

E-rate Form 486 Filing Guide FY 2017



Created by Julie Tritt Schell
PA E-rate Coordinator
July 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
- Vendors will not discount bills until the Form 486 has been submitted
- Deadline: 120 days after FCDL date or October 28, whichever is later

FY 2016 Form 486 Changes

- All Form 486s must be filed in EPC
 - No paper 486s will be accepted
- All Form 486 Approvals show in EPC Newsfeed
 - No paper 486 Approval Letters will be mailed
- Form 486 is greatly 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 as in previous years
 - Certifications will change based on applicant type (school, library or consortium)
 - Form is short, short
- Vendors will receive 486 Notifications in their vendor portals

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.

[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](#)

My Landing Page



Universal Service
Administrative Co.

Nickname/Contact Name

Select the 2017 Funding Year

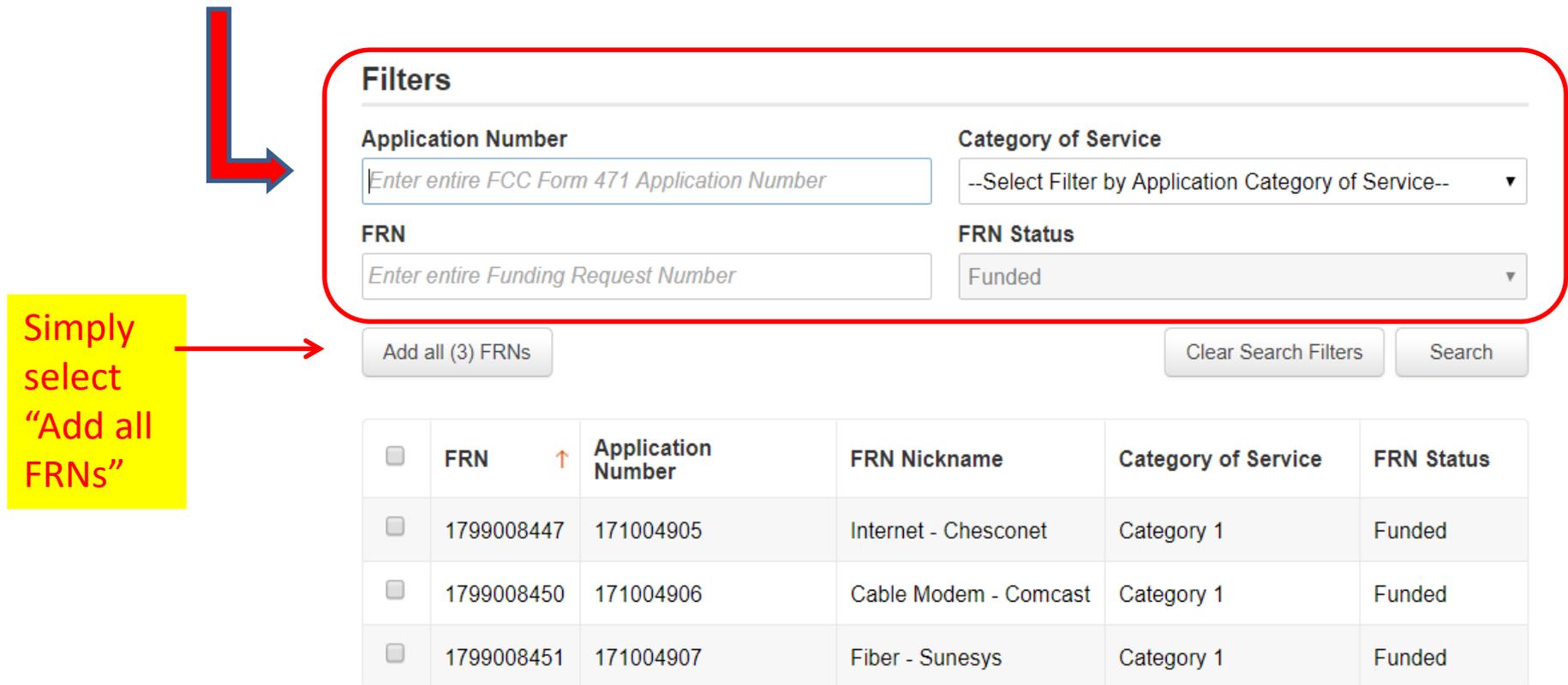
Nickname: This is something you make up.

