BEFORE YOU BEGIN:

APPLICANTS: Applicants must first have an entity number and an E-rate Productivity Center (EPC) account.

SERVICE PROVIDERS: Service providers must first obtain a Service Provider Identification Number (SPIN) by submitting FCC Form 498.

METHOD #1:

Schools and Libraries (E-rate) Program
APPLICATION PROCESS

COMPETITIVE BIDDING

- Request services by submitting FCC Form 470 for bids
- Evaluate bids received

WAIT AT LEAST 28 DAYS
- The competitive bidding process must be open for at least 28 days

SELECT A SERVICE PROVIDER
- Sign a contract or arrange for tariffed or month-to-month services

APPLYING FOR DISCOUNTS

- Report services ordered by submitting FCC Form 471 within the filing window
- Program Integrity Assurance (PIA) review

DETERMINE INVOICE METHOD
- During this time, work together to choose an invoicing method: BEAR or SPI

RECEIVE FUNDING COMMITMENT
- Receive Funding Commitment Decision Letter (FCDL) from USAC

SERVICES START

- Confirm to USAC that services have started and report CIPA status by submitting FCC Form 486
- Certify compliance with program rules by submitting FCC Form 473

INVOICING

METHOD #1:

- If requesting reimbursement from USAC for services paid in full, submit FCC Form 472 (BEAR)
- Receive BEAR reimbursement from service provider

OR

- COMPLETE INVOICE REVIEW
- Correct errors and resubmit forms if necessary

METHOD #2:

- If requesting reimbursement from USAC for approved discounts provided on services, submit FCC Form 474 (SPI)
- Receive SPI reimbursement from USAC

FOR MORE INFORMATION:

- Website: The application process is broken down in detail for both applicants and service providers on the Schools and Libraries Program website (www.usac.org/sl).
- Glossary of Terms: Definitions for program terms and acronyms.