

Administrative Window

Funding Year 2022 – Created November 2021

What to check, verify, and update.

All Entities:

- **FCC Registration Number**

- Verify that the FCC Registration Number (FCC RN) for your billed entity is correct.
- If you are a school district or library system, you do not need FCC RNs for each of your individual schools or library branches.

- **Contact information**

- Verify the name, physical address, mailing address, and other contact information for the billed entity and its child entities (individual schools in a school district or library branches in a library system).

- **New entities**

- For each new entity that is currently missing in your organization's profile, USAC must create the entity for you.

Entity Profiles

- Added, Modified, or Deleted fields

- **Added and modified fields**

- Full-time students – discount and C2 budget student counts entered separately
 - “Aggregating” school district – can report a single number for school district student count total
 - Community Eligibility Provision (CEP) base year
 - Estimated student count for new school construction – estimate not allowed for large school districts (>10 schools)
 - Library square footage – must be greater than zero to be included in the C2 budget calculation

- **Deleted fields – no longer relevant for C2 budget calculation**

- Part-time student count
 - Peak part-time student count
 - IMLS locale code

New School Entity Types

General-use school

- A school that offers instruction to students drawn from other schools
- Student counts may change throughout a school year
- Can be magnet schools, vocational schools, or other schools that don't have a consistent population assigned to that school
- Different students may cycle through the school facility at different times of the year.
- The following organizations may be or may support a "General use school":
ESA (Educational Service Agency), Special Education unit, "time out" schools, computer center, career center, or Outward Bound.
- Can have zero or greater student count

New School Entity Types

Detention center

- Treated in the same way as Juvenile Justice
- Eligible for funding if that state's law includes education for students in juvenile justice facilities within its definition of elementary and/or secondary education
- Can have zero or greater student count

New School Entity Types

Swing space

- Entity that temporarily houses students from a school which is considered the "main entity" or original location of the student population
- The student population from the "main entity" may require a transfer to the swing space for a variety of reasons – e.g., main entity permanently or temporarily closed, under construction, or revamping their technological infrastructure
- Additional space is also allowable, e.g., trailers on school grounds
- Can only have zero student count

NOTE: Juvenile justice and new construction are the two existing entity subtypes that, along with these other three, can have a zero student count and still be included in the C2 budget calculation.

Schools:

- Update your Organization **and** Child Organization profiles!

School Districts

- If you decide to report the total number of students in your district for the purpose of calculating your C2 budget, provide that number in your school district profile.
- If you decide to report the number of students in each individual school profile for the purpose of calculating your C2 budget, make sure you report a positive number of students.
 - **Exceptions:** The following school subtypes can have a zero student count: juvenile justice, new construction, general-use school, detention center, and swing space.
- Update the student counts for each of your schools for the purpose of calculating your discount and provide the appropriate entries for National School Lunch Program (NSLP) eligibility or an equivalent measure of poverty (CEP, survey, etc.).

District: What to check and verify?

- Check all 'Organizational Details' for accuracy, correct if needed.
- Make sure there is an Acct. Admin and General Contact listed.

| Organization Details | |
|--------------------------------|-----------------------|
| Name | School District 10803 |
| Entity Number | 10029 |
| FCC Registration Number | 0123456789 |
| Applicant Type | School District |
| Status | Active |

| Contact Information | |
|-------------------------|---|
| Physical Address | 1 Main Street Rockville, MD 20850 Montgomery County |
| Mailing Address | 1 Main Street Rockville, MD 20850 Montgomery County |
| Phone Number | 012-345-6789 |
| Email | school_dist_10803@mailinator.com |
| Website URL | |

| Account Administrator | |
|-----------------------|--------------------|
| Name | FirstName LastName |

| General Contact | |
|---|--|
| A General Contact has not been indicated. | |

District: What to check and verify?

- Public School District should be checked.
- Endowment should be NO

Applicant Information

- School District Sub-Type**
- Public School District
 - Private School District
 - Charter School District
 - ESA School District

Does this organization have an endowment? No

District: What to check and verify?

- State LEA Code must be entered for Parent BEN
- Each Child Entity must have both State School and State LEA code entered.
- NCES codes not necessary.

State School Code

State LEA Code

**NCES Public State
Code**

**NCES Public District
Code**

**NCES Public Building
Code**

District: What to check and verify?

- Districts with more than 10 schools should mark "One number for my whole district"
- Districts with 10 or fewer schools should mark "A number for each school in the district"

Category Two Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? [?](#)

- One number for my whole district
- A number for each school in the district

District Student 32456
Count

Child: What to check and verify?

- Verify and correct all information if needed.

