

**Universal Service for Schools and Libraries
Receipt of Service Confirmation Form**
Estimated Average Burden Hours For First Submission: 15.0 hours
For Subsequent Submissions: 1.5 hours

**Instructions for Completing the
Schools and Libraries Universal Service
Receipt of Service Confirmation Form (FCC Form 486)**

TABLE OF CONTENTS	
NOTICE	Page 1
I. PURPOSE OF FORM	Page 2
II. IMPACT OF CIPA REQUIREMENTS ON FORM 486	Page 3
III. FILING REQUIREMENTS AND GENERAL INSTRUCTIONS	Page 5
IV. MINIMUM PROCESSING STANDARDS	Page 9
V. SPECIFIC INSTRUCTIONS	Page 10
VI. REMINDERS	Page 18

NOTICE

NOTICE: This form is required to inform the Fund Administrator, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company, that the eligible entity participating in the universal service support mechanism is receiving or is planning to receive services. The collection of information stems from the Federal Communication Commission's (FCC) authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or potential violation of an FCC statute, regulation, rule or order, your application may be referred to the federal, state, or local agency responsible for investigating, prosecuting, enforcing or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when: (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government, is a party in a proceeding before the body or has an interest in the proceeding. In addition, consistent with the Communications Act of 1934, FCC regulations and orders, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law, information provided in or submitted with this form or in response to subsequent inquiries may be disclosed to the public.

If you do not provide the information we request on the form, the Fund Administrator may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. §§ 3501, *et seq.*

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid control number.

Public reporting burden for this collection of information is estimated to average 15 hours for the first submission and 1.5 hours for subsequent submissions, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden, to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, D.C. 20554. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.

I. PURPOSE OF FORM

The FCC Form 486 Receipt of Service Confirmation Form is used by the Billed Entity who filed an FCC Form 471 on behalf of an eligible school, school district, library (outlet/branch, system), or a consortium of those entities. The Form 486 informs the SLD when the Billed Entity and/or the eligible entities that it represents is receiving, is scheduled to receive, or has received service in the relevant Funding Year from the named service provider(s). Receipt by the SLD of a properly completed Form 486 triggers the process for the SLD to receive invoices.

The Form 486 must be filed to accomplish the following:

- To authorize the payment of invoices from your service provider(s)
- To indicate approval of technology plans (as required)
- To indicate (starting in Funding Year 2001, which begins July 1, 2001) the state of compliance with the Children's Internet Protection Act (CIPA)(Pub. L. 106-554).

To cancel or reduce a Funding Request or to change the Contract Expiration Date reported on the Form 471, please file an FCC Form 500, *Adjustment to Funding Commitment and Modification to Receipt of Service Confirmation Form*. Please refer to the Form 500 instructions for more information.

Throughout these Instructions, the Billed Entity will be referred to as "Applicant" or "Billed Entity" or "you." A Billed Entity may be a school, school district, library (outlet/branch, system), or a consortium of those entities. A Billed Entity may also be a city, a state, or an entity created solely to participate in this universal service discount mechanism that actually pays the bills for the service to the service provider. The Billed Entity itself may or may not be eligible for discounts. The same Billed Entity that filed the Form 471 application should be identified as the Billed Entity for the Form 486. Please note that consortium leaders generally have a special requirement for Funding Year 2001 and later (see the instructions for Item 11).

The Billed Entity must submit the relevant information on a Form 486 for each Discount Funding Request approved by the SLD. Each Discount Funding Request (Form 471, Block 5) and its associated Funding Request Number (FRN), contains information about one service for which you have requested discounts. You may have submitted multiple Block 5 requests. The FRN(s) cited on this Form 486 must be based on the FRN(s) cited in the Funding Commitment Decision Letter(s) issued by the SLD.

Universal service support will not be paid to a service provider on an approved funding commitment prior to the SLD's receipt of the Form 486. A service provider is not obliged to begin providing discounts to a Billed Entity UNTIL the Billed Entity files a properly completed Form 486 that is accepted and processed by the SLD. The SLD will send a written notification to a service provider to acknowledge receipt of a Form 486 for each FRN for which the Service Provider Identification Number (SPIN) is listed. The service provider may invoice the SLD for discounts provided pursuant to an approved FRN after receiving the written notification letter of receipt of Form 486 for the particular FRN and after the start of the Funding Year.

The Billed Entity may elect EITHER to receive discounts on bills, or to pay bills in full and receive retroactive reimbursement through an FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form. The Billed Entity must choose only ONE method of discounts for the relevant Funding Year. The Billed Entity should contact the service provider to verify which form of discount is available and works best.

II. IMPACT OF CIPA REQUIREMENTS ON FORM 486

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. In order to receive discounts for Internet Access and Internal Connections services under the universal service support mechanism, school and library authorities must certify that they are enforcing a policy of Internet safety. The Internet safety policies must include measures to block or filter Internet access for both minors and adults to certain visual depictions.

