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Schools and Libraries (E-Rate)

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USAC's News Archive gives you access to all announcements related to the Schools and Libraries Program as they were made throughout the years. The archives will be updated as new announcements are made.

Select a Year: [2013 ▾] [GO]

12/30/2013 – Revised FCC Forms 479, 486, and 500 Are Now Available
The Office of Management and Budget has approved the FCC's revisions to the FCC Forms 479, 486, and 500 and their accompanying instructions. The revised forms and instructions – dated December 2013 – are available on the Forms page.

Starting today, paper filers must use the revised versions of these forms. The online version of the revised FCC Form 486 will be available January 3, 2013.

12/26/2013 – System Maintenance: 3:00 PM EST December 26 to Noon EST December 27
The Apply Online page, including Submit a Question, online forms, and most search tools will be unavailable from 3:00 PM EST December 26 through noon EST December 27 to prepare for the upcoming application filing window. During this time, users may be unable to file, certify, and search for certain forms online.

12/19/2013 – Revised FCC Forms 470 and 471 Are Now Available
The Office of Management and Budget has approved the FCC's revisions to the FCC Forms 470 and 471 and their accompanying instructions. The revised forms and instructions – dated December 2013 in the lower right-hand corner – are available on the Forms page.

Starting today, paper filers must use the revised versions of these forms. The online version of the revised FCC Form 470 will be available tomorrow morning, and the online version of the revised FCC Form 471 will be available when the FY2014 application filing window opens at noon EST on January 9, 2014.

12/19/2013 – System Maintenance: 6:00 PM to 11:59 PM EST Thursday, December 19
The "Apply Online" page, including "Submit a Question," online forms, and most search tools will be unavailable Thursday, December 19 from 6:00 PM through 11:59 PM EST to upload the revised FCC Form 470. During this time, users may be unable to file, certify, and search for certain forms online.

The revised FCC Form 470 will be available online tomorrow morning. Access to the FCC Form 470 function buttons on the Apply Online page will be blocked until the upload is complete.

> If you have started an FCC Form 470 online, you are urged to complete it before 6:00 PM EST today. If you do not, some of your data may be lost when the revised form becomes available.

> If you have completed an FCC Form 470 online, you are urged to certify it before 6:00 PM EST today. If you do not, you must use the certification from the revised form to certify your form.

> If we cannot complete data entry of a paper form or paper certification today, you must re-file using the December 2013 version of the form or certification available on this website.

12/19/2013 – System Maintenance: 9:00 PM to 11:59 PM EST Friday, December 20
The "Apply Online" page, including "Submit a Question," online forms, and most search tools, will be unavailable Friday, December 20, from 9:00 PM through 11:59 PM EST for system maintenance. During this time, users may be unable to file, certify, and search for certain forms online.

12/10/2013 – USAC's Washington, DC Office Closed, Tuesday, December 10, 2013
Due to inclement weather, USAC's Washington, DC office is closed today, Tuesday, December 10, 2013. Please note that the Schools and Libraries Client Service Bureau (CSB) will remain open.

11/20/2013 – Special Edition News Brief - USAC Announces FY2014 Filing Window
A special edition of the Schools and Libraries News Brief is now available, containing information about the FY2014 filing window.

Subscribe to the News Brief to receive it each week in your inbox.

11/15/2013 – System Maintenance: 9:00 PM to 11:59 PM EST Friday, November 15
The Apply Online page, including Submit a Question, online forms, and most search tools, will be unavailable Friday, November 15, from 9:00 PM

through 11:59 PM EST for system maintenance. During this time, users may be unable to file, certify, and search for certain forms online.

10/23/2013 – FCC Releases Eligible Services List Report and Order
On October 22, 2013, the Federal Communications Commission released a Report and Order (DA 13-2037) releasing the Eligible Services List for Funding Year 2014.

10/17/2013 – System Maintenance: 9:00 PM to 11:59 PM EDT Friday, October 18
The Apply Online page, including Submit a Question, online forms, and most search tools, will be unavailable Friday, October 18, from 9:00 PM through 11:59 PM EDT for system maintenance. During this time, users may be unable to file, certify, and search for certain forms online.

10/11/2013 – USAC Is Open for Business As Usual; All Deadlines Remain in Effect
During the government shutdown, USAC will remain open for business as usual and all universal service deadlines remain in effect. All trainings, conference calls, webinars, and other events will take place as scheduled.