Organization Details

Name School 1 In District 10803

Entity Number 6309

FCC Registration Number 0123456789

Applicant Type School

Status Active

Contact Information

Physical Address 1 Main Street
Rockville, MD 20850
Frederick

Mailing Address 1 Main Street
Rockville, MD 20850

Phone Number 012-345-6789

Email school_1_dist_10803@testmail.usac.org

Website URL

Child: What to check and verify?

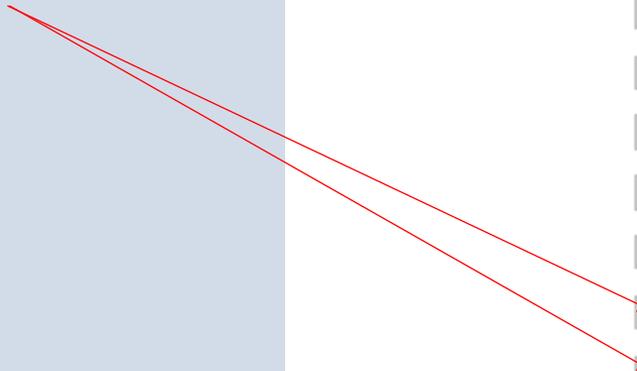
- Latitude/Longitude should be verified by clicking the box near the address.
- Urban/Rural status will be determined via the address.
- School Sub-Type should be "Public School", mark other Sub-Types as necessary given any new schools.
- Please unmark any New Construction from last year or other changes in the Sub-Type options (see next slide).

| Applicant Information | |
|--|--|
| Latitude | Not Found |
| Longitude | Not Found |
| Urban/Rural Status | Not Found |
| School Sub-Type | <input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory <input type="checkbox"/> Charter School <input type="checkbox"/> Tribal School <input type="checkbox"/> New Construction School <input type="checkbox"/> Swing Space <input type="checkbox"/> Detention Center <input type="checkbox"/> General-Use School <input type="checkbox"/> ESA School <input type="checkbox"/> BIE |
| Is this school part of a school district? | Yes |
| State School Code | |
| State LEA Code | |
| NCES Public State Code | |
| NCES Public District Code | |
| NCES Public Building Code | |
| User-Entered Latitude | |
| User-Entered Longitude | |
| User-Entered Urban/Rural Status | Rural |
| Community Eligibility Program (CEP)? | Yes |
| CEP Percentage | 62.80% |
| CEP Base Year | 2019 |
| Does this organization have an endowment? | No |
| Number of Full Time Students | 1000 |
| Total Number of Students Eligible for National School Lunch Program (NSLP) | 1000 |

Child: What to check and verify?

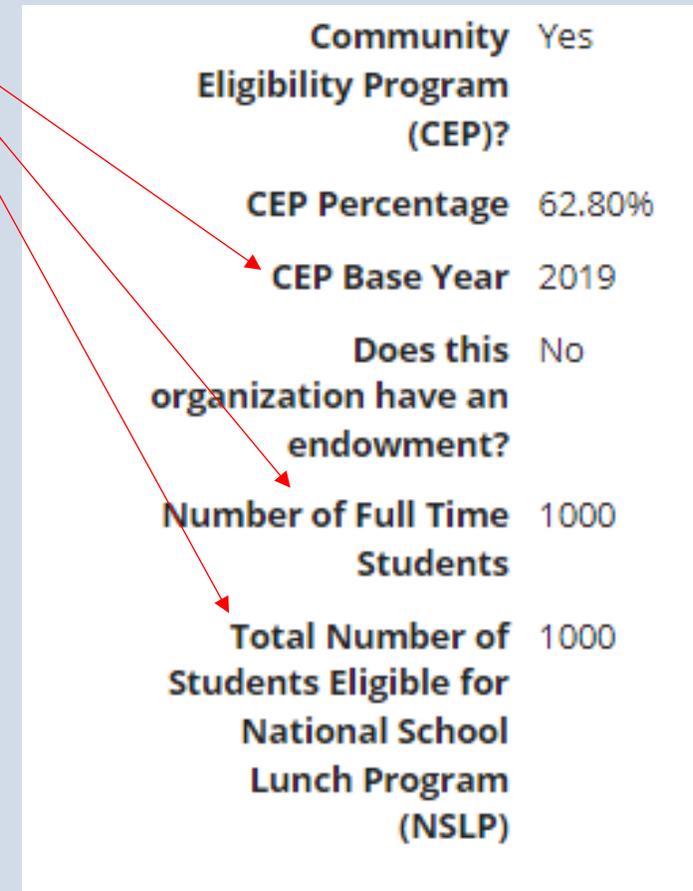
- Any "special" sub-types marked for last school year, should be un-checked for this year!

