

Form 486 Guidance

After applicants receive their Funding Commitment Decision Letter (FCDL), the next step is to file the Form 486. The Form 486 has two purposes:

- 1) The applicant notifies SLD that services have started or will begin on or before July 30 and that the SLD are authorized to pay invoices (either BEAR or SPIFs);
- 2) The applicant notifies SLD that they are compliant with the Children's Internet Protection Act (CIPA).

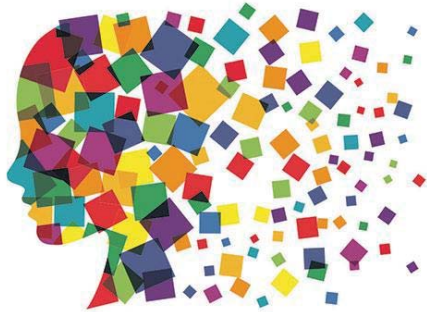
All of the information you need to complete the Form 486 is available on your Funding Commitment Decision Letter or your Form 471: Billed Entity Number, 471 application number, FRNs and SPINs.

It is recommended to file the Form 486 as soon as you receive your FCDL so it is not forgotten and to enable discounted bills, if desired, to begin as soon as possible in the new funding year. Please keep in mind that only FRNs that have been funded can be listed on a Form 486. If your application is still pending, you must wait until it has been approved before filing the Form 486.

For applicants requesting discounted bills, most service providers require the SLD notification that the applicant has filed the 486 before they can begin discounting your bills. The Form 486 approval notification is transmitted electronically to the applicant and each service provider listed on the Form 486 in their EPC portals. The sooner you file this form, the better.

Please refer to the enclosed Guide for completing and submitting Form 486 in EPC.

E-rate Form 486 Filing Guide FY 2017



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 is generated (after funding has been committed)
- BEAR and Vendor invoices cannot be paid until the Form 486 has been submitted and approved
- Vendors will not discount bills until the Form 486 has been submitted and approved
- Deadline: 120 days after FCDL date or October 28, whichever is later

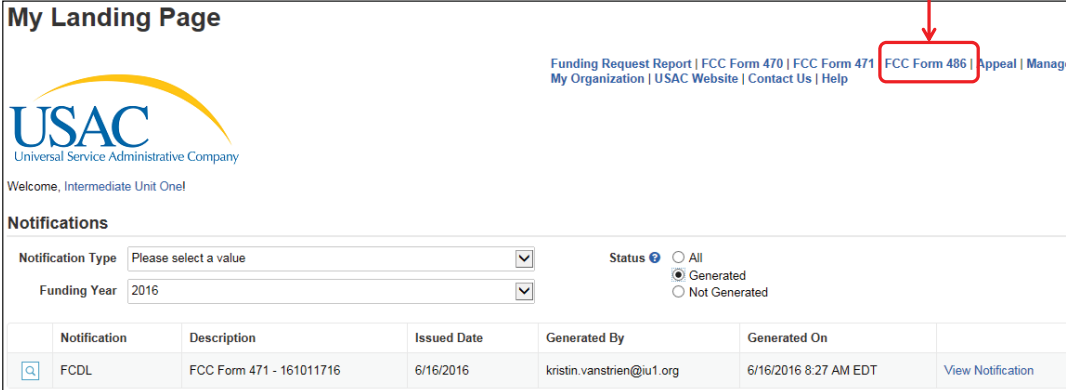
486 Filing and Notifications in EPC

- All Form 486s must be filed in EPC
 - No paper 486s will be accepted
- All Form 486 Approvals Notifications will appear in EPC Newsfeed
 - No paper 486 Approval Letters will be mailed
- New Form 486 has been greatly streamlined
 - Form will pre-populate FRNs and service start dates based on the approved 471(s)
 - Applicants will select relevant FRNs and will not data-enter this data as in previous years
 - Certifications will change based on applicant type (school, library or consortium)
 - Form is short, quick and easy
- Vendors will receive 486 approval Notifications in their vendor portals

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Finding the Form 486 in EPC

After the FCDL has been “Generated” in EPC, 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** | Appeal | Manage
My Organization | USAC Website | Contact Us | Help


USAC
Universal Service Administrative Company

Welcome, Intermediate Unit One!

Notifications

Notification Type: Please select a value
Funding Year: 2016

Status: All Generated Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
 FCDL	FCC Form 471 - 161011716	6/16/2016	kristin.vanstrien@iu1.org	6/16/2016 8:27 AM EDT	View Notification

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Nickname/Contact Name

Select FY 2017 from Drop-down box

Nickname: This is something you make up.

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

Submitting Organization Details

AVELLA AREA PUBLIC LIBRARY BEN: 125289
11 School Court A FCC Registration Number: 0021564786
AVELLA, PA 15312
724-587-5688
melissa_ansell@yahoo.com

FCC Form 486 Details

Nickname * Funding Year *
 2017

Contact Information

Main Contact Person *

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

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Selecting FRNs: Don't User Filter

Note on Filter: You do NOT need to use the Filter; the FRNs that have been funded for FY 2017 will display at the bottom of the screen. The Filter is only available if you have a long list of FRNs and need to search for a single one.

