

Important E-Rate Terminology

For a full E-Rate glossary visit [USAC](#)

Applicant-created Identifier – A unique number created and used by the applicant on their SLD forms.

Billed Entity – The organization that pays the bills for services delivered.

Client Service Bureau (CSB) – SLD’s E-rate help desk where applicants and service providers can get answers to questions.

Consortium – A combination of organizations within a community with common communication needs and a plan for community infrastructure. It may include both eligible and ineligible organizations, but E-rate discounts can only be applied to the portion of the services received by eligible entities.

Contract award date – The date a contract for services was signed. In order to be e-rate eligible, this date must be no earlier than the 29th day after the 470 has been submitted.

Demarcation or Demarc – A demarcation refers to the point where a service provider’s network ends and where an applicant’s local area network (LAN) begins.

Eligible Entity – Any school, library or consortium eligible to participate in the E-rate program.

Entity Number – A number (usually 6–7 digits) assigned to each applicant, used to track applications for that applicant at SLD. Often called the billed entity number.

EPC – The E-rate Productivity Center (EPC) is the account and application management portal for the Schools and Libraries (E-rate) Program. Applicants, consultants, and service providers participating in the E-rate Program will use this tool to manage program processes and to submit questions.

FCDL – Funding Commitment Decision Letter informs the applicant of the level of discount that has been awarded on each funding request.

Form 470 – Description of Services Requested is first form required by applicants. The Form 470 Number is a 15-digit number (formerly the USCN) assigned to all Form 470 Applications.

Form 470 Receipt Notification Letter – Sent to applicants informing them of the date their 470 was posted to the SLD web-site for the beginning of the minimum 28 day bidding period.

Form 471 – The Services Ordered form is the second form required by applicants. The Form 471 Number is assigned to each Form 471 filed and can be up to 10-digits. Used to track the 471 at the SLD.

Form 472 – The Billed Entity Application for Reimbursement (BEAR) form was filed by applicants seeking reimbursements of their discount amount for internal connection bills paid in full by the applicant.

Form 473 – The Service Provider Annual Certification form must be filed annually by participating vendors. (not used by school and library applicants).

Form 474 – The Service Provider Invoice form used to invoice the SLD for E-rate discounts given (not used by school and library applicants).

Form 486 – Notifies the SLD that service has started and it is ok to begin paying the vendor’s invoices. Beginning Year 4, it also certifies CIPA compliance.

Form 500 – Applicants use this form to notify the SLD of changes in start/expiration dates of contract or cancellation/ reduction of funding request for a given FRN.

FRN – Funding Request Number. An FRN is assigned to each Block 5 of the Form 471 and is given a separate approval/ denial status on the FCDL. Beginning FY 2005, a FCC Registration number is also required for those filing for E-rate. This FCC Registration Number is also known as a FRN.

FUSF – Federal Universal Service Fund reimburses vendors for delivering discounted services to eligible customers.

Internal Connections – The wires and equipment needed for connecting computers within an entity. It includes inside wiring and cable, servers and routers, and installation, necessary to transport information to the classroom.

Internet Access – Defined as any communication service (dial-up, DSL, broadband, etc.) that connects a modem or computer to the Internet via a dial-up or dedicated line.

Lowest Corresponding Price (LCP) – The lowest price that a service provider charges to non-residential customers who are similarly situated to a particular E-Rate program applicant (school, library, or consortium) for similar services.

Mini-bid – An evaluation process used by applicants when a state files an FCC Form 470 and signs state master contracts with more than one service provider. The applicant must evaluate all eligible state master contracts and demonstrate why the service provider it chooses is the most cost-effective solution.

Managed Internal Broadband Services (MIBS) – A category of service on the Eligible Services List. These services are provided by a third party for the operation, management, and monitoring of internal connections components. E-Rate support is limited to eligible expenses or portions of expenses that directly support and are necessary for the broadband connectivity within schools and libraries.

National School Lunch Program (NSLP) – This federal program provides school lunches to eligible students at a free or reduced rate.

NECA – National Exchange Carriers Association. Formed in 1983 by the Federal Communications Commission (FCC) as a not-for-profit membership corporation, NECA plays an important role in administering the FCC's access charge plan and other similar federal programs.

Pre-discount cost – The cost of service before any discount is applied.

Program Integrity Assurance (PIA) – SLD Team that reviews for compliance with the FUSF program rules.

RAL – Receipt Acknowledgement Letter sent after complete data entry of a Form 471. Provides application number.

Service Provider/Vendors – A business or organization that sells connections or equipment necessary for communications.

Shared Services – Services delivered to more than one site; discount based on average or aggregate level.

Site specific services – Services delivered to only one site.

SLD – The Schools and Libraries Division of USAC is responsible for administering FUSF.

SPIN – A 9-digit number given to service providers after submitting their Form 473. The SPIN is needed by applicants for completion of the 471.

Universal Service Fund – Same as FUSF above.

USAC – The Universal Service Administrative Company is the parent company responsible for overseeing the administration of FUSF and the SLD.

WAN – A network that provides connections from computers within an eligible school or library to more computers or networks to another location beyond the eligible school or library. For E-rate purposes, applicants can request discounts on leasing these services from a telecommunications carrier, but cannot purchase this type of network. See SLD web-site for a special fact sheet on WAN's.

Weighted Average – The calculated amount of discount that reflects the number of students eligible for the National Free Lunch Program for a school district.

Window – Time during which all Form 471's are treated as if filed on the same day.



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