| School Sub-Type | |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | Public School |
| <input type="checkbox"/> | Private School |
| <input type="checkbox"/> | Pre-K |
| <input type="checkbox"/> | Head Start |
| <input type="checkbox"/> | Adult Education |
| <input type="checkbox"/> | Juvenile Justice |
| <input type="checkbox"/> | Dormitory |
| <input type="checkbox"/> | Charter School |
| <input type="checkbox"/> | Tribal School |
| <input type="checkbox"/> | New Construction School |
| <input type="checkbox"/> | Swing Space |
| <input type="checkbox"/> | Detention Center |
| <input type="checkbox"/> | General-Use School |
| <input type="checkbox"/> | ESA School |
| <input type="checkbox"/> | BIE |



Child: What to check and verify?

- Complete Student Counts, CEP, and NSLP based on file we send you.
- Student Counts for discount are no longer tied to C2 budget counts.
- Discount and NSLP/CEP numbers should be updated yearly.
- C2 budget numbers do not have to be updated unless you are requesting a budget adjustment (Slide 27)



| | |
|---|--------|
| Community Eligibility Program (CEP)? | Yes |
| CEP Percentage | 62.80% |
| CEP Base Year | 2019 |
| Does this organization have an endowment? | No |
| Number of Full Time Students | 1000 |
| Total Number of Students Eligible for National School Lunch Program (NSLP) | 1000 |

Child: What to check and verify?

- If you are part of a LEA, schools should mark 'Yes'.
- Charters are NOT part of school districts in North Carolina and should NEVER mark yes.

Is this school part of a school district? Yes

State School Code

State LEA Code

NCES Public State Code

NCES Public District Code

NCES Public Building Code

Updating Parent and Child Entity Profiles

How to Update a Parent Entity Profile:

- From the landing page, click the parent entity name, either from the Welcome message at the top of the page or the first entry in the **My Entities** section.

(See next slides for a closer look.)

My Applicant Landing Page

Training
Universal Service Administrative Co.

Welcome **School District 400243!**

Pending Inquiries

Type: -- Select a Type -- Application/Request: -- Enter an Application/Request ID or Nickname --
Funding Year: -- Select a Funding Year --

[APPLY FILTERS](#) [CLEAR FILTERS](#)

Pending COMAD Inquiries are not included.

| Application/Request Number | Type | Nickname | Inquiry Name | Outreach Type | Date Sent | Due Date | Extn. | Status |
|----------------------------|------|----------|--------------|---------------|-----------|----------|-------|--------|
| No items available | | | | | | | | |

Notifications

Notification Type: Please select a value Status: All
Funding Year: -- Select a Funding Year -- Generated Not Generated

| Notification | Description | Issued Date | Generated By | Generated On |
|--------------------|-------------|-------------|--------------|--------------|
| No items available | | | | |

My Entities

| Entity | Entity Number | City | State | Zip Code |
|------------------------|---------------|------------|-------|----------|
| School District 400243 | 17451 | Washington | DC | 20005 |

How to Update a Parent Entity Profile:

My Applicant Landing Page



Training
Universal Service
Administrative Co.

Welcome School District 400243!

Pending Inquiries

| | |
|--------------|--|
| Type | <input type="text" value="-- Select a Type --"/> |
| Funding Year | <input type="text" value="-- Select a Funding Year --"/> |

How to Update a Parent Entity Profile:

My Entities

| Entity | Entity Number |
|-----------------------------|---------------|
| School District 400243 | 17451 |
| School 1 In District 400243 | 18435 |
| School 2 In District 400243 | 18436 |
| School 3 In District 400243 | 18437 |

How to Update a Parent Entity Profile:

- From the parent entity's profile page, choose **MANAGE ORGANIZATION**. You can also choose Related Actions and then choose Manage Organization from the resulting list.

Records / Applicant Entities

#17451 - School District 400243

[MANAGE ORGANIZATION](#) [CREATE A CUSTOMER SERVICE CA...](#) [MANAGE ORGANIZATION RELATI...](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Organization Details

| | | | |
|--------------------------------|------------------------|-----------------------|-----------------|
| Name | School District 400243 | Applicant Type | School District |
| Entity Number | 17451 | Status | Active |
| FCC Registration Number | 0123456789 | | |

Contact Information

| | | | |
|-------------------------|---|---------------------|-----------------------------|
| Physical Address | 700 12th St NW #900 Washington, DC 20005 | Phone Number | 123-456-7890 |
| Mailing Address | 700 12th St NW #900 Washington, DC 20005 | Email | sd_400243@testmail.usac.org |
| | | Website URL | |

How to Update a Child Entity Profile:

- From your Applicant Landing Page, find the **My Entities** section and click on the child entity name to edit that is in blue.

