduced lunches acceptable under that provision to determine the discount they enter on their FCC Form 471. However, such schools must be able to produce the documentation required under that provision if requested. Specifically, a Provision 2 or Provision 3 school must have copies of its site application, approval letter from its state to participate in that provision, base year statistics, and the state letter approving an extension (if applicable).

### **Community Eligibility Provision**

Beginning with FY 2015, schools and school districts participating in the Community Eligibility Provision (CEP) use their approved direct certification percentage to determine their NSLP percentage.

For each of its individual schools that participate in CEP, a school district will maintain the correct direct certification percentage (rather than the number of students eligible for NSLP) and the total student population of the school. The percentage of directly certified students will be multiplied by the CEP national multiplier (currently 1.6) to calculate the effective number of students eligible for NSLP. This calculation is capped at 100% of the student population for the purposes of determining the discount.

Schools that participate in CEP must enter their CEP data in the school's EPC profile.

### **Unacceptable Ways to Collect Data**

The following alternative measures of poverty are not acceptable for determining discounts:

**Feeder school method.** This method projects the number of low-income students in a middle or high school based on the average poverty rate of the elementary school(s) that "feeds" students to the middle or high school.

**Proportional method.** This method projects the number of low-income students in a school using an estimate of local poverty.

**Extrapolation.** Extrapolation is no longer an allowable method, whether more than 50 percent of surveys are returned or a non-random sample of students is chosen to derive the percentage of poverty in a school, such as those families personally known by the principal ("Principal's method") or the families of students who apply for financial aid (a non-random sample).

**Title 1 eligibility.** This method uses eligibility for Title 1 funds as the criterion for estimating the level of poverty in a particular school. Some measures of poverty eligible under Title 1 are indirect estimates of poverty, and do not equate.



## E-Rate Household Survey Fall 2016<sup>1</sup>

Your First and Last Name: \_\_\_\_\_

Your Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Circle your household size below, then answer the following questions:

Household Size (Circle One)	Est. Annual Income (As Reported to IRS)	Monthly Income	If Paid Two times per mo.	If Paid Every Two Weeks	Weekly Income
1	\$ 21,775	\$1,815	\$908	\$838	\$419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
Each add'l family member add:	7,696	642	321	296	148

Is your income equal to or less than any of the amounts listed next to the number you circled?      Yes \_\_\_\_\_ No \_\_\_\_\_

Are your children eligible for free or reduced lunches, breakfasts, snacks or milk at their school(s)?      Yes \_\_\_\_\_ No \_\_\_\_\_

Is your family eligible for the Supplemental Nutrition Assistance Program (SNAP) – food stamps?      Yes \_\_\_\_\_ No \_\_\_\_\_

Does your family qualify for medical assistance under Medicaid?      Yes \_\_\_\_\_ No \_\_\_\_\_

Is your family receiving Supplementary Security Income (SSI)?      Yes \_\_\_\_\_ No \_\_\_\_\_

Does your family receive housing assistance (section 8)?      Yes \_\_\_\_\_ No \_\_\_\_\_

Does your family receive home energy assistance (LIHEAP)?      Yes \_\_\_\_\_ No \_\_\_\_\_

**2. Please list all students in your household that attend school. (Enter the grade they will be entering in Fall 2015. (Write on back to list more than 5 students)**

Student Name	Grade	School Attending

**3. Certification: I certify that the above information is, to the best of my knowledge, true and complete.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup>Income Eligibility Guidelines for Reduced Priced Meals. July 1, 2015-June 30, 2016 (Federal Register/ Vol.80, No. 61/ Wednesday, March 31, 2015/ Notices, pg. 17026)



# Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) under the National School Lunch Program provides a new alternative to NSLP household applications for free and reduced price meals in high poverty local educational agencies. CEP does not require participating schools to obtain individual income eligibility applications from each student. Instead, it derives estimates of the NSLP eligible population from existing data from other income-based programs.

In order to qualify for CEP, a school, group of schools, or the entire district must have an “Identified Student Percentage” of 40% or more and must offer both breakfast and lunch daily to all students. The Identified Student Percentage is composed of students who are eligible for free meals without the need for Household Application. LEAs/schools can obtain the identified student information from lists of Direct Certification (DC), Homeless/Runaway, Migrant, Foster (through county office), Head Start, Even Start, etc.