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

Submitting Organization Details	
OWEN J ROBERTS SCHOOL DISTRICT 901 RIDGE RD POTTSTOWN, PA 19465 610-469-5100	BEN: 126238 FCC Registration Number: 0003263845
FCC Form 486 Details	
Nickname * FY 2017 - Voice Services	Funding Year * 2017
Contact Information	
Main Contact Person * Julie Tritt Schell x	Julie Tritt Schell jtschell@comcast.net 717-730-7133
<small>Please select a main contact person by typing the contact person's name or email address.</small>	

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.



Filters

Application Number

Category of Service

FRN

FRN Status

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1799008447	171004905	Internet - Chesconet	Category 1	Funded
<input type="checkbox"/>	1799008450	171004906	Cable Modem - Comcast	Category 1	Funded
<input type="checkbox"/>	1799008451	171004907	Fiber - Sunesys	Category 1	Funded

Simply select "Add all FRNs"

Add All FRNs

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

<input type="checkbox"/>	FRN ↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1799008447	171004905	Internet - Chesconet	Category 1	Funded
<input type="checkbox"/>	1799008450	171004906	Cable Modem - Comcast	Category 1	Funded
<input type="checkbox"/>	1799008451	171004907	Fiber - Sunesys	Category 1	Funded

Selected FRNs

<input type="checkbox"/>	FRN ↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1799008447	171004905	Internet - Chesconet	Category 1	Funded
<input type="checkbox"/>	1799008450	171004906	Cable Modem - Comcast	Category 1	Funded
<input type="checkbox"/>	1799008451	171004907	Fiber - Sunesys	Category 1	Funded

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 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"/>	1799008447	171004905	Internet - Chesconet	143004423	Chester County Community Net. Inc.	7/1/2017	7/1/2017
<input type="checkbox"/>	1799008450	171004906	Cable Modem - Comcast	143013564	Comcast Cable Communications, LLC	7/1/2017	7/1/2017
<input type="checkbox"/>	1799008451	171004907	Fiber - Sunesys	143019764	Sunesys, LLC	7/1/2017	7/1/2017

Cancel

Back

Continue

Note, if you want to change the Service Start Date to a date LATER than what you listed on the 486, check the box next to the FRN # and enter the revised date. Generally, I do not advise you do this. Simply click **Continue**.

Early Filing/CIPA Waiver?

Early Filing: Because the 486 was not available before July 1, you should not check this box for FY 2017 in any situation.

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

Certifying the Form 486

Check the top 2 Certification boxes (required).

CIPA Certifications: ONLY check the first circle to signify that you are CIPA compliant. Do NOT check the 2nd or 3rd buttons!

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

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

- 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 SCHOOL undertaking such actions, i next funding year, but has
- I certify that as of the date 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.

DO NOT CHECK THE 2ND OR 3RD CERTIFICATIONS!!!

Cancel Back

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

Preview

Confirmation Page After Certifying

Certifier Information

You have successfully filed FCC Form 486 #47518 for FY 2017

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

Certification Date

7/9/2017 1:41 AM 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 View the 486 Notification Letter

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

My Landing Page



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Welcome, Tritt Schell Consulting Services!

Notifications

Notification Type

Funding Year

Status All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
FCC Form 486 Notification Letter	FCC Form 486 - 47518	7/9/2017	EPC System	7/9/2017 1:42 AM EDT	View Notification