Beginning with Funding Year 2001 (the Funding Year beginning July 1, 2001) schools and libraries applying for Internet Access or Internal Connections must certify on a Form 486 that they are in compliance with the requirements of CIPA or that they are undertaking such actions to comply with the requirements of CIPA prior to the start of the following funding year. Although CIPA requirements do not apply to Telecommunications Services, Billed Entities applying only for Telecommunications Services must, in general, still certify on a Form 486 that CIPA requirements do not apply. (For more information, see the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).)

Administrative Authority. The Administrative Authority for a school or library is the entity that must make the relevant certification for purposes of CIPA. For a school, the Administrative Authority may be the school, school district, school board, local educational agency, or other authority with responsibility for administration of the school. For a library, the Administrative Authority may be the library, library board, or other authority with responsibility for administration of the library.

If the Administrative Authority is also the Billed Entity, the Administrative Authority certifies on the Form 486. If the Administrative Authority is not the Billed Entity, the Administrative Authority must complete FCC Form 479, *Certification of Administrative Authority to Billed Entity of Compliance with the Children's Internet Protection Act*, and submit the Form 479 to the Billed Entity. The Billed Entity then certifies on Form 486 that it has collected duly completed and signed Form(s) 479. The Billed Entity does not need to collect Forms 479 when the Billed Entity applies only for Telecommunications Services.

Applying for funds. For the purpose of CIPA requirements, a school or library that is a recipient of service is considered to have applied for funds in a Funding Year only when a Receipt of Service Confirmation Form 486 for a Funding Request for Internet Access or Internal Connections has been successfully data entered.

Determination of Your First Funding Year for Purposes of CIPA. The first Funding Year after Funding Year 2000 (the Funding Year beginning July 1, 2000) in which a school or library applies for funds (i.e. in which a Form 486 is successfully data entered for Internet Access or Internal Connections) is the **First Funding Year** for purposes of CIPA. Once your First Funding Year is established, the next two funding years will be your second and third funding years for purposes of CIPA. (See "Applying for Funds" above.) In the first Funding Year, the applicant must be in compliance with CIPA or undertaking actions to comply with CIPA, in order to receive discounts for Internet Access or Internal Connections services.

Once the First Funding Year is established, the Funding Year immediately following the First Funding Year becomes the **Second Funding Year** for purposes of CIPA. If the school or library applies for funds for Internet Access or Internal Connections in the Second Funding Year, it must certify that it is in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A school or library so prevented may request a waiver for the Second Funding Year. (See the instructions for Item 6b.)

The **Third Funding Year** for purposes of CIPA is the Funding Year immediately following the Second Funding Year. If the school or library applies for funds for Internet Access or Internal Connections in the Third Funding Year, it must be in compliance with CIPA.

You must be in compliance with CIPA for any Funding Year thereafter.

The following situations WOULD constitute the Administrative Authority's First Funding Year:

- The Billed Entity submits a Form 486 for Internet Access or Internal Connections, the Form 486 is successfully data entered, but the Billed Entity cancels all of its Funding Requests on a Form 500.
- The Billed Entity submits a Form 486 for Internet Access or Internal Connections, the Form 486 is successfully data entered, but the Service Provider does not receive a corresponding disbursement.

The following situations WOULD NOT constitute the Administrative Authority's First Funding Year:

- The Billed Entity receives a Funding Commitment for Internet Access or Internal Connections, but takes no further action.
- The Billed Entity receives a Funding Commitment for Internet Access or Internal Connections, submits Form 486, but the Form 486 is not successfully data entered.
- The Billed Entity applies only for Telecommunications Services.

III. FILING REQUIREMENTS AND GENERAL INSTRUCTIONS

Who Must File the Form 486?

The Billed Entity representing a school, school district, library (outlet/branch, system), or a consortium of those entities who completed and submitted the FCC Form 471, *Services Ordered and Certification Form*, to which this Form 486 relates, must file the Form 486 with the SLD. Your Funding Commitment Decision Letter from the SLD cites your Entity Number, which you must also record in Block 1, Item 2 of this form. If you received multiple Funding Commitment Decision Letters setting forth discount approvals for the same Entity Number, in general you may choose to complete one Form 486 encompassing all of them (see "How Many Forms 486 to File?" below).

How Many Forms 486 to File?

When deciding whether to file a single Form 486 for multiple FRNs or multiple Forms 486 for separate FRNs, the Billed Entity should consider the following points. Note that only one Funding Year can be featured on a Form 486:

1. Early filing. It is possible that you will have one or more early Forms 486 and one or more later Forms 486. See the Block 2 instructions below for more information on early filing.
2. Timing of start dates. Is the Service Start Date the same or varied among the multiple FRNs? If multiple FRNs have the same or similar start dates for service, then you may file one Form 486 for all of the FRNs whose Service Start Date has occurred, or, in the case of early filing, is scheduled to occur. See "When to File?" below for more information on the relationship of Service Start Dates to Form 486 filing deadlines.
3. Availability of information. If any of the information required for a particular FRN is missing, the Billed Entity should submit a separate Form 486 for the particular FRN in question. In order for your Form 486 to be accepted for processing, all components of information are required to be completed. If required information is missing or an invalid entry is made, your Form 486 may be rejected and returned to you without being accepted and processed. (See "Minimum Processing Standards" below.)