Simply select "Add all FRNs"

Filters

Application Number Category of Service
 --Select Filter by Application Category of Service--

FRN FRN Status
 Funded

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699019118	161011716	Internet Access for library	Category 1	Funded
<input type="checkbox"/>	1699019122	161011716	Library local voice	Category 1	Funded
<input type="checkbox"/>	1699019125	161011716	Library long distance	Category 1	Funded

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Add All FRNs

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

Add all (3) FRNs
Clear Search Filters
Search

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699019118	161011716	Internet Access for library	Category 1	Funded
<input type="checkbox"/>	1699019122	161011716	Library local voice	Category 1	Funded
<input type="checkbox"/>	1699019125	161011716	Library long distance	Category 1	Funded

Add (0) FRNs

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699019118	161011716	Internet Access for library	Category 1	Funded
<input type="checkbox"/>	1699019122	161011716	Library local voice	Category 1	Funded
<input type="checkbox"/>	1699019125	161011716	Library long distance	Category 1	Funded

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Confirm that 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 for FY 2017 SSD will usually be 7/1/2017 for C1 FRNs and may be earlier - 4/1/2017 - for C2 FRNs.

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Service Start Date
<input type="checkbox"/>	1699019118	161011716	Internet Access for library	143026397	Verizon Online LLC	7/1/2016	7/1/2016
<input type="checkbox"/>	1699019122	161011716	Library local voice	143001398	Verizon Pennsylvania LLC	7/1/2016	7/1/2016
<input type="checkbox"/>	1699019125	161011716	Library long distance	143030795	Verizon Long Distance LLC	7/1/2016	7/1/2016

Cancel
Back
Continue

Note, if you want to change the Service Start Date to a different date than what you listed on the 486, check the box next to the FRN # and enter the revised date.

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Early Filing/CIPA Waiver?

Early Filing: This is only required if you are filing the 486 PRIOR to July 1. Do NOT check this box after July 1.

CIPA Waiver: Do NOT check this box.

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 providing notification that, as of the date of the start of discounted services, I am unable to make the certifications 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.

If you have Full Rights and are certifying the application, click Continue.

If you don't have Full Rights, you must "Send for Certification" so a Full Rights EPC User can certify the Form 486.

Send for Certification
Continue

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Certifying the Form 486

Check the 3 Certification boxes (required).

CIPA Certifications: Check the first circle to signify that you are CIPA compliant.

If you are **NOT** CIPA compliant and are only receiving discounts on telecom services, check the 3rd box.

Certifications

I certify that, if required by program rules, the entity(ies) receiving discounted services as indicated on this FCC Form 486 are covered by technology plan(s) that have been approved by a state or other authorized body (i.e., a USAC-certified technology plan approver) prior to the commencement of service and that cover all 12 months of the funding year. Provide the name(s) of the organization(s) that approved a technology plan for any eligible entity that is receiving services covered under this FCC Form 486 or, if EVERY FRN listed in this FCC Form 486 is for services that do not require a technology plan, enter nothing here.

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

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).

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.

Preview

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

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Confirmation Page After Certifying

Certifier Information

You have successfully filed FCC Form 486 #183 for FY 2016

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

Certification Date

6/20/2016 9:37 AM EDT

Authorized Person

Name Kristin Van Strien

Title Supervisor of Data and Information Services

Employer Intermediate Unit One

Address One Intermediate Unit Drive
Coal Center, PA 15423


Phone 724-938-3241 x244

Email kristin.vanstrien@iu1.org

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To View the 486 Notification Letter

At the top of your EPC Landing Page under Notifications, select 'Form 486 Notification Letter' and '2017'

Notifications				
Notification Type	FCC Form 486 Notification Letter	Status	<input checked="" type="radio"/> All <input type="radio"/> Generated <input type="radio"/> Not Generated	
Funding Year	2017			
Notification	Description	Issued Date	Generated By	Generated On
 FCC Form 486 Notification Letter	FCC Form 486 - 2031	7/16/2016	EPC System	7/16/2016 2:19 PM EDT
				View Notification

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Form 479 for Consortia Members

In order to receive E-rate funding for Internet Access, Internal Connections, Managed Internal Broadband Services and Basic Maintenance of Internal Connections, applicants are required to certify on the Form 486 that they are in compliance with the Children's Internet Protection Act (CIPA). In order for E-rate consortia leads to knowingly certify CIPA compliance of their members, the consortia lead is required to collect annually from its members a completed and signed Form 479. After all Form 479s have been collected, the consortia lead may then file the Form 486 with USAC and knowingly make the certification that all members of the consortia are CIPA compliant.

Please note: The Form 479s themselves are not submitted to USAC, unless requested during a pre-commitment or post-commitment audit. They must, however, be retained by the consortia lead for a period of ten years after the last date to receive service.

The Form 479 is not required if the Form 486 includes funding requests only for telecommunications services. This includes voice phone service and data transmission circuits that do not include Internet access service.

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
OR TO THE FEDERAL COMMUNICATIONS COMMISSION**

**Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of
Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
(To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: Applicant should provide own nickname here
Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority Billed entity name		2. Funding Year 2017
3. Mailing Address and Contact Information for Administrative Authority Street Address, P. O. Box or Route Number		
City	State	Zip Code
Name of Contact Person		
Telephone Number	Fax Number	Email Address

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least five years (or whatever retention period is required by the rules in effect at the time of this certification) any and all records that I rely upon to complete this form.

Name of Administrative Authority _____
 Administrative Authority's Form Identifier _____
 Contact Person _____
 Telephone Number _____

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:

- a the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
 (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.

 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

- d I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications 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 recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person	8. Date
9. Printed name of authorized person	
10. Title or position of authorized person	
11. Telephone number of authorized person	

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.