Schools opting into the CEP will use the 1.6 multiplier as is currently permitted by USDA and other federal programs. This multiplier is used to account for the students with family incomes that are above the income eligibility guidelines for free meals but would otherwise qualify for reduced lunch meals. Schools are capped at 100% NSLP eligible for purposes of determining the E-rate discount. In other words if the Identified Student Percentage x 1.6 is greater than 100%, the NSLP percentage for E-rate purposes is 100%.

It is important for districts to maintain records and be able to substantiate their figures for PIA and audit purposes by school, and particularly to be able to re-create the calculated number of NSLP eligible students by school (School A = CEP, School B = participation for Oct 2014, School C = survey, etc). The new Online Form 471 will have an optional worksheet to help districts keep track of the individual student counts by school.

## Examples:

### Single CEP School

- School population = 1,000 students
- 50% are directly certified = 500 students
- 500 students \* 1.6 = 800 students eligible for NSLP
- 800/1000 = 80% of students are eligible
- DISTRICT REPORTS 1000 ENROLLED AND 800 NSLP ELIGIBLE STUDENTS in the EPC Portal profile for that school

### School District With CEP School

School	CEP Yes/No	Enrollment	Direct Certified	NSLP Eligible	
Elementary School	Yes	1000	500	800 (500 * 1.6)	
Middle School	No	800	n/a	250	
High School	No	1200	n/a	450	
<b>DISTRICT-WIDE</b>		<b>2000</b>		<b>1500</b>	<b>75% NSLP ELIGIBILITY</b>



# Urban/Rural Status

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Starting with FY 2015, the FCC updated the definition of "rural" and the manner in which schools and libraries determine their urban or rural status. An individual school and library will be designated as "urban" if located in an "Urbanized Area" or "Urban Cluster" with a population of 25,000 or more as determined by the U.S. Census Bureau. Any school or library not designated "urban" will be designated as "rural" and therefore eligible to receive an additional discounts.

## **Urban/rural status for an individual school or library:**

USAC will compare the address of record for a school or library to the U.S. Census data to determine if the school or library is in an area that is considered urban or rural. USAC's database will then be updated to reflect the appropriate status, as follows:

- "U" if the school or library is considered urban
- "R" if the school or library is considered rural
- "?" if the status cannot be determined – for example, if the school or library does not exist in our database or the address information for the school or library is incorrect or incomplete

The Urban/Rural Lookup Tool is designed to help applicants determine their urban or rural status. The tool is available online at <https://sltools.universalservice.org/portal-external/urbanRuralLookup/>.

## **Urban/rural discount for a school district or library system:**

If more than 50% of the schools in a school district or libraries in a library system are considered rural, the school district or library system is eligible for a rural discount. If 50% or less of the entities are considered rural, the school district or library system is eligible for an urban discount.

### **For individual schools:**

- An individual school must use the discount calculated for its school district, even if the individual school applies for E-rate Program funding on its own. For example, even if an individual school is considered rural, it must use the urban discount calculated for its school district if its school district is eligible for an urban discount.
- However, an independent school – a school that does not share a common board with other schools and is individually responsible for its finances and administration – uses only its student population numbers to determine the level of poverty and the urban or rural status of its physical location for its discount calculation.

### **For school districts:**

- Non-instructional facilities (NIFs) – including NIFs with classrooms – do not have an urban or rural status and do not count toward the urban or rural determination for the school district.
- If there are charter schools that are part of the school district, they count toward the urban or rural determination for the school district.

- If a school has several locations not on the same campus – and therefore several different entity numbers – but is considered to be a single school by the state, only the main location counts toward the urban or rural determination for the school district.
- If a school is considered to be a school by the state but it does not serve as the home school for any students – for example, a vocational education school – it counts toward the urban or rural determination for the school district.
- A group of schools that acts as a school district – for example, diocesan schools that share a common board and are not individually responsible for finances and administration – may file as a school district and determine the "school district" eligibility as described above for an urban or rural discount.