Welcome, [School District 400243!](#)

Pending Inquiries

Type Application/Request

Funding Year

Pending COMAD Inquiries are not included.

| Application/Request Number | Type | Nickname | Inquiry Name | Outreach Type |
|----------------------------|------|----------|--------------|---------------|
| No items available | | | | |

Notifications

Notification Type Status All Gen Not

Funding Year

| Notification | Description | Issued Date | Generated By |
|--------------------|-------------|-------------|--------------|
| No items available | | | |

My Entities

| Entity | Entity Number | City |
|---|---------------|------------|
| School District 400243 | 17451 | Washington |
| School 1 In District 400243 | 18435 | DC |
| School 2 In District 400243 | 18436 | DC |
| School 3 In District 400243 | 18437 | DC |

How to Update a Child Entity Profile:

- From the child entity profile, click **MANAGE ORGANIZATION**. You can then update the child entity in the same way you updated the parent entity.

Records / Applicant Entities

#18435 - School 1 In District 400243

[MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

Summary Additional Information Category Two Budget Contracts FCC Forms News Related Actions

Organization Details

| | | | |
|--------------------------------|-----------------------------|-----------------------|--------|
| Name | School 1 In District 400243 | Applicant Type | School |
| Entity Number | 18435 | Status | Active |
| FCC Registration Number | 0123456789 | | |

Contact Information

| | | | |
|-------------------------|-------------------------------------|---------------------|-----------------------------------|
| Physical Address | 700 12th St NW #900 DC, DC 20005 | Phone Number | 123-456-7890 |
| Mailing Address | 700 12th St NW #900 DC, DC 20005 | Email | s1_in_sd_400243@testmail.usac.org |
| | | Website URL | |

Changes to FY2022 Entity Profiles

- Good news? None for FY22! **But.....**keep in mind the changes from FY21:

- Parent and child entity attributes section now consistently labeled **Applicant Information**
- Layout improved for readability
- New section added for **C2 Budget Information** for both schools and libraries
- Student counts for school districts
 - Entered separately for discounts and C2 budgets
 - School districts can enter one number on the school district profile for C2 budget purposes.

Entity Profiles – C2 Budgets

Options: Report one student count number for the school district or allow EPC to total the individual school student counts.

NOTE: For school districts with 10 or fewer schools, we recommend that you enter your student counts individually by school to maximize the number of options available for your C2 budget calculation.

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we count from year to year within a Category Two budget cycle, so this number needs to b

How does the district report its student count for Category Two budget? [?](#)

- One number for my whole district
- A number for each school in the district

Sum of Student Counts of all Schools in the District

1418

Entity Profiles – C2 Budgets

- Only change your C2 budget if your student count drastically changed. Please consult with us if you have a major student increase or decrease.

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ⓘ *

- One number for my whole district
 A number for each school in the district

District Student Count *

33000

FCC Registration Number ⓘ

0123456789

CANCEL

SUBMIT

Entity Profiles – C2 Budgets

- The “Eligible for C2 budget?” column indicates each school that can be included in the district’s C2 budget calculation.

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 

One number for my whole district

A number for each school in the district

Sum of Student Counts of all Schools in the District

3

School Information

Entity Number or Name

-- Please enter an entity name(at least 3 characters) or an entity number --

[APPLY FILTERS](#) [CLEAR FILTERS](#)

| Entity Number | Entity Name | Total Students for C2 budget | Is the student count estimated?  | Eligible for C2 budget? | |
|---------------|-----------------------------|------------------------------|---|---|----------------------|
| 18435 | School 1 In District 400243 | 1 | N/A |  | EDIT |
| 18436 | School 2 In District 400243 | 1 | N/A |  | EDIT |
| 18437 | School 3 In District 400243 | 1 | N/A |  | EDIT |

« < 1-3 of 3 > »

Name your modification and Submit

- Please name your modification in this format:
School Name, Funding Year, and what you're changing
Example: ABC School, FY22, Added 2 new schools

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

New budget number due to increased enrollment 11-23-2021

CANCEL

SUBMIT

Applicant Information

Library System Sub-
Type Public Library System
 Private Library System

Category Two Budget Information

Sum of Square 87500
Footage of All
Libraries in the
System

Main Library Branch

ary

n is checked and you have your
dated.

Resources

- NC E-rate Website: <https://sci.fi.ncsu.edu/>
- 2022 E-rate Handbook: <https://www.livebinders.com/b/2821883>

Administrative Window

Funding Year 2022 – Created November 2021