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## Schools and Libraries News Brief

October 5, 2007

**PROGRAM DEADLINES IN OCTOBER:** On or before October 29, the following forms must be submitted online or postmarked:

\* Invoices (Form 472 and Form 474) for FY2006 recurring services.

\* Forms 486 for FY2007 services that started on July 1, 2007.

You should refer to the [Deadlines Tool](#) and the appropriate letters from USAC to calculate or verify your deadlines for these and other program forms.

### Commitments for Funding Year 2007

**Funding Year 2007.** USAC will release FY2007 Wave 23 Funding Commitment Decision Letters (FCDLs) October 9. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 83% and above. As of October 5, FY2007 commitments total just over \$1.46 billion.

On the day after the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

### Application Process: Eligibility

To participate in the Schools and Libraries program, potential applicants, recipients of service, and service providers must first determine whether they are eligible. Below are some points to consider on the subject of eligibility.

#### Schools

To be eligible for E-rate discounts, schools

- must be elementary and/or secondary schools as defined under state law.
- must not operate as for-profit businesses.
- must not have endowments exceeding \$50 million.

In general, public schools meet these requirements. Other types of schools – such as non-public schools, charter schools, and diocesan schools – should check with the state department of education in their state to see if the educational services they provide fall within that state's definition of elementary and/or secondary education.

In some states, pre-kindergarten, adult education, and juvenile justice students and/or facilities may fall under the state definition of elementary or secondary education. If your school includes these students or facilities, you should review USAC's guidance on [Non-traditional Elementary and Secondary Education](#). USAC has also posted an [Eligibility Table for Non-traditional K-12 Students and Facilities](#) that contains current information from each state on the eligibility of these students and facilities.

- NOTE: Every two years, USAC asks state departments of education for official confirmation of the status of these types of entities and other matters related to eligibility. If you have received such a request in a letter from USAC recently, please respond by the deadline indicated in the letter. A prompt response may clarify eligibility issues of concern to potential applicants and service providers in your state, while the lack of a response may lead USAC to assume that these entities are ineligible.

Also, [Educational Service Agencies \(ESAs\)](#) are eligible for discounts in some states. ESAs are regional agencies authorized by state statute that provide services or programs to local educational agencies such as individual schools and school districts. ESAs may go by different names in different states, and the programs and services provided by ESAs vary from state to

state. You can refer to the [Eligibility Table for Educational Service Agencies](#) for specific information.

### Libraries

To be eligible for E-rate discounts, libraries

- must be eligible for assistance from a state library administrative agency under the Library Services and Technology Act (LSTA).
- must not operate as for-profit businesses.
- must have budgets completely separate from any schools.

In general, public libraries meet these requirements. Other types of libraries – such as academic libraries, research libraries, or private libraries – should check with the state library agency in their state to see if they are eligible for assistance under LSTA. Note that they are not required to have received such assistance; they must only be eligible to receive it. As with schools, eligibility requirements may vary from state to state.

### Service Providers

To be eligible to participate in the program, service providers must file a [Form 498, Service Provider Identification Number and Contact Information Form](#) and receive a Service Provider Identification Number (SPIN). For providers of Internet Access, Internal Connections, and Basic Maintenance of Internal Connections, there are no other eligibility requirements.

Providers of Telecommunications Services must provide those services on a [common carriage basis](#). Because of this requirement, such companies are often referred to as “common carriers.” Common carriers must complete [Form 499-A, Telecommunications Reporting Worksheet](#), and in general must contribute to the [Universal Service Fund](#).

- You can check the status of a company providing Telecommunications Services using the [SPIN Contact Search Tool](#) on the USAC website. After you enter at least the first three letters of a service provider’s name (be sure to add a percent sign or “%” immediately following those letters) or a SPIN, click “Next” to view the results of your search. In the column marked “Eligible Telecomm Provider,” you will see a “Y” if USAC has determined that Telecommunications Services can be provided by that service provider under that SPIN.

For more information on eligibility, refer to [Step 1. Determine Eligibility](#) for applicants and [Step 1. Obtain a Service Provider Identification Number](#) for service providers.

### Fall Training Update

The last three training sessions – Cleveland, San Francisco, and Phoenix – are now fully booked, both for training registrations and for hotel rooms. We will continue to work the waiting lists as cancellations occur. For those of you who are not able to attend a training session, we do expect to be able to make recorded presentations from the Orlando training available from our website at some point in the future.

Note that, in response to evaluation comments from previous training sessions, we have modified the [presentation on Eligible Services](#) that occurs on the second day of the training. If you printed out or downloaded the training materials before Thursday, September 27, please reprint the Eligible Services presentation from the [2007 Fall Training Presentation Materials page](#) or by following the link above.

As always, if you have questions on any aspect of the training sessions, you can direct them to the email address or the telephone number provided on the [2007 Training announcement](#) under “How to Register.”

REMINDER: Beginners sessions are limited to true beginners – those program participants with less than two years’ experience with E-rate. Beginners will receive an invitation by email to attend the beginners session at their registered training.

### Erratum

In the [September 28 News Brief](#), the hyperlink to the [list of Acronyms and Terms Commonly Used in the Schools & Libraries Program](#) was incorrect. The hyperlink in the archived copy of the News Brief has been updated.

You may download and print copies of [Schools and Libraries News Briefs](#) on USAC's website. You may [subscribe](#) to or [unsubscribe](#) from this news brief. For program information, please visit the [Schools and Libraries area](#) of the USAC website, [submit a question](#), or call us toll-free at 1-888-203-8100. Feel free to forward this news brief to any interested parties.

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