9/30/2013 – Join Us for a Webinar About E-File Roles and Responsibilities
Join USAC on Tuesday, October 8, at 3:00 PM EDT for a webinar on E-File roles and responsibilities. All who use E-File or who establish/manage E-File users (Company Officers, General Contacts, authorized users, and RHC Invoice users) are invited to attend. Registration is complimentary.

This webinar will cover definitions for E-File terms you should know, the roles of Company Officers and General Contacts, the responsibility of establishing and managing authorized users, and the roles of authorized users for each form (FCC Forms 498, 499, 497, 525, 472, 481) as well as for Rural Health Care Program users.

For more information, please email USAC Outreach .

9/19/2013 – System Maintenance: 9:00 PM to 11:59 PM EDT Friday, September 20
The Apply Online page, including Submit a Question, online forms, and most search tools will be unavailable Friday, September 20 from 9:00 PM through 11:59 PM EDT for system maintenance. During this time, users may be unable to file, certify, and search for certain forms online.

8/28/2013 – Special Edition News Brief - FCC Form 472 Available Online
A Special Edition of the Schools and Libraries News Brief is now available, containing information about the online FCC Form 472. Subscribe to the News Brief to receive it each week in your inbox.

8/23/2013 – News Brief Issued
This week's Schools and Libraries News Brief is now available. Receive E-rate tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

8/20/2013 – New FCC Form 498 Now Available
Beginning August 20, 2013, all service providers must use the new FCC Form 498 (August 2013 version) when applying for a new Service Provider Identification Number (SPIN) or when making changes to contact or remittance information to an existing SPIN.

The new FCC Form 498 and instructions are posted on the USAC website in the Service Provider Forms section. No prior years' forms will be accepted; all FCC Form 498s mailed to USAC (postmarked after August 20th) must use the newest version of the form or they will not be processed. Service providers who submit an outdated form will receive notice from USAC that the form could not be processed. FCC Form 498 E-File users will automatically see the newest version of the form upon log in, and their information will pre-populate.
The changes to the form affect service providers participating in the Rural Health Care (RHC) Program. Service providers currently participating in the RHC Program will soon have their universal service fund (USF) contributions automatically set to net against their distribution payments. To opt out of netted payments, service providers must uncheck the box in Block 14. Additionally, service providers that plan on participating in the RHC's Healthcare Connect Fund must indicate their intention by checking the box in Block 15, "Certification to Assist Health Care Providers."

On August 19, 2013, the FCC released Public Notice DA-13-1777 explaining the new changes to the form. If you have questions, call us at (888) 641-8722, or email USAC's 499 group . You may also visit the Service Providers section of our website. To learn more, please view the Changes to FCC Form 498 video.

8/19/2013 – E-File Outage Due to Scheduled Systems Maintenance: 9:00 - 11:00 PM EDT Monday, August 19
E-File will be unavailable Monday August 19, 2013 from 9:00 PM EDT until approximately 11:00 PM EDT for scheduled maintenance. During this time, users may be unable to log in, file, certify, and search for certain forms online.

8/16/2013 – Scheduled Systems Maintenance: 9:00 - 11:59 PM EDT Friday, August 16
The Apply Online page, including Submit a Question, online forms, and most search tools, will be unavailable Friday, August 16 from 9:00 PM through 11:59 PM EDT for scheduled system maintenance. During this time, users may be unable to file, certify, and search for certain forms online.

8/7/2013 – FCC Form 474 Available Online
The FCC Form 474, Service Provider Invoice Form, is now available online . Service providers can start using this online version of the July 2013 form immediately by going to the Forms page and clicking "File Online" under the heading FCC Form 474. If you have questions, you can refer to the July 2013 FCC Form 474 Instructions also posted on that page.

7/19/2013 – Special Edition News Brief – Changes for Online Invoicing
A Special Edition of the Schools and Libraries News Brief is now available, containing information on temporary changes for online invoice submissions. Subscribe to the News Brief to receive it each week in your inbox.

7/18/2013 – Scheduled Systems Maintenance: 7:00 - 11:59 PM EDT Friday, July 19
The Apply Online page, including Submit a Question, online forms, and most search tools, will be unavailable Friday, July 19 from 7:00 PM through 11:59 PM EDT for scheduled system maintenance. During this time, users may be unable to file, certify, and search for certain forms online.

7/5/2013 – FCC Establishes Comment Period for FY2014 Eligible Services List

On July 3, 2013 the FCC released a Public Notice (DA 13-1513 📄) establishing the comment period for the Eligible Services List (ESL) proposed for Funding Year (FY) 2014.