4. You must complete a separate Form 486 in the following situations:
 - if you receive Funding Commitment Decision Letters featuring more than one Entity Number. (Only one Entity Number may be featured on a Form 486.)
 - for Funding Year 2001 and later, if the Item 11a certification applies to certain FRNs and the Item 11b certification applies to other FRNs. (However, if you file a Form 486 for FRNs for which either Item 11a or Item 11b applies, you may include FRNs for Telecommunications Services on that Form 486.)
 - for Funding Year 2002 and later, if you file a waiver of CIPA requirements for a portion of your funded FRNs (see waiver information under Item 6 below).

When to File?

You may file a Form 486 no earlier than the receipt of a Funding Commitment Decision Letter (FCDL) from the SLD.

In general, the Form 486 **MUST** be postmarked no later than 120 days after the Service Start Date featured on the Form 486 or no later than 120 days after the date of your FCDL, whichever is later, in order to receive discounts retroactively to the Service Start Date.

If the Form 486 is postmarked later than the above deadline, the date 120 days before the Form 486 postmark date will become the start date for discounted services on those Funding Requests featured on the Form 486. SLD will not provide discounts for the services rendered prior to the new start date and will reduce the funding commitment for the relevant FRN as appropriate.

Guidance on when to file in certain specific situations is provided below:

1. EARLY FILING: For those Funding Requests for services where the date of the FCDL and the Service Start Date featured on the Form 486 are both before July 31 of the Funding Year, the Billed Entity has the option to file Form 486 early — that is, in advance of services starting — if certain conditions are met. If the Form 486 is filed in this manner, it **MUST be postmarked on or before July 31 of the Funding Year.**

You may be eligible to file the Form 486 on or before July 31 of the Funding Year if:

- You have received your FCDL.
- You have confirmed with the named service provider that the services you ordered will start on the Service Start Date, which must be in July of the Funding Year.
- You are able to accurately make all of the relevant certifications in Block 4 in advance of the date of the start of discounted services.

This option is at the discretion of the Billed Entity; it has the merit of facilitating the provision of discounts on bills as soon as possible and means that SLD is authorized to begin payments on invoices submitted by your service provider for services delivered and installed on or after the Service Start Date.

The Billed Entity must complete Form 486, including the certification(s) in Item 11, and postmark the Form 486 on or before July 31 of the Funding Year. Early filers must also check Item 6a.

2. Funding Year 2001 Funding Requests for services starting on or before October 28, 2001

If the Service Start Date featured on your Form 486 is on or before October 28, 2001 and the date of your FCDL is AFTER October 28, 2001, the Form 486 MUST be postmarked no later than 120 days after the date of your FCDL in order to receive discounts retroactively to the Service Start Date.

If the Form 486 is postmarked later than the appropriate deadline above, the Form 486 postmark date will become the start date for discounted services on those Funding Requests featured on the Form 486. SLD will not provide discounts for the services rendered prior to the new start date and will reduce the funding commitment for the relevant FRN as appropriate.

3. Funding Years beginning with Funding Year 2001

If a Billed Entity has Funding Requests featuring Service Start Dates occurring at different times during the Funding Year, the Billed Entity may decide to file multiple Forms 486 to ensure that discounts are paid back to the Service Start Dates.

4. Use of Form 500 to Adjust Service Start Date

Billed Entities, under certain conditions, can adjust the Service Start Date previously reported on a Form 486 by filing an FCC Form 500, *Adjustment to Funding Commitment and Modification to Receipt of Service Confirmation Form*.

Beginning with Funding Year 2001, due to the CIPA law, a Form 500 cannot be used to move the Service Start Date earlier in time from the adjusted Service Start Date featured on the Form 486 Notification Letter. Please refer to the Form 500 instructions for more information.

5. Libraries in Funding Years 2003 and 2004.

- **For Funding Year 2003**, libraries must be in compliance with CIPA or undertaking actions to comply with CIPA in order to receive discounts for Internet Access or Internal Connections.
- If a library that applied for funds for Internet Access or Internal Connections in Funding Year 2003 applies for funds for Internet Access or Internal Connections **in Funding Year 2004**, it must certify that it is in compliance with CIPA unless state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification otherwise required. A library so prevented may request a waiver for Funding Year 2004. (See “Applying for funds” above and the instructions for Item 6c below.)
- If a library has applied for funds for Internet Access or Internal Connections in both Funding Year 2003 and Funding Year 2004, it must be in compliance with CIPA in Funding Year 2005 and any Funding Year thereafter. (See “Applying for funds” above.)