**For individual library outlets/branches:**

- An individual library outlet/branch must use the discount calculated for its library system, even if the individual library outlet/branch applies for funding on its own. For example, even if an individual library outlet/branch is considered rural, it must use the urban discount calculated for its library system if the library system is eligible for an urban discount.
- However, an independent library – a library that does not share a common board with other libraries and is individually responsible for its finances and administration – uses only the level of poverty from the public school district in which it is physically located and the urban or rural status of its physical location for its discount calculation.

**For library systems:**

- NIFs do not have an urban or rural status and do not count toward the urban or rural determination for the library system.
- Bookmobiles and kiosks can be considered library outlets/branches and counted toward the urban or rural determination for the library system. USAC will use the address in its database for the bookmobile or kiosk to determine its urban or rural status.

**For consortia and statewide applications:**

- Consortia and statewide applicants do not have an urban or rural status. Each entity that is a member of the consortium or statewide application calculates its discount using the appropriate level of poverty and urban or rural determination as described above.

# Screen Shots of Urban/Rural Look Up Tool

## Urban/Rural Lookup Tool

This tool is designed to help school districts, library systems, and individual schools and libraries determine the individual and aggregate urban vs. rural status which could be used in calculating the maximum discount used in a request for funds.

This tool is intended for information purposes only; no data or results from this tool will be submitted to USAC.

Choose the entity type for which you want to determine the rural/urban status

- School district
- Library system
- Individual school
- Individual library

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[Website & Privacy Policies](#)

Entity Number(s)

Enter one or more entity numbers, separated by commas, to see the individual and aggregate Urban/Rural status.

66105,66106,66107

Lookup Urban/Rural Status

The percentages of your entities in each status are:

Rural (R): 100%

Urban (U): 0%

Cannot be determined (?): 0%

Eligible for RURAL discount based on entities entered.

## Results

Entity Number	Name	Street Address	Type	Status
66105	CHAMBERLAIN ELEMENTARY SCHOOL	307 E KELLAM AVE CHAMBERLAIN, SD 57325	SCHOOL	<span style="background-color: green; color: white; padding: 2px;">R</span> ✕
66106	CHAMBERLAIN HIGH SCHOOL	1000 SORENSON DR CHAMBERLAIN, SD 57325	SCHOOL	<span style="background-color: green; color: white; padding: 2px;">R</span> ✕
66107	CHAMBERLAIN JUNIOR HIGH SCHOOL	1000 SORENSON DR CHAMBERLAIN, SD 57325	SCHOOL	<span style="background-color: green; color: white; padding: 2px;">R</span> ✕

If you believe that any rural or urban status displayed in the table is incorrect or you would like more information, please call the Client Service Bureau at 1-888-203-8100.





# Schools with Part-Time Students

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## NSLP/Enrollment Guidance for Schools with Part-Time Students

Schools that have part-time enrollments (schools within a district (A), regional schools such as vo-techs (B), and half-day kindergarten schools within a district (C)) should follow the following guidance related to entering data in their EPC profiles for Full Time Students, Peak Part-Time Students, Total Part-Time Students and NSLP Eligible Students. (Hint: NSLP/Full Time Students calculates your discount, Full Time Students + Peak Part-Time Students calculates your C2 budget).

**A) Schools within a school district that serve only part-time students (for example, a vocational school within a school district).** In this scenario, all of the students attend this school part-time and are reported as full-time students at another school within the same school district.

-- **Discount:** Because the students are already included in the number of full-time students and the number of students eligible for the National School Lunch Program (NSLP) at their home school, enter 0 for both the full-time students and NSLP-eligible students at this school. EPC sums the total number of full-time students and the total number of students eligible for NSLP across all of the schools in your district in order to calculate your district's discount rate. As a result, listing the students again for this school would result in double-counting students, which is not allowed. All schools within the school district receive the same, district-wide discount rate, so schools in this scenario will still benefit from the district discount rate.

-- **C2 Budget:** For the C2 Budget, you will enter student counts. Enter the part-time and peak part-time student counts based on the students that attend this school. The part-time student count is the total number of students that attend the school on a part-time basis. The peak part-time student count is the highest number of students that attend this school on a part-time basis at any point during the school day. For example, if a school has 60 part-time students in the morning and 40 part-time students in the afternoon, the total part-time student count is 100, and the peak-part time student count is 60, because this is the largest number of part-time students that attend at the same time. The C2 budget for all schools is based on the number of total full-time students plus the peak part-time students. In this scenario, this calculation would be zero full-time + 60 peak part-time students, for a total of 60 students.