Comments on the draft ESL – which is attached to the Public Notice – are due to the FCC on or before August 2, 2013. Reply comments are due to the FCC on or before August 19, 2013. For a summary of proposed changes to the ESL and information on filing comments with the FCC, please refer to the Public Notice.

7/1/2013 – FY2014 FCC Form 470 Available for Online Filing

USAC has now enabled online filing for Funding Year (FY) 2014 for the FCC Form 470, Description of Services Requested and Certification Form. (As a reminder, the first day of FY2014 is July 1, 2014.)

If you have already filed an FCC Form 470 for FY2013 and noted in Item 13 that you intended the form for FY2014 services, remember that you cannot cite this form for non-contracted services provided under tariff or on a month-to-month basis. For these services, you must file an FCC Form 470 featuring FY2014 in Block 1, Item 2.

6/28/2013 – First FY2013 FCC Form 486 Notification Letters Issued

USAC issued the first run of FCC Form 486 Notification Letters for Funding Year (FY) 2013 on Wednesday, June 26. From this point forward, FY2013 FCC Form 486 Notification Letters will be issued once each week for all forms that were successfully processed by USAC since the last run.

6/20/2013 – Scheduled Systems Maintenance: 9:00 - 11:59 PM EDT Friday, June 21

The Apply Online page, including Submit a Question, online forms, and most search tools will be unavailable Friday, June 21 from 9:00 PM through 11:59 PM EDT for scheduled system maintenance. During this time, users may be unable to file, certify, and search for certain forms online.

5/20/2013 – Special Edition News Brief – First Funding Wave for FY2013

A Special Edition of the Schools and Libraries News Brief is now available, announcing the first funding wave for FY2013. Subscribe to the News Brief to receive it each week in your inbox.

5/16/2013 – FCC Issues Public Notice on Carry-forward of Unused Funds

On May 16, the FCC issued Public Notice DA 13-1119 📄 to carry forward $450 million in unused funds to ensure funding is available for all eligible Priority 1 funding requests for FY2013.

5/15/2013 – Scheduled Systems Maintenance: 8:30 - 11:59 PM EDT Friday, May 17

The Apply Online page, including Submit a Question, online forms, and most search tools will be unavailable Friday, May 17 from 8:30 PM through 11:59 PM EDT for scheduled system maintenance.

During this time, users may be unable to file, certify, and search for certain forms online.

5/3/2013 – May 15 Deadline for Item 21 Attachments and FCC Form 471 Certifications

USAC has posted a List of FRNs 📊 for FY2013 Missing Item 21 Attachments and a list of FCC Forms 471 📊 Not Yet Certified on its website. Note that these lists are static – you can find information at the top of each list about the dates the entries on the lists were identified and which forms or FRNs are included.

5/2/2013 – Registration Open for Fall Applicant Trainings

This fall, join USAC for an all-day training focused on applicants who participate in the Schools and Libraries (E-rate) Program. The training will cover general E-rate topics for applicants. Register Today!

4/24/2013 – List of FY2013 FRNs Missing Item 21 Attachments Now Available

The list of FRNs 📊 contains a list of all FY2013 Funding Request Numbers (FRNs) in the USAC database that we believe are missing Item 21 attachments. This list is in alphabetical order by state. The first tab is A-F, the second is G-K, the third is L-P, and the fourth is R-Z.

Find your FRN and follow the instructions below.

Your FRN will be on this list if:

1. You did not file an Item 21 attachment and should have filed one.

2. You started an Item 21 attachment online but did not submit it by April 17, 2013. (Clicking the "Save and Exit" button does not submit your attachment.)

3. You submitted an Item 21 attachment by email, fax, or on paper, but you did not correctly identify the FRN, the FCC Form 471 application number, or both in time for USAC to log it by March 28, 2013.

4. Your Item 21 attachment and the Item 21 Attachment Urgent Reminder Letter crossed in the mail.

You must submit an Item 21 attachment for each of your FRNs on or before May 15, 2013. FRNs that are missing Item 21 attachments or have Item 21 attachments submitted after May 15 will be denied for being out-of-window.

If you believe you have submitted an Item 21 attachment online, go to the Item 21 attachment web page ; enter your Billed Entity Number, FCC Form 471 application number, and security code; and click Continue. If an FRN shows any status other than "submitted online," click the status, complete your attachment, and click the "submit" button. This action will complete the process and submit your attachment.

If you believe you have submitted an Item 21 attachment by email, fax, or paper, first review your copy of the submission for accuracy. You can then call the Client Service Bureau (CSB) at (888) 203-8100 to check the status of your submission. Be sure to have your FCC Form 471 application number, the method of submission (email, fax, or paper) and the date of submission.

