

E-rate Form 486 Filing Guide



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 2018 BEARs and SPIs can't be submitted until July 1, 2018
- 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 now e-mailed to applicant
 - Letters also are available under Notifications on the EPC Landing Page
 - No paper 486 Approval Letters will be mailed
- 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 short, short
- Vendors will receive 486 Notifications 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 C1 FRNs, the earliest deadline is usually 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

Consortia – Requirement to Collect Form 479s

- 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 no consortia member is seeking a CIPA waiver
- Form 486 is a paper form
 - Not online or in EPC
 - Available at:
<https://www.usac.org/res/documents/sl/pdf/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.

[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 2019 Funding Year

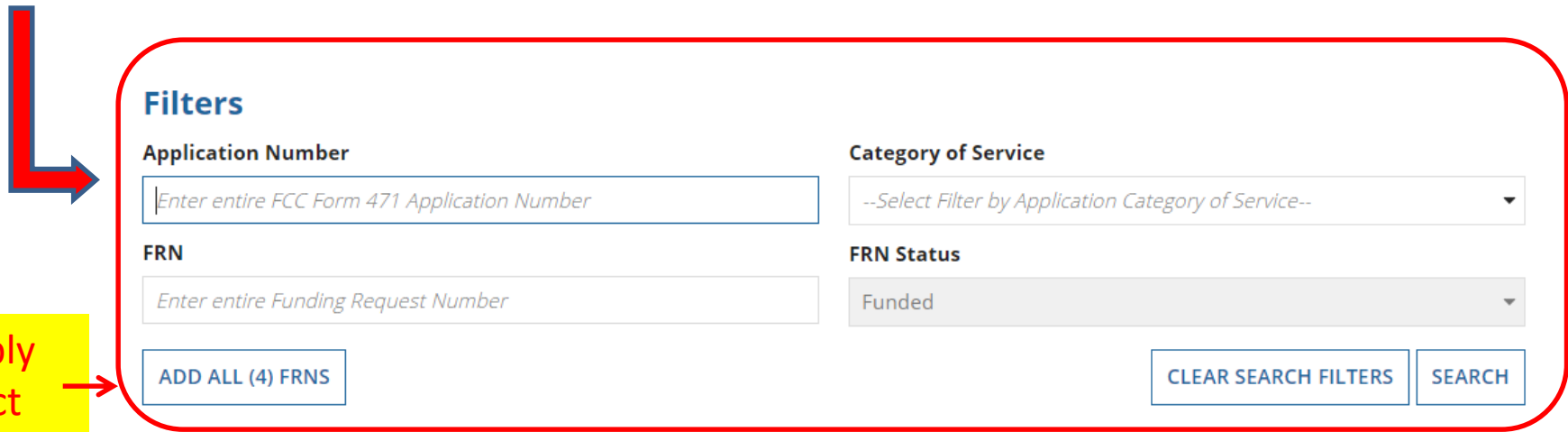
Nickname: This is something you make up.

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

Submitting Organization Details	
AVON GROVE SCHOOL DISTRICT	BEN: 126215
375 S. JENNERSVILLE RD	FCC Registration Number: 0008386047
WEST GROVE, PA 19390	
610-869-2441	
FCC Form 486 Details	
Nickname *	Funding Year *
<input type="text" value="FY 2018 486 Avon Grove"/>	<input type="text" value="2018"/>
Contact Information	
Main Contact Person *	Julie Tritt Schell
<input type="text" value="Julie Tritt Schell"/>	jtschell@comcast.net
Please select a main contact person by typing the contact person's name or email address.	717-730-7133

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 2019 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

Simply select "Add all FRNs"

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1899009179		181006148	WAN - Sunesys	Category 1	Funded
<input type="checkbox"/>	1899009235		181006148	Internet - Chesconet	Category 1	Funded
<input type="checkbox"/>	1899017531		181010872	Switches - Cisco - ePlus	Category 2	Funded
<input type="checkbox"/>	1899017536		181010872	Wireless - Aruba - Integra1	Category 2	Funded

Adding FRNs

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

ADD ALL (4) FRNS **CLEAR SEARCH FILTERS** **SEARCH**

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1899009179	181006148	WAN - Sunesys	Category 1	Funded
<input type="checkbox"/>	1899009235	181006148	Internet - Chesconet	Category 1	Funded
<input type="checkbox"/>	1899017531	181010872	Switches - Cisco - ePlus	Category 2	Funded
<input type="checkbox"/>	1899017536	181010872	Wireless - Aruba - Integra1	Category 2	Funded