- Libraries that apply for funds for Internet Access or Internal Connections for the first time in Funding Year 2004 or any subsequent year should follow the procedures in the “Determination of Your First Funding Year for Purposes of CIPA” above.

Where to File?

You may complete and submit the Form 486 by filing the form online on the SLD web site at www.sl.universalservice.org. If you are filing the Form 486 online, you must also complete and submit to the SLD the Block 4 Certification with the signature of the authorized person (whether online or on paper). If you have a User ID and a PIN, you are encouraged to submit your Form 486 certifications online. Check the SLD web site for information about obtaining a User ID and a PIN.

Please submit this form to: **SLD-Form 486**
P.O. Box 7026
Lawrence, KS 66044-7026.

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

SLD-Form 486
c/o Ms. Smith
3833 Greenway Drive
Lawrence, KS 66046.

Note: **DO NOT FILE THIS OR ANY OTHER UNIVERSAL SERVICE FORM WITH THE FEDERAL COMMUNICATIONS COMMISSION.**

Compliance.

Anyone filing false information is subject to penalties for false statements, including fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

All of the information required in the Form 486 must be completed, in order for this Form to be accepted by the SLD for processing. A valid entry must be submitted on the Form 486 for each component of information required. These Instructions set forth the requirements for a valid entry. If you have any questions about completing this Form, please visit the SLD web site. If the Form is not properly completed, the Form may be rejected and returned to you.

Where to Get More Information?

Information and detailed guidance is available on the Schools and Libraries Division’s web site at www.sl.universalservice.org. Information is also available by contacting the SLD Client Service Bureau by e-mail at question@universalservice.org, by fax at 1-888-276-8736 or by phone at 1-888-203-8100.

IV. MINIMUM PROCESSING STANDARDS

You are encouraged to file and certify – if you have a User ID and PIN – your Form 486 online at www.sl.universalservice.org. The online system is designed to help you file successfully, and using the online system will ensure that your Form 486 meets Minimum Processing Standards and is data entered into our system correctly.

When a paper Form 486 is received by the SLD, the form is first reviewed to make sure it complies with the following requirements before data entry begins. These minimum processing requirements are necessary in order to ensure the timely and efficient processing of properly completed applications. If a Form 486 fails to meet these requirements, the Form 486 will be rejected. The SLD may be prevented from returning the rejected Form 486 to the sender if the form lacks essential identifying information. If an applicant receives a returned Form 486, it is important that the corrected form be resubmitted quickly. Once the corrected form is successfully data entered, the postmark date of that corrected form will be the postmark date for purposes of the deadline. (See “*When to File?*” above for filing deadline requirements.)

SPECIAL NOTE: The SLD will not automatically reject a paper Form 486 with a date of September 2002 in the lower right-hand corner if it is postmarked by December 31, 2003; applicants must still work with the SLD to complete the certifications necessary to process their form. However, such Forms 486 postmarked after the above date will be rejected for failing to meet Minimum Processing Standards.

Manual Filers:

Correct Form: Each Form 486 must be:

- a. the correct, OMB-approved FCC Form 486, with a date of August 2003 or later in the lower right-hand corner;
- b. submitted by regular mail, express delivery, or U.S. Postal Service Return Receipt Requested, or hand delivery. Forms may not be submitted by fax or e-mail. You are encouraged to keep proof of the date of mailing.

Complete Submission: All pages of the form must be submitted.

Billed Entity Information: In Block 1, each of the following items must be properly completed:

- a. Item 1 Billed Entity Name or Item 2 Billed Entity Number;
- b. Item 3 Funding Year – only one Funding Year may be featured on a Form 486;
- c. Item 5 Contact Person Name.

Service Information: Each row of the Block 3 Service Information must, at a minimum, include:

- a. Column (B) – Funding Request Number;
- b. Column (F) – Funding Year Service Start Date

in order to be data entered as part of the Form 486. If this information is missing, the row will not be data entered and the applicant will be notified. If all rows of the Block 3 Service Information fail to meet these requirements, the form will be rejected.

CIPA Certification: For Funding Year 2001 and later Funding Years, Billed Entities must check at least one of the boxes labeled a through e in Item 11.

Valid Certification: In Block 4, Item 12 Signature of authorized person must be completed. If Item 12 is left blank, the Form 486 will be rejected.

Online Filers:

When Blocks 1-3 of a Form 486 are submitted online, the applicant must also (1) submit the completed Block 4 certification online with a User ID and a PIN or (2) submit the completed and signed Block 4 paper certification by mail, express delivery or U.S. Postal Service Return Receipt Requested.