If we still do not have your Item 21 attachment, you will need to resubmit it.

4/22/2013 – Deadline for FY2013 FCC Form 471 Certifications and Item 21 Attachments Extended to May 15
USAC will issue two sets of letters later this week – one to applicants that filed an FCC Form 471 online before the close of the filing window but did not complete the certification process, the other to remind applicants to submit their Item 21 attachments. Both sets of letters will be issued on Thursday, April 25; appropriate actions must be taken on or before Wednesday, May 15.

If you do not certify your FCC Form 471 on or before May 15, it will be considered out-of-window. You can certify an FCC Form 471 online or on paper.

If you do not submit an Item 21 attachment on or before May 15, the Block 5 Funding Request Number (FRN) associated with that Item 21 attachment will be considered out-of-window. You can submit an Item 21 attachment online, by email, by fax, or by mail or delivery service.

Each letter is discussed in the April 19 News Brief .

4/22/2013 – USAC Provides Demand Estimate for Funding Year 2013 to FCC
On April 22, 2013, the Schools and Libraries Program of the USAC reported to the Federal Communications Commission (FCC) that $4.986 billion in requested funding has been estimated for schools and libraries seeking discounts for Funding Year 2013. This estimate is based on the dollars requested in 45,189 applications received or postmarked by March 14, 2013, the close of the FCC Form 471 application filing window.

There are several factors that will reduce ultimately the funds requested from the estimated level. First, while efforts have been made to eliminate duplicate requests, inevitably we will discover more duplication as we process these applications. Second, USAC's efforts to assure that funds are committed only for eligible services, for use by eligible entities with the appropriate discount rate, and are otherwise consistent with program rules, will further reduce the demand.

For detailed information, please refer to the FY2013 Demand Estimate .

4/17/2013 – Website and Application Outages starting 8:00 PM Friday, April 19 through 11:59 PM EDT Saturday, April 20
The Apply Online page, including Submit a Question, online forms, and most search tools will be unavailable from 8:00 PM Friday, April 19 through 11:59 PM EDT Saturday, April 20 for scheduled system maintenance. During this time, users may be unable to file, certify, and search for certain forms online.

3/15/2013 – FY2013 Application Window Is Now Closed
The FY2013 application filing window for the FCC Form 471 closed at 11:59 PM EDT on Thursday, March 14, 2013.

3/11/2013 – Block 1 Reminders for Last Minute Filers
Check back to this Latest News posting on a daily basis for new reminders and tips for last minute FCC Form 471 filers.

Billed Entity: The entity that pays the bills, the billed entity, is entered in Block 1 of the FCC Form 471 . If your billed entity has an entity number , the entity name and contact information will populate in the appropriate fields. If you don't have entity numbers – or you need to make changes to existing entity information – you can request them from the Client Service Bureau through Submit a Question , by fax at (888) 276-8736, or by phone at (888) 203-8100. Use the "Submit a Question" or fax options if you have more than two entities to create or update.

FCC Registration Number (FCC RN): Entities that do business with the FCC must have an FCC RN . If you have filed an application in a previous year, you already have an FCC RN. If you don't yet have an FCC RN for the Block 1 applicant, you can apply for one on the Commission Registration (CORES) System section of the FCC website. You must have an FCC RN to complete Block 1 of the FCC Form 471.

Consultant Registration Number (CRN): A consultant is any non-employee of the entity applying for funding that assists in filling out the application materials for a fee. If you are using a consultant, you provide the CRN in Block 1 along with the name of the specific employee of the consultant that is assisting you. When you enter the CRN, the form opens a dropdown list of employees for you to select the employee assisting you. The information for that employee then appears below.
If you would like to receive these filing tips via email, subscribe to the Schools and Libraries News Brief, a weekly email publication.

3/9/2013 – Special Edition News Briefs - Tips for Last Minute Filers
Check in daily for quick tips and helpful hints on how to file your FCC Forms 471.

March 9, 2013 - Block 1 Reminders
March 10, 2013 - Block 2 Reminders
March 11, 2013 - Block 4 Reminders
March 12, 2013 - Block 5 Reminders
March 13, 2013 - Block 6 and Item 21 Reminders

If you would like to receive these filing tips via email, subscribe to the Schools and Libraries News Brief, a weekly email publication.