**B) Independent schools that serve only part-time students (for example, a regional vocational school shared by multiple school districts).** In this scenario, students attend their home school for part of the day, and then attend the regional vocational school for the rest of the day. In contrast to the previous scenario, the vocational school does not belong to a school district, and draws students from a number of different school districts.

-- **Discount:** List the total number of students that attend this school as the school's full-time student count, along with the number of those students that are eligible for NSLP. Enter 0 in the part-time and peak part-time student counts. Because this school is not part of a school district, the discount rate is based on the students that attend this school, along with the school's urban/rural status. *Hint: Full-time doesn't mean full-day -- it means total enrolled.*

-- **C2 Budget:** Because all students are now counted as full-time (enrolled) students, enter 0 for both peak part-time and part-time students. The C2 budget for all schools is based on the number of enrolled students plus the peak part-time students. Entering the students again as part-time or peak part-time students would result in over-calculating the C2 budget for the school. *NOTE: This is difference guidance from last year when USAC instructed that the C2 budget is based on the maximum density of the vo-tech school.*

**C) Pre-K schools where all students attend half-days.** In this scenario, the students attend school for part of the day but do not attend any other school for the rest of the day. These students' half-days are their full school day. For example, students may be enrolled in either morning or afternoon classes.

-- **Discount:** List the total number of students that attend this school as the school's full-time enrollment, along with the number of those students that are eligible for NSLP. List 0 for peak part-time and part time students.

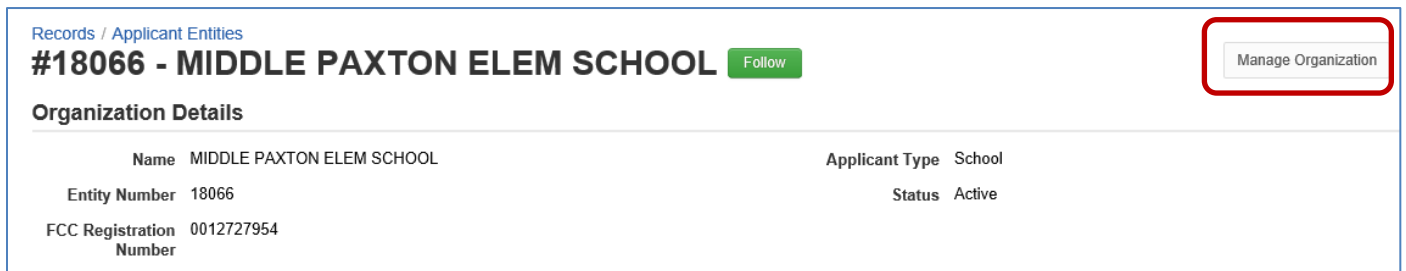
-- **C2 Budget:** Because all students are counted as full-time students, enter zero for both peak part-time and part-time students. The C2 budget for all schools is based on the number of full-time students plus the peak part-time students. Entering the students again as part-time or peak part-time students would result in over-calculating the C2 budget for the school.

# How to Enter Enrollment/NSLP/CEP Data in EPC

From the District's EPC Landing Page, look under the Entities Section and select the building whose data you would like to modify. If a district has more than 5 buildings, scroll through the list. (Hint: the list can be sorted by clicking on the heading title). After updating each profile, return to the Landing Page to select the next school to edit.

My Entities	
Entity	Entity Number
<a href="#">CENTRAL DAUPHIN SCHOOL DIST</a>	125729
<a href="#">MIDDLE PAXTON ELEM SCHOOL</a>	18066
<a href="#">NORTH SIDE ELEMENTARY SCHOOL</a>	18281

Click 'Manage Organization' in the top right to view the page and edit data.



Records / Applicant Entities

## #18066 - MIDDLE PAXTON ELEM SCHOOL [Follow](#)

[Manage Organization](#)

### Organization Details

Name	MIDDLE PAXTON ELEM SCHOOL	Applicant Type	School
Entity Number	18066	Status	Active
FCC Registration Number	0012727954		

The top of the page shows where you can edit general profile data for the school, such as name/address type of school, etc.