- You are encouraged to certify your Form 486 online with a User ID and a PIN. The online system is designed to help you file successfully, and using the online system will ensure that your Form 486 certification meets Minimum Processing Standards and is data entered into our system correctly.
- If the Block 4 certification is submitted on paper, you are encouraged to keep proof of the date of mailing. The Block 4 certification is reviewed to make sure it complies with the requirements listed in the “Valid Certification” section above. Reviewers also look for the Form 486 Application Number before the Certifications and Signature page is accepted and the Form 486 reaches “certified” status. The Block 4 certification document must contain the information necessary to match your paper certification with the Blocks 1-3 of the form that were filed online.

V. SPECIFIC INSTRUCTIONS

Type or clearly print in the spaces provided. Attach additional pages if necessary.

Only one Funding Year can be featured on a Form 486.

Applicant’s Form Identifier: Use this space to assign a number or letter of your own devising to facilitate communication with us about THIS particular Form 486. This Applicant’s Form Identifier can be very simple; for example, if you are filing three Forms 486, you might label them “A,” “B,” and “C.” The Applicant’s Form Identifier can also be descriptive, such as “Internet.” Choose identifiers that suit your own record keeping needs.

A. Block 1: Billed Entity Information

Block 1 of Form 486 asks you for your address and basic identification information. “You” refers to the Billed Entity – a school, school district, library (outlet/branch, system), or a consortium of those entities. A Billed Entity may also be a city, a state, or an entity created solely to participate in this universal service discount mechanism, that actually pay the bills for the service to the service provider. The Billed Entity itself may or may not be eligible for discounts.

Item 1 –Provide the name of the Billed Entity as indicated on the corresponding FCDL.

Item 2 –Provide the Billed Entity Number as it appears on your FCDL for the corresponding Form 471. Please be sure to obtain this information from your FCDL, as the information may have been reported differently in your Form 471 application.

Item 3 –Provide the Funding Year for which your funds were approved, e.g., "07/01/2001 – 06/30/2002." The Funding Year you supply here must be the same as the Funding Year contained in your FCDL for the corresponding Form 471. Each subsequent Funding Year begins on July 1 of that year. Cite only one Funding Year in this item.

Item 4 - Provide the Billed Entity’s full mailing address, whether a street address, Post Office Box number, or route number. You are strongly encouraged to provide a street address rather than a Post Office Box if possible. In addition, please provide your telephone number with area code and extension, fax number, and e-mail address.

Item 5 –Provide the name of the person who should be contacted with questions about this form. The Contact Person must be able to answer questions in a timely manner regarding the information included in this form. Provide the mailing address for the Contact Person, telephone number with area code, fax number and e-mail address if different from the address information in Item 4, and check the preferred mode of contact. Wherever possible, the SLD will use this mode to contact you.

B. Block 2: Early Filing Information and CIPA Waiver Requests

Item 6a – To file Form 486 before services start, this item **MUST** be checked and the Form 486 must be postmarked on or before July 31 of the Funding Year. In order to file Form 486 before services start, you must have confirmed with the named service provider that the services you ordered will start on the Service Start Date. You also must be able to accurately make all relevant certifications in Block 4. If you are submitting Form 486 after services have started, do not check this box.

Item 6b – If you are a Billed Entity who is also the Administrative Authority for the purpose of CIPA, you must check Item 6b if you need to request a waiver from CIPA requirements in the Second Funding Year in which you apply (see the explanation in “IMPACT OF CIPA REQUIREMENTS ON FORM 486” above).

In Item 6b you may provide notification that, as of the date of the start of discounted services, you are unable to make the certification in Item 11a because your state or local procurement rules or regulations or competitive bidding requirements prevent you from making that certification. You also certify that the schools or libraries represented in the FRN(s) on this Form 486 will be brought into compliance with the CIPA requirements before the start of the third Funding Year after April 20, 2001 in which they apply for discounts. If the Billed Entity is not the Administrative Authority, Item 6b should **NOT** be checked.

For example, if in Funding Year 2001 you certify that you are undertaking such actions necessary to be in compliance with the requirements of CIPA for Funding Year 2002, then in order to obtain discounts in Funding Year 2002, you must be in compliance with the requirements of CIPA prior to the start of

services in that Funding Year unless you obtain a waiver as a result of procurement/competitive bidding constraints. In this example, if you obtain a waiver in Funding Year 2002, you must be in compliance with the requirements of CIPA prior to the start of Funding Year 2003.

In certain situations, a Billed Entity could have some FRNs for which waivers can be requested and other FRNs for which waivers are not requested. A Form 486 with Item (6b) checked must only feature FRNs for which waivers are being requested.

Item 6c – If you are a Billed Entity who is also the Administrative Authority for the library(ies) represented on this Form 486, you must check Item 6c if you need to request a waiver from CIPA requirements for Funding Year 2004.

In Item 6c you may provide notification that, as of the date of the start of discounted services, you are unable to make the certification in Item 11a because your state or local procurement rules or regulations or competitive bidding requirements prevent you from making that certification. You also certify that the libraries represented in the FRN(s) on this Form 486 will be brought into compliance with the CIPA requirements before the start of Funding Year 2005. If the Billed Entity is not the Administrative Authority, Item 6c should NOT be checked.

