Instructions for New Charter Schools to Begin E-Rate Process

**Decide who will be the “Account Administrator” for E-Rate.**

Duties: Manages the EPC Account, grants rights to other users, and provides or updates information for your school. The Account Administrator MUST be an employee of the school.

Decide who will be General Contact, and any other users who will have access to the E-Rate EPC Portal.

**Obtain an FCC Registration Number**

**Steps to Getting an FCC Registration Number (FRN)**

Go to the Commission's Registration System (CORES) and Click Register.

[Commission’s Registration System (CORES)](https://fjallfoss.fcc.gov/coresWeb/publicHome.do)

Answer whether the FRN is for an individual or business and whether the address for the contact is within the U.S. and click Continue.

Complete the registration information and click Submit.

**Obtain a Billed Entity Number (BEN) by Calling the Client Service Bureau**

**(CSB) at (888) 203-8100**

Your school must have an account in EPC to file program forms, receive notifications, and conduct other program activities.

Have this information ready before calling the Client Service Bureau:

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Type: School

School Sub-Type: Charter School

FCC Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Latitude/Longitude: <https://www.gps-coordinates.net/> (Link to find)

Urban/ Rural Status:

<https://www.census.gov/geo/reference/ua/urban-rural-2010.html>

Total number of students eligible for National School Lunch Program: \_\_

Community Eligibility Program (CEP)? Yes/ No

Alternative Discount Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does this organization have an endowment? Yes/No (must be “No” or if YES – must be less than $50M)

Number of Full-Time Students: (estimate to begin) \_\_\_\_\_\_

Number of Part-Time Students: 0

Peak number of Part Time Students: 0

State School Code: \_\_\_\_

State LEA Code: None

**DETERMINE DISCOUNT AMOUNT**

The discount amount is calculated using the number of total students eligible

for free or reduced lunches divided by the total number of students. Once the percentage is calculated, determine the rural or urban status of the school, and find the corresponding discount on the matrix (below).

Total number of students:

If the number of students is known, use that number. If not, use a reasonable estimate. Once the student population is known, the discount calculation can be based on the actual student population during Program Integrity Assurance (PIA) review. For the discount calculation to be updated with the actual student population, PIA must be notified before the funding commitment decision notification is issued.

Type of Lunch Program

National School Lunch Program (NSLP) - use the percentage eligible

Community Eligibility Program (CEP) – ALL students are eligible, use 100%

Other - The FCC also sanctions other mechanisms to determine a school's level of need, if those mechanisms are based on - or do not exceed - the same measure of poverty used by NSLP. (for more complete information, see USAC/schools & libraries guidance at <http://www.usac.org/sl>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INCOME Measured by % of students eligible for the National School Lunch Program (NSLP) | CATEGORY ONE | | CATEGORY TWO | |
| URBAN Discount | RURAL Discount | URBAN  Discount | RURAL Discount |
| Less than 1% | 20% | 25% | 20% | 25% |
| 1% to 19% | 40% | 50% | 40% | 50% |
| 20% to 34% | 50% | 60% | 50% | 60% |
| 35% to 49% | 60% | 70% | 60% | 70% |
| 50% to 74% | 80% | 80% | 80% | 80% |
| 75% to 100% | 90% | 90% | 85% | 85% |

**CHILDREN’s INTERNET PROTECTION ACT**

Prepare policy using guidance from USAC and Common Sense Media

Put policy review on Board Meeting Agenda – post publicly –

Board adopts policy – place minutes in E-Rate permanent binder

School curriculum includes internet safety course

E-Rate funding is dependent on schools’ compliance with the Children’s Internet Protection Act. When accepting the E-Rate funding, it will be necessary to certify that your school complies. <http://www.usac.org/sl/applicants/step05/cipa.aspx>

Common Sense Media has a website and information regarding what is needed to be compliant. They provide this free of charge:

<https://www.commonsensemedia.org/educators/erate-admins>

**DETERMINE ELIGIBLE SERVICES**

<http://www.usac.org/sl> Type in search bar: eligible services list

Review the eligible services listing and decide what eligible services you want

**CATEGORY ONE: Internet Service - Email: jeannene.hurley@dpi.nc.gov**

The E-Rate application is filed as a consortium on behalf of Charter Schools. Jeannene send’s you the forms and gathers the information to get your school connected to NCREN’s (North Carolina Research and Education Network) She files the E-Rate forms on behalf of the school.

The State of North Carolina, Department of Public Instruction, provides fiber connectivity to every school through the School Connectivity Initiative and NCREN. The connection is provided by MCNC (<http://www.mcnc.org)/>

**CATEGORY TWO:**

**Internal Connections – Getting wifi to your classrooms**

**Contact MCNC network engineer to schedule a network assessment/plan.** **Email to schedule the assessment:** [**cne@mcnc.org**](mailto:cne@mcnc.org)

MCNC is under contract with NC DPI and NC DIT to provide these services to schools. **It is paid for by the state. No cost to schools!**

**AFTER DETERMINING THE CATEGORY 2 NEEDS:**

NC DPI has contracts with 14 different businesses offering cabling, access points, switches and equipment for wifi access. Every school can take advantage of the state contract pricing.

NC DPI will pay for the non-discounted portion of the Category 2 equipment and installation if the state contracts are used. And further, if state contracts are used, the school is not required to file a Form 470 for E-Rate. (We’ve done that FOR you).

You will only need to:

1. Choose a state vendor, using “mini-bid” method
2. File E-Rate Form 471

Example: Let’s say your school is eligible for 60% discount through E-Rate. NC DPI will pay the other 40% of the cost. NC DPI has already filed E-Rate Form 470 for these contracts, so the school does not have to.

Work with your E-Rate Coordinator to choose the vendor, perform a mini-bid, and file Form 471 during the time the E-Rate filing window is open.

**HELPFUL HINTS**

Read E-Rate weekly bulletins!

Attend Regional Technology meetings

Call / email your E-Rate State Coordinator with any questions

Attend Summer E-Rate Bootcamps