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Universal Service  
Administrative Co.

# Schools and Libraries Program News Brief

July 27, 2018

**TIP OF THE WEEK: SERVICE PROVIDERS: [File your SPAC Form\(s\)](#) so that USAC can process invoices.** Invoices can already be filed for Funding Year (FY) 2018 services, and FY2017 invoice deadlines are approaching. Remember that USAC cannot process an invoice for a funding year if we do not have a certified SPAC Form on file for that funding year.

## Commitments for Funding Year 2018

**Funding Year 2018.** USAC released Funding Year (FY) 2018 Wave 16 Funding Commitment Decision Letters (FCDLs) on July 27. As of July 27, FY2018 commitments total over \$1.46 billion.

On the date that FCDLs are issued, you can access your FCDL notification from the **Notifications** section of your landing page in the E-rate Productivity Center (EPC).

## FCC Form 486 Reminders

After applicants have received an FCDL with a positive funding commitment and services have started for the funding year, they must file an [FCC Form 486](#) to accomplish the following:

- Notify USAC that services have started and USAC can process invoices.
- Certify their status of compliance with the [Children's Internet Protection Act \(CIPA\)](#).

## Consortium members

For members of a consortium or in other situations where the entity filing the FCC Form 486 is not the Administrative Authority for purposes of CIPA, the Administrative Authority(ies) for the recipient(s) of service file the [FCC Form 479](#), Certification of Administrative Authority to Billed Entity of Compliance with the Children's Internet Protection Act, with the entity that will file the FCC Form 486 on their behalf. For more information on Administrative Authorities, you can refer to the [CIPA guidance](#) page on the USAC website.

## Filing an FCC Form 486 in EPC

In general, applicants file FCC Form 486 in EPC. To start a form, you can click the link labeled **FCC Form 486** at the top of your landing page in EPC.

## Filing an FCC Form 486 for funding years before FY2016

For applicants that receive original commitments for funding years before FY2016, the FCC Form 486 is filed in the legacy system rather than in EPC.

To start a form, go to the [Forms](#) page on the USAC website, scroll to the **FCC Form 486** section, choose [File Online \(legacy system\) \(FY2015 and previous years\)](#). To certify your form, you will need a Personal Identification Number (PIN).

- If you still have a PIN that can be used on all program forms, you can certify your form with that PIN. Applicants who have forgotten their PINs can call the Client Service Bureau (CSB) at 888-203-8100 and ask CSB to regenerate their PIN.
- If you don't have a PIN – or your PIN only allows you to certify BEAR Forms:
  - Complete the [PIN Template](#) on the [Personal Identification Number](#) page on the USAC website. Provide all of the information requested, even if you only need one PIN.
  - Open a customer service case in EPC, choose "FCC Form 486" from the **Topic** menu and "Other" from the **Subtopic** menu. Be sure to add the words "ALL FORMS PIN Request" to the **Title** field.
  - Upload your completed template, check your work, and click the **SUBMIT** button. You should receive your PIN by email in about a week.

### FCC Form 486 filing reminders

#### 1. Read the text next to each checkbox to make sure it applies to you.

The two most common errors we see on FCC Forms 486 are:

- *Checking the **Early Filing** box when you are not filing early.* Most services start on July 1. Because July 1, 2018 has passed, most applicants at this point in time are not filing early and should not check the box.
- *Checking the **CIPA Waiver** box when you are not eligible for a CIPA waiver.* This CIPA waiver only applies if you are unable to make the certifications required by CIPA in your Second Funding Year because your state or local procurement rules or regulations or competitive bidding requirements prevent the making the certification(s) otherwise required.

For a detailed description of the requirements of CIPA – including the definition of your Second Funding Year – refer to the [CIPA guidance](#) page on the USAC website.

#### 2. Choose only the Funding Request Numbers (FRNs) that you are ready to file.

When you start the FCC Form 486 in EPC and choose a funding year, the system will present you with a complete list of the funded FRNs from all of the FCC Forms 471 you filed for the funding year.

You may not be ready to certify an FCC Form 486 for all of your FRNs. For example, services may have started for some FRNs but not for others. You can choose which FRNs you want to include on this form by checking the box to the left of each of those FRNs.

#### 3. Choose the correct CIPA certification(s) based on your situation.

By now, most applicants must be compliant with the requirements of CIPA.

- Do not indicate that you are working toward compliance if your First Funding Year has already been established.
- Do not indicate that CIPA does not apply if you are getting internet services or funding for Category Two services.
- If you are a consortium or other entity that makes the appropriate CIPA certification(s) on behalf of its members, be sure to collect an [FCC Form 479](#) from each of your members before certifying the FCC Form 486.

Again, for more information on CIPA, you can refer to the [CIPA guidance](#) page on the USAC website.

#### **4. Review your form carefully before you submit it.**

USAC reviews certified FCC Forms 486 to verify that they comply with program rules. A reviewer may reach out to you if any of the information you have provided is incorrect or inconsistent. In certain cases, your reviewer – in consultation with you – can modify information on your form so that your form can be approved. Checking your form for accuracy can obviate a USAC review.

#### **ISRs Now Come from usac.org Domain**

Service providers who file invoices electronically receive an Invoice Status Report (ISR) by email shortly after USAC has uploaded their electronic invoice file to our database.

In the past, these emails came from the domain **sl.universalservice.org**. The emails now come from **usac.org**. Please add [noreply@usac.org](mailto:noreply@usac.org) and/or the domain **usac.org** to your safe senders list so that you can continue to receive these email notifications.

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