On-Tech Consulting, Inc.
53 Elm Place
Red Bank, NJ 07701
Voice: (732) 530-5435
Fax: (732) 530-0606
www.on-tech.com
info@on-tech.com

E-Rate Funding—Guaranteed

Introduction to the Form 486

Dan Riordan

On-Tech Consulting, Inc.

dan@on-tech.com

Introduction

On-Tech is a technology consulting firm focused on managing the E-Rate process for schools and libraries. We provide a full range of E-Rate services for applicants, including: handling the entire application process; consulting on construction projects to ensure maximum E-Rate funding; and reviewing proposals to ensure E-Rate compliance. In addition, On-Tech obtains E-Rate funding for school and library construction projects. On-Tech is not associated with any service provider.

Dan Riordan has been involved with the E-Rate since 1997, when he was trained by the New Jersey Department of Education to offer assistance to school districts in completing the application. Since then, he has worked on the E-Rate as a trainer, a district technology coordinator, and now a consultant.

Who

The Form 486 must be filed by the billed entity. The billed entity must be the billed entity from the Form 471. Step one in the online process is to supply your Billed Entity Number (BEN).

Block 1: Billed Entity (Organization Paying the Bills)

The Form 486 must have a single billed entity. While a Form 470 can cover many billed entities, the Form 486 can include only one. The billed entity is the organization whose name will be on invoices from the service providers, and which will pay the bills for the services ordered. For libraries, this may be the library or library system, or it may be the municipality. The BEN must match the BEN on the Form 471.

Contact

Who should you show as a contact? The contact person will be responsible for answering any questions about the application. It is possible that the contact will have to respond to questions during USAC review.

What

The Form 486 is a nickname for the Receipt of Services Confirmation Form. It notifies USAC that you are receiving the services described in the Form 471. It is by far the simplest form to complete.

Block 2: Waivers

You may not have to check any boxes in Block 2 this year, but chances are you will check at least one box at some point.

Early Filing

If you are fortunate enough to be approved before the start of the funding year (or in the first month of the funding year), you will need to check this box.

CIPA Waiver

If you are not yet compliant with CIPA, but are taking steps to be compliant, and this is your first year applying for E-Rate since 2004, you can check this box.

Special CIPA Waiver

No longer applies.

Block 4: Certifications

This is not an error: in the online application, you'll fill out Block 4 before you reach Block 3.

You will make the following certifications:

8. Tech plan is approved. You must also select your tech plan approver (the Colorado Department of Education) from the drop-down menu.
9. The services are legit, and I am authorized to sign this form.
10. The discount level may change, and I will hold onto documents.
11. CIPA compliance: check box a, b or c to describe CIPA compliance, , and if you check box d, check box f or .:
    a. We are CIPA compliant
    b. We are undertaking actions to become CIPA compliant
    c. We don't need to comply with CIPA, since we're only requesting telecommunications

    Check box d or e if this is a consortium application

    d. I have collected the Forms 479 from consortium members
    e. I don't have to collect Forms 479, since we're only requesting telecommunications

    Check box f or g if you checked box d.

    f. At least one of my consortium members are requesting a CIPA waiver
    g. None of my consortium members are requesting a CIPA waiver

Block 3: Service Information

Copy this information directly from the Funding Commitment Decision Letter (FCDL). Use one row for each Funding Request (FRN) from the FCDL.

The only place you can create a problem with this form is with Column E. Unless you have some unusual circumstances, the date should be 7/1/2012 for the upcoming funding year. Just make sure you always put July 1st in this box; the online application will catch you if you put the wrong year, but not the wrong day or month.

If you have a service that will not (or did not) start on July 1st, you should use the first day of the month that service started.

When

The deadline to file the Form 486 is October 29th if you were approved before the start of the funding year. If you were approved after July 1st, the deadline is 120 days from the date you were approved.

The earliest date you can file a Form 486 is the day you received your Funding Commitment Decision Letter (FCDL). And that is the day you should file it. It only takes a few minutes, and lots of funding is lost by people who forget to file. And if you want to receive discounted bills, the discounting cannot start until the form is filed.

If you file a Form 486 late, funding will not be denied, but it will be reduced. The Service Start Date will be adjusted to 120 days before the form was filed, and funding reduced proportionately. So if you file 3 months late, you'll lose a quarter of your funding. File 6 months late and you'll lose half your funding.

Where

Go to http://www.sl.universalservice.org/menu.asp, click on the "Create Form 486" button.

You can download a paper form and instructions at http://www.universalservice.org/sl/tools/forms.aspx

Why

The Form 486 serves three purposes:

1. Notifies USAC that invoicing can begin,
2. Certifies technology plan approved by a Certified Technology Plan Approver (CDE) ,and
3. Certifies CIPA compliance.

If you will be seeking reimbursement, invoicing won't begin for months (or even a year), but if you want discounted bills, the discounts will not start until the Form 486 is approved.

How

We'll go through an actual Form 486, but here are a few tips:

1. File online. Most errors are caught by the online application, and it autofills some information for you.
   a. Use Internet Explorer. Other Web browsers will work generally, but they are not supported.
   b. Do not use your browser's "Back" button. If you need to go to a previous page, use the "Previous" button.
   c. If you need to save information on the current page, click the "Next" button. Note that the "Previous" button will discard your changes.
   d. Disable your pop-up blocker, at least for the USAC site (usac.org and universalservice.org).

2. Except in rare circumstances, the start date will always be July 1st of the current year. The only place you can really go wrong on this form is to put in the wrong day or month.
3. File early, if for no other reason than to be able to submit a second 486 if something is wrong with your first one.

Form 486 Notification Letter

After your form is successfully submitted, you will receive a Form 486 Notification Letter from USAC. Check the letter to make sure that the Service Start Date has not been changed for any of the FRNs.

More Resources

On-Tech

www.on-tech.com/erate

This handout and other E-Rate information and links are available at our Web site.

blog.on-tech.com

For a more informal discussion of the E-Rate, visit our blog. You can search for a topic of interest to you and get an insider's view.

If you have specific questions, contact us.
      Email: info@on-tech.com
      Phone: 732-530-5435

Schools & Libraries Division (SLD)

www.usac.org/sl

This Web site is a wealth of information, and the information is official. Start by pointing at the light blue "Schools and Library Applicants" button, and selecting the relevant step.

File online at: http://www.sl.universalservice.org/menu.asp

Download paper forms at: http://www.universalservice.org/sl/tools/required-forms.aspx