E-Rate Funding Year Activities

E-Rate is a year-long process, and it is important to meet each deadline. Use this timeline to help stay on track.
Please note that these activities are for the Funding Year, which starts in July and ends in June.

FIRST STEP

NOVEMBER

The FCC Form 470 can be filed as early as July 1 of the prior funding year, but many applicants file in November.

File the FCC Form 470 and wait at least 28 days to select a service provider.

JANUARY

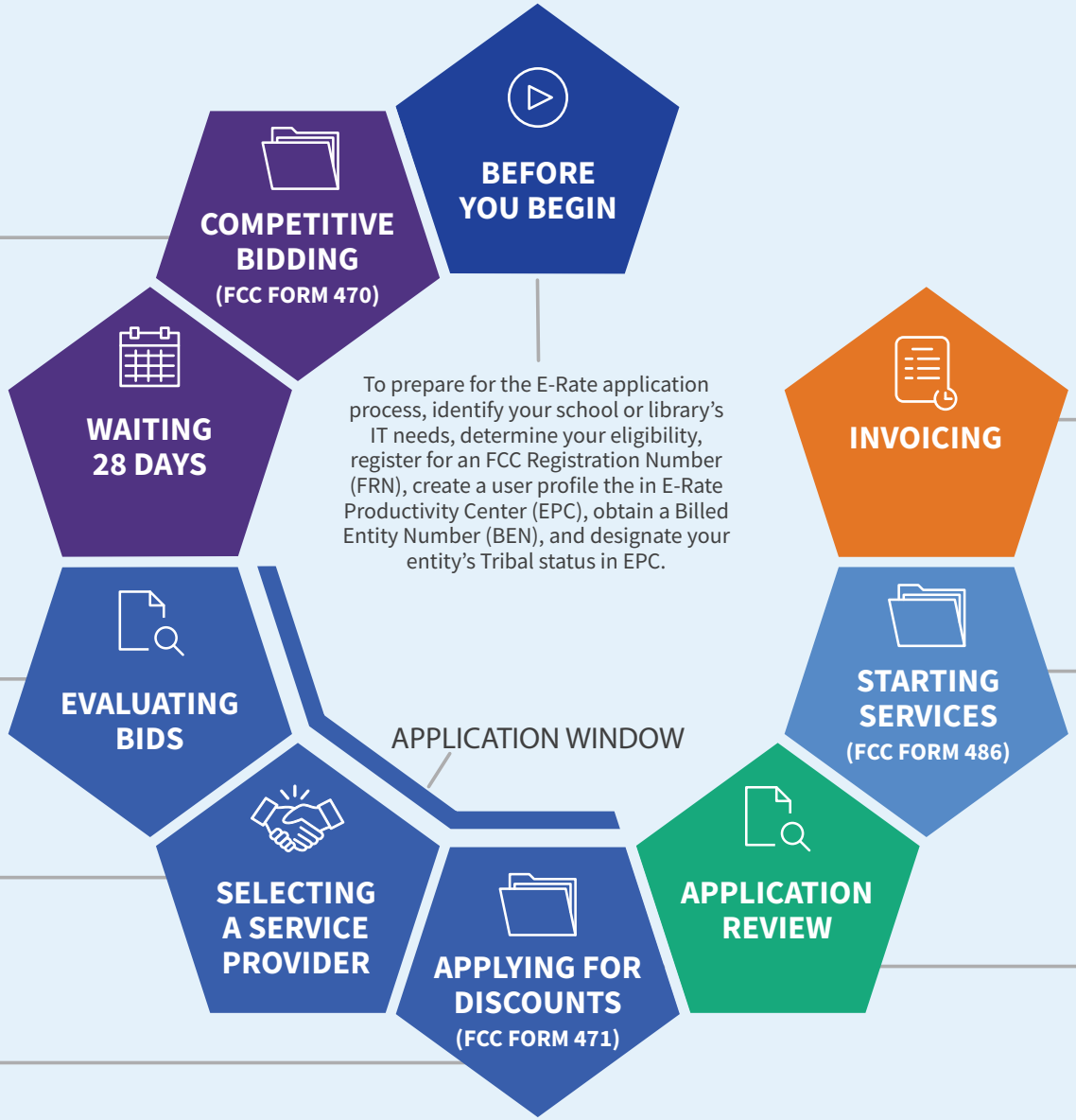
Construct an evaluation to compare options and select the most cost-effective one.

FEBRUARY

On or after the 29th day, select a service provider and enter into a service agreement.

MARCH

The FCC Form 471 filing window generally runs from January to March.



To prepare for the E-Rate application process, identify your school or library's IT needs, determine your eligibility, register for an FCC Registration Number (FRN), create a user profile the in E-Rate Productivity Center (EPC), obtain a Billed Entity Number (BEN), and designate your entity's Tribal status in EPC.

LAST STEP

OCTOBER

The invoice deadline is generally 120 days after the last date to receive service. The October deadline is for the prior funding year's recurring services that were to be delivered by June 30.

JULY

Start E-Rate services then file the FCC Form 486 for each year in which you participate in E-Rate. Start evaluating what you need for the next funding year.

APRIL - MAY

FCC Forms 471 undergo Program Integrity Assurance (PIA) review. You may ask your vendor for help with the PIA process. If you notice errors on your FCC Form 471, you can submit corrections.

usac.org/e-rate/get-started

Universal Service Administrative Co.