3/6/2013 – USAC's Washington, DC Office Closed, Wednesday, March 6, 2013
Due to inclement weather, USAC's Washington, DC office is closed today, Wednesday, March 6, 2013. Please note that the Schools and Libraries Client Service Bureau (CSB) will remain open.

3/4/2013 – Have a question? Call CSB this Weekend
The Client Service Bureau (CSB) is once again offering extended hours during the last week of the filing window. CSB is generally busiest on weekdays between 11:00 AM and 5:30 PM EST, so we suggest you call them at (888) 203-8100 before or after those times, or during this coming weekend.

Here is a list of CSB's extended hours for the FY2013 filing window:

Day	Date	Open	Close
Saturday	March 9	9:00 AM EST	6:00 PM EST
Sunday	March 10	9:00 AM EDT	6:00 PM EDT
Monday	March 11	8:00 AM EDT	8:00 PM EDT
Tuesday	March 12	8:00 AM EDT	8:00 PM EDT
Wednesday	March 13	8:00 AM EDT	8:00 PM EDT
Thursday	March 14	8:00 AM EDT	11:59 PM EDT

3/1/2013 – News Brief Issued
This week's Schools and Libraries News Brief is now available. Receive E-rate tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

2/22/2013 – "470 No 471" Email Notifications Issued
Today, USAC emailed each FCC Form 470 contact person or authorized person with a timely posted FCC Form 470 not cited on any FCC Form 471 Block 5 funding request (Item 12 on the form) as of February 15.

Of the over 27,000 forms that require FCC Forms 471, all but 800 received notification via email.

If the contact person email address appeared in Item 6e of the form, the email was sent to the contact person.

If the contact person email address was blank but the authorized person email address appeared in Item 27f of the form, the email was sent to the authorized person.

NOTE: If both email address fields were blank, USAC issued a letter – one per form – and sent the letters to the contact person street address (Item 6b of the form).

For each unique email address, this message contains all affected FCC Form 470 application numbers and entity numbers. We expect this improved format to prove more helpful and less confusing to applicants.
Each year, USAC sends a notification to applicants that have timely posted an FCC Form 470 to the USAC website but not yet filed an FCC Form 471 funding request citing that form.

2/19/2013 – Registration Now Open for Spring Service Provider Trainings
This spring, join USAC at a training session for service providers that participate in the Schools and Libraries (E-rate) Program. The training will cover general E-rate topics for service providers. The training sessions are complimentary and both present the same information.

2/19/2013 – IT Systems Modernization Project Seeking Comments by March 22
The Schools and Libraries Program is in the process of updating its current internal systems. The goal is to modernize Schools and Libraries information technology (IT) systems to improve operational efficiencies and to enhance the customer experience.

USAC is seeking comments from E-rate stakeholders and IT providers on this project. These comments will be used to shape the current vision. The complete Request for Comment 🔴 is available for review.

Interested parties may file comments by March 22 and reply comments by April 12. All information submitted including names and addresses will be publicly available via the Comments page on the USAC website within two business days of submittal. USAC will post all comments verbatim, including any personal information provided.

1/28/2013 – FCC Form 470 Deadline is Thursday, February 14, 2013
February 14, 2013 is the last possible date to post an FCC Form 470 on USAC's website, meet the 28-day posting requirement for the competitive bidding process, and submit your FCC Form 471 and Item 21 Attachment(s) on the March 14, 2013 filing window closing date.

If you are filing on paper, we will make every effort to post your form by February 14 if we **receive** it by February 7. Whether filing online or on paper, the applicant is responsible for meeting the 28-day posting requirement.

For more information about FCC Form 470, see Step 2: Competitive Bidding , or contact the Client Service Bureau .

The December 12, 2012 Special Edition News Brief also provides more helpful reminders for applicants.

1/17/2013 – USAC Closed Monday, January 21, 2013
In observance of Martin Luther King Jr. and Inauguration days, USAC offices, including the Schools and Libraries Client Service Bureau (CSB), will be closed on Monday, January 21, 2013.

1/16/2013 – Website and Application Outages Due to Scheduled System Maintenance: Saturday, January 19
The entire USAC website, including all static content, will be unavailable Saturday, January 19 from 8:00 AM through 10:00 AM EST due to scheduled maintenance. In addition, certain applications will be unavailable from Friday, January 18 at 11:59 PM to Saturday, January 19 at 10:00 AM EST. These applications include E-File, My Portal, funding commitment search tools, the News Brief archives, and training archives. The Schools and Libraries "Apply Online" page, "Submit a Question" page, online forms, and other search tools will be available except during the two-hour period when the entire website is down. We apologize for any inconvenience.