C. Block 3: Service Information

Block 3 of Form 486 asks you to provide the Form 471 Application Number, the Form 471 Funding Request Number, the Billing Account Number, the Service Provider Name, the SPIN, and the Funding Year Service Start Date.

Item 7 – Information to complete Columns (A) – (E) will be contained on the FCDL sent to you by the SLD. Note: Column (C) Billing Account Number will be provided only if you submitted the information on Form 471. If you file the Form 486 online, the entries for Columns (A), (C), (D), and (E) will be automatically populated after you complete the entry of a Funding Request Number in Column (B).

Columns (A), (B), (C), (D) and (E)

The Billed Entity must provide the following information for columns (A), (B), (C), (D) and (E), except where noted. All of this information must be obtained from the FCDL issued to each Form 471 Billed Entity approved for funding.

(A) 471 Application Number;

(B) Funding Request Number (FRN) for the services to be provided;

(C) Billing Account Number (if contained in your FCDL);

(D) Service Provider Name

(E) Service Provider Identification Number (SPIN).

Column (F)

Funding Year Service Start Date: The date on which the service for each FRN started, or, in certain circumstances, is scheduled to start. This date cannot be earlier than the first day of the Funding Year (July 1). This date must be provided in month, day and four-digit year (mm/dd/yyyy) format.

- **Funding Year Service Start Date Definition:**

For recurring services (for example, Telecommunications Services and Internet Access, ongoing Internal Connections services such as maintenance), the Funding Year Service Start Date may be:

- the date that service has started and billing begins;
- the date that billing has been established for your account;
- the beginning date of the billing period covered by your first bill for this service.

In no instance can this date be earlier than July 1 of the relevant Funding Year.

For non-recurring services/products installation (for example, installation of Telecommunications Services or Internet Access or purchase of eligible Internal Connections), the Funding Year Service Start Date may be:

- July 1 of the relevant Funding Year for contracts that require a prepayment before the start of the Funding Year. These prepayments may be requested by the service provider at the time that the contract is signed or before work begins;
- the date that the service provider ships the product;
- the date that the installation/construction of work begins.

In no instance can this date be earlier than July 1 of the relevant Funding Year.

Please remember that in order to obtain discounted services from your service provider for a particular service or group of services for which the SLD approved discounts, the Billed Entity **MUST** file a Form 486 with Column (F) completed to indicate the Funding Year Service Start Date.

D. Block 4: Certification

Item 8 - Certify that the technology plans covering the services listed above for all the eligible entities that are recipients of services covered under this Form 486 have been approved by an authorized organization(s) that has been certified by the SLD in compliance with the rules applicable to this program. Provide the name(s) of the organization(s) that are the SLD certified technology plan approver(s) that approved a technology plan for any eligible entity that is receiving services covered under this Form 486. If EVERY FRN listed in the Form 486 is for basic telephone service only, enter "NONE." Each entity receiving more than basic telephone services in the FRNs listed on this Form 486 **MUST** be included under a technology plan that has been approved by a reviewing organization, and that organization **MUST** have been certified by the SLD for the Funding Year referenced on the Form 486. If you have any questions about technology plan review, please check the Technology Planning section in the Reference Area of the SLD web site.

Item 9 - Certify that the services listed on this Form 486 have been, are planned to be or are being provided to the eligible entities identified in the Form 471 application(s) cited in this Form 486. Further certify there are signed contracts covering all of the services listed except for those services provided under tariff or on a month-to-month basis.

Item 9 also requires the individual signing on behalf of the Billed Entity to certify that he or she is authorized to submit the information contained in the Form 486 on behalf of the Billed Entity. The individual signing on behalf of the Billed Entity must certify that the information contained in Form 486 is true to the best of his or her knowledge, information and belief. *Persons knowingly making false statements on this form can be punished by fine, forfeiture, or imprisonment under federal law.*

Item 10 – Certify that you understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. Certify that you recognize that you may be audited pursuant to this application and will retain for five years any and all records, including Forms 479 where required, that you rely upon to complete this form and, if audited, will make such records available.

Item 11 – This item concerns compliance with the requirements of the Children’s Internet Protection Act (CIPA), as codified at 47 U.S.C. § 254(h) and (l), and the implementing rules as codified at 47 C.F.R. § 54.520. If this Form 486 pertains to a Funding Year prior to Funding Year 2001 (Funding Years beginning July 1, 2000 or earlier), skip Item 11 and go to Item 12.