ADD (0) FRNS

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1899009179	181006148	WAN - Sunesys	Category 1	Funded
<input type="checkbox"/>	1899009235	181006148	Internet - Chesconet	Category 1	Funded
<input type="checkbox"/>	1899017531	181010872	Switches - Cisco - ePlus	Category 2	Funded
<input type="checkbox"/>	1899017536	181010872	Wireless - Aruba - Integra1	Category 2	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"/>	1899009179	181006148	WAN - Sunesys	143019764	Sunesys, LLC	7/1/2018	7/1/2018
<input type="checkbox"/>	1899009235	181006148	Internet - Chesconet	143004423	Chester County Community Net. Inc.	7/1/2018	7/1/2018
<input type="checkbox"/>	1899017531	181010872	Switches - Cisco - ePlus	143006553	ePlus Technology, Inc.	7/1/2018	7/1/2018
<input type="checkbox"/>	1899017536	181010872	Wireless - Aruba - Integra1	143004753	Integra Business Inc.	7/1/2018	7/1/2018

CANCEL

BACK

CONTINUE

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: If this is for C1, USAC will reduce your funding if you push back your service start date.)

Early Filing/CIPA Waiver?

Early Filing: If the FCDL is received prior to July 31 and if your services will begin prior to July 31 (or equipment received before July 31), you should check the Early Filing box. Otherwise, don't check.

CIPA Waiver: Most entities are CIPA compliant and therefore do not check the CIPA waiver box.

<p>Early Filing</p> <p>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.</p> <p><input checked="" type="checkbox"/> 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.</p>
<p>CIPA Waiver</p> <p>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.</p> <p><input type="checkbox"/> I am providing notification that, as the Administrative Authority for the services, I am unable to make the certifications required by the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or other policies prevent the making of the certification(s) otherwise required. I certify that the schools or entities 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.</p>

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.)



General Certifications – 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.


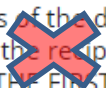

Check the top
2
Certification
boxes -
required for
all applicants.

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 2nd or 3rd buttons! (Rare: If you are **NOT** CIPA compliant and are only receiving discounts on telecom services, check the 3rd box.)

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  (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. 

CANCEL

BACK

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



PREVIEW

On the next screen, click **Certify** to submit the Form 486.

PRINT PREVIEW

CERTIFY

CIPA Certifications – Consortia Only

Consortia have different CIPA certifications:

CIPA Certifications

Select the 1st certification:

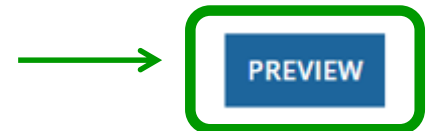
- I certify 😊 the Billed Entity for the consortium that I have collected duly completed and signed FCC Forms 479 from all eligible members of the consortium.
- I certify ❌ the Billed Entity for the consortium that the only services that have been approved for discounts under the universal service support 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.

Select the 2nd certification:

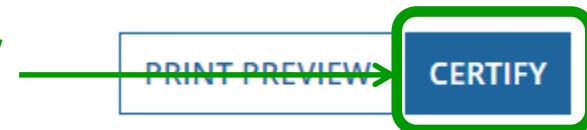
Waiver Clarification *

- 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.

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



On the next screen, click **Certify** to submit the Form 486.



Confirmation Page After Certifying

Certifier Information

You have successfully filed FCC Form 486 #96209 for FY 2018

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

Certification Date

4/25/2018 1:56 PM EDT

Authorized Person

Name Julie Tritt Schell

Title Consultant

Employer Tritt Schell Consulting Services

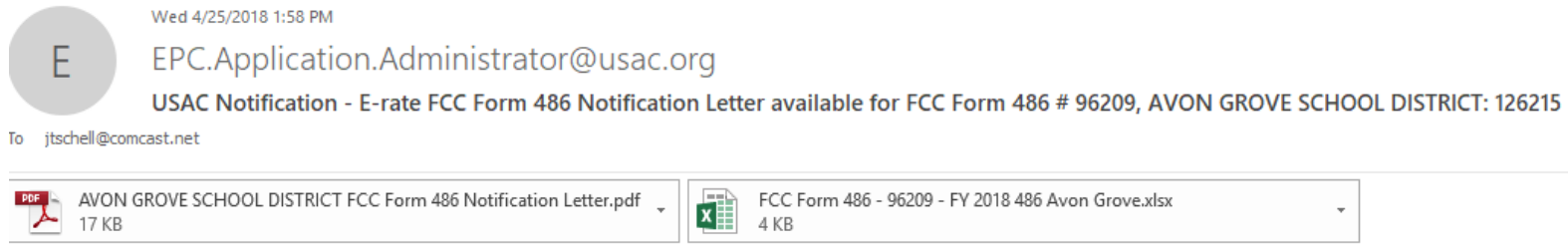
Address 1300 Bent Creek Blvd
Suite 102
Mechanicsburg, PA 17050

Phone 717-730-7133

Email jtschell@comcast.net

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 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.

Form 486 Approval in EPC

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

My Landing Page



**Universal Service
Administrative Co.**

Welcome, [Tritt Schell Consulting Services!](#)


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

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 - 96209	4/25/2018	EPC System	4/25/2018 1:58 PM EDT	View Notification