## Modify An Organization

Name \*

MIDDLE PAXTON ELEM SCHOOL

Organization Type

Applicant

### Physical Address

Address Line 1 \*

931 PETERS MOUNTAIN RD

County

DAUPHIN

Address Line 2

Zip Code \*

17018

City \*

DAUPHIN

Zip Code Extension

9387

State \*

PA

Click the button below to get standard USPS address

Verify My Address

### Latitude / Longitude

User-entered Latitude ?

Latitude ?

User-entered Longitude ?

Longitude ?

Lookup Urban/Rural Status

### Urban/Rural

User Entered Urban/Rural Status

- Rural  
 Urban

Urban/Rural Status ?

- Rural  
 Urban

Unable to determine your status. Please enter Urban/Rural manu

The bottom of the page provides the fields where the enrollment, NSLP and CEP data should be entered.

### Non-CEP School Example:

<b>Number of Full Time Students *</b> <input type="text" value="306"/>	<b>Peak Number of Part-Time Students *</b> <input type="text" value="0"/>
<b>Total Number of Part-Time Students *</b> <input type="text" value="0"/>	<b>Total Number of Students Eligible for National School Lunch Program (NSLP) ? *</b> <input type="text" value="69"/>
<b>Community Eligibility Program (CEP)? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Alternative Discount Method *</b> <input type="text" value="None"/> <small>Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSL</small>
<b>Does this organization have an endowment? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	

### CEP-School Example:

<b>Number of Full Time Students *</b> <input type="text" value="306"/>	<b>Peak Number of Part-Time Students *</b> <input type="text" value="0"/>
<b>Total Number of Part-Time Students *</b> <input type="text" value="0"/>	<b>Total Number of Students Eligible for National School Lunch Program (NSL)</b> 270
<b>Community Eligibility Program (CEP)? *</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>CEP Percentage *</b> <input type="text" value="55.00%"/>
<b>Does this organization have an endowment? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	



## PA Urbanized Area or Urban Cluster Census Tracts

<b>Census Tract Name</b>	<b>Population</b>	<b>Urbanized Area or Urban Cluster</b>	<b>Partial</b>
Allentown, PA--NJ	632,208	Urbanized Area	P
Altoona, PA	79,930	Urbanized Area	
Bloomsburg--Berwick, PA	53,618	Urbanized Area	
Butler, PA	40,352	Urban Cluster	
Chambersburg, PA	50,887	Urbanized Area	
East Stroudsburg, PA--NJ	54,067	Urbanized Area	P
Erie, PA	196,611	Urbanized Area	
Hanover, PA	66,301	Urbanized Area	
Harrisburg, PA	444,474	Urbanized Area	
Hazleton, PA	56,827	Urbanized Area	
Indiana, PA	28,807	Urban Cluster	
Johnstown, PA	69,014	Urbanized Area	
Lancaster, PA	402,004	Urbanized Area	
Lebanon, PA	77,086	Urbanized Area	
Milton--Lewisburg, PA	30,806	Urban Cluster	
Monessen--California, PA	66,086	Urbanized Area	
New Castle, PA	41,907	Urban Cluster	
Philadelphia, PA--NJ--DE--MD	3,760,387	Urbanized Area	P
Pittsburgh, PA	1,733,853	Urbanized Area	
Pottstown, PA	107,682	Urbanized Area	
Pottsville, PA	43,247	Urban Cluster	
Reading, PA	266,254	Urbanized Area	
Scranton, PA	381,502	Urbanized Area	
Shamokin--Mount Carmel, PA	30,185	Urban Cluster	
Sierra View--Indian Mountain Lake, PA	28,347	Urban Cluster	
State College, PA	87,454	Urbanized Area	
Sunbury, PA	29,541	Urban Cluster	
Uniontown--Connellsville, PA	51,370	Urbanized Area	
Williamsport, PA	56,142	Urbanized Area	
York, PA	232,045	Urbanized Area	
Youngstown, OH--PA	39,477	Urbanized Area	P