If this Form 486 pertains to Funding Year 2001 (the Funding Year beginning July 1, 2001) or later, the recipient(s) of service represented in the FRN(s) on this Form 486 must certify the status of compliance with CIPA. If you as the Billed Entity are the Administrative Authority, you will indicate the status of compliance on the Form 486. If you as the Billed Entity represent one or more Administrative Authorities (e.g., a consortium leader), then in most cases you must collect completed and signed Forms 479, *Certification by Administrative Authority to Billed Entity of Compliance with the Children’s Internet Protection Act*, from those Administrative Authorities who are the recipients of service so that you as the Billed Entity can make the proper certification(s) on Form 486. (You do not have to collect Forms 479 if you were funded only for Telecommunications Services.)

For Funding Year 2001 and later, Item 11 must be filled in.

General Instructions for Item 11:

1. A Billed Entity who is a recipient of service must check Item 11a or 11b or 11c. If the Billed Entity is not a recipient of service, skip to Item 11d.
2. A Billed Entity who represents one or more Administrative Authorities must check Item 11d or 11e. (See “Special Notes for Billed Entities Who Represents One or More Administrative Authorities” below.)
3. FOR FUNDING YEARS AFTER FUNDING YEAR 2001, a Billed Entity who must collect Forms 479 and who checks Item 11d must check Item 11f or 11g. (See “Special Notes for Billed Entities Who Represent One or More Administrative Authorities” below.)

4. IF THIS FORM PERTAINS TO A FUNDING YEAR PRIOR TO FUNDING YEAR 2001 (THE FUNDING YEAR BEGINNING JULY 1, 2001), SKIP TO ITEM 12.

Special Notes for Billed Entities Who Represent One or More Administrative Authorities:

The Administrative Authority must make a certification for purposes of CIPA. (See “IMPACT OF CIPA REQUIREMENTS ON FORM 486” above for the definition of Administrative Authority.) However, in the following cases, the Billed Entity is not the Administrative Authority and therefore must collect Forms 479 from the Administrative Authority(ies):

- the Billed Entity is the lead member of a consortium but is not the Administrative Authority for all of the members of the consortium.
- the Billed Entity is a state or local government entity or other entity who acts as the Billed Entity for one or more schools or libraries represented on its Form 486 but who is not the Administrative Authority for those schools or libraries.
- the Billed Entity is the Administrative Authority for one or more schools or libraries (perhaps including itself) on its Form 486 but is not the Administrative Authority for other schools or libraries on its Form 486.

Following are descriptions of specific situations these Billed Entities may encounter:

A Billed Entity who is not an Administrative Authority must collect Forms 479 from the Administrative Authority of any school or library represented on its Form 486 unless it was funded only for Telecommunications Services. Typically, such Billed Entities would be consortium leaders. In the case of a Billed Entity who is the Administrative Authority for some schools and/or libraries but not for others, that Billed Entity must duly complete, sign and keep a Form 479 for each school or library for which it is the Administrative Authority unless it applied only for Telecommunications Services.

A Billed Entity who is the Administrative Authority and who also represents one or more other Administrative Authorities must make one certification in Item 11a or Item 11b or Item 11c as well as one certification in Item 11d or Item 11e.

For Funding Years after Funding Year 2001, a Billed Entity who checks Item 11d must also check Item 11f or Item 11g.

A Billed Entity who checks Item 11e is certifying that the only services for which the Billed Entity has been approved for discounts on behalf of eligible members of the consortium are Telecommunications Services. If some of the eligible recipients have applied for Internet Access or Internal Connections outside of the Billed Entity’s application(s), it is the responsibility of those entities to make the appropriate certifications for those services on separate Form(s) 486.

If two Billed Entities in a state are both state-level organizations (such as a State Department of Education and a State Information Network) and both are required to collect Forms 479 from their eligible recipients of services (such as all schools and school districts or all library outlets and libraries in the state), it is not necessary for both organizations to duplicate the collection of Forms 479. One state-level Billed Entity can assume the responsibility for collecting the Forms 479, and

share the information with the other state-level Billed Entity. The second state-level Billed Entity can then check Item 11d with the understanding that “I have duly collected completed and signed Forms 479” means only that the second state-level Billed Entity has evidence that the collection was accomplished. However, the second state-level Billed Entity must verify that all of its eligible members requesting discounts are represented in the information collected by the other state-level Billed Entity.

In order to accurately make the relevant certification(s) on the Form 486, the Billed Entity who represents one or more Administrative Authorities must receive Forms 479 from the appropriate Administrative Entities before filing Form 486.

Specific Instructions for Item 11

FOR A BILLED ENTITY WHO IS THE ADMINISTRATIVE AUTHORITY:

Check the one box in Items 11a through 11c that describes the status of compliance with CIPA.

Schools and libraries receiving E-rate discounts are required to have an Internet safety policy that addresses: (1) access by minors to inappropriate matter on the Internet and World Wide Web, (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (3) unauthorized access, including hacking, and other unlawful activities by minors online, (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors, and (5) measures designed to restrict minors’ access to materials harmful to minors. There is also a public notice and hearing/meeting requirement. The Internet safety policy must include the use of filtering or blocking technology that protects against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors.

- **Item 11a** – Check here if you certify that the recipient(s) of service represented in the FRN(s) on this Form 486 has (have) complied with the requirements of CIPA. Do not check Item 11a if you check Item 11b.
- **Item 11b** – Check here if you certify that the recipient(s) of service represented in the FRN(s) on this Form 486 is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next Funding Year, but has (have) not completed all requirements of CIPA for this Funding Year. Do not check Item 11b if you check Item 11a.

NOTE FOR LIBRARIES: If Funding Year 2003 is your Second or Third Funding Year for purposes of CIPA and you check Item 11b, you are certifying that you are in compliance with the Internet safety policy and the public notice and hearing/meeting requirements and that you are undertaking actions to be in compliance with the filtering or blocking technology requirement by the start of Funding Year 2004.

- **Item 11c** – Check here if you certify that the CIPA does not apply because the recipient(s) of service represented in the FRN(s) on this Form 486 is (are) receiving discount services only for telecommunications services.

FOR A BILLED ENTITY WHO REPRESENTS ONE OR MORE ADMINISTRATIVE AUTHORITIES:

A Billed Entity who represents one or more Administrative Authorities must make the same certification(s) below as a Billed Entity who is the lead member of a consortium. If the Billed Entity represents one or more Administrative Authorities, read “consortium” and “eligible members of the consortium” to mean “the Administrative Authorities I represent.”

Check the box(es) in Item(s) 11d through 11g that pertain to your situation:

- **Item 11d** – Check here if you certify, as the Billed Entity for the consortium or for the Administrative Authorities you represent, that you have collected duly completed and signed Forms 479. For Funding Years after Funding Year 2001, a Billed Entity who checks Item 11d must also check Item 11f or 11g. (FORMS 479 ARE NOT SUBMITTED TO THE SLD. THEY ARE TO BE COLLECTED AND RETAINED BY THE BILLED ENTITY. This form is available in the SLD Forms section of the SLD web site or may be obtained by contacting the SLD Client Service Bureau.)
- **Item 11e** – Check here if you certify, as the Billed Entity for the consortium or for the Administrative Authorities you represent, that the only services for which you have been approved for discounts under the universal service support mechanism are Telecommunications Services, and therefore the requirements of CIPA do not apply.
- **Item 11f** – For Funding Years after Funding Year 2001: Check here if you certify, as the Billed Entity for the consortium or for the Administrative Authorities you represent, that some or all of the entities who filed Form 479 are seeking a CIPA Waiver by checking Form 479 Item 6d or Item 6e. Do not check Item 11f if you check Item 11g.
- **Item 11g** – For Funding Years after Funding Year 2001: Check here if you certify, as the Billed Entity for the consortium or for the Administrative Authorities you represent, that none of the entities who filed Form 479 are seeking a CIPA Waiver by checking Form 479 Item 6d or Item 6e. Do not check Item 11g if you check Item 11f.

This certification language contained in the Form 486 is not intended to fully set forth or explain all the requirements of CIPA.

Item 12 requires the signature of the authorized person.

Item 13 - Enter the date the Form 486 was signed. This date must include the month, day and year.

Item 14 - Print the name of the Authorized Person whose signature is provided in Item 12.

Item 15 - Provide the title or position of the Authorized Person whose signature is provided in Item 12.

Item 16 - Provide the street address, telephone number with area code, fax number and e-mail address of the Authorized Person whose signature is provided in Item 12.

Submit completed Forms 486 by mail to:

**SLD-Form 486
P.O. Box 7026
Lawrence, Kansas 66044-7026**

For express delivery services or U.S. Postal Service, Return Receipt Requested, send Forms 486 to:

**SLD-Form 486
c/o Ms. Smith
3833 Greenway Drive
Lawrence, Kansas 66046
888-203-8100**

VI. REMINDERS

- For Funding Year 2001 (the Funding Year beginning July 1, 2001) and later, you are required to certify on the Form 486 the status of your compliance with the Children’s Internet Protection Act.
- The CIPA waiver in Item 6b is **not** relevant for Funding Year 2001; it is to be used, if applicable, only for Funding Year 2002 and beyond.
- The CIPA waiver in Item 6c is only relevant for libraries for Funding Year 2004.
- Unless you are using the Early Filing option described in the “*When to File?*” section above, do not file Form 486 before services have started.
- You are encouraged to file and — if you have a User ID and PIN — certify the Form 486 online . Using the online system will ensure that your Form 486 meets Minimum Processing Standards and is data entered into our system correctly.
- If you file on paper, your Form 486 must meet Minimum Processing Standards or your Form 486 will be rejected.
- Each entity receiving more than basic telephone services in the FRNs listed on this Form 486 **MUST** be included under a technology plan that has been approved by a reviewing organization, and that organization **MUST** have been certified by the SLD for the Funding Year referenced on the Form 486.