

Year 11 (FY 2008) Form 486 Now Available

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For the Texas schools that have been funded in Year 11, Waves 1, 2, and 3, the next step is to file the Form 486, which is now available for FY 2008. I encourage you to file this form now before you forget and so discounted bills, if desired, can begin with your July statement. Please keep in mind that only FRNs that have been funded can be listed on a Form 486. If your application is still pending, you must wait until it has been approved before filing the Form 486.

Below are general and specific tips to help you complete the form. If you are filing the 486 before July 1, please take careful note of the first 'specific tip' about item 6A listed below.

The Form 486 has 3 functions:

1. It informs the SLD that they are authorized to pay invoices (either BEAR or SPIs);
2. It informs the SLD that your technology plan has been approved *and* tells them the name of the SLD-certified approver; and
3. It informs the SLD that your school is CIPA compliant.

General Tips for Filing the Form 486

1. **If your technology plan has not yet been approved by TEA or other certified approver, you may not file the 486 until it has been approved.**
2. For applicants requesting discounted bills this year, most service providers require the SLD notification that the applicant has filed the 486 before they can begin discounting your bills. So the sooner you file this form, the better.
3. The 486 should be filed electronically under the "apply online" section of the SLD's website at <http://www.sl.universalservice.org/menu.asp>.
4. Although the Interview version seems to skip around while you're completing it, in the end, all questions are answered and inserted into your form.
5. All of the information you need to complete the Form 486 is available on your Funding Commitment Decision Letter or your Year 11 Form 471. You'll need: Your Entity Number, 471 #s, FRN #s, and SPIN #s. You may find it easy to gather this information from our website: <http://tpesc.esc12.net/eratedata/default.aspx>. You will need to search for your district, select the 2008 link, and gather the data you need.
6. As with the Form 470 and 471, you can eCertify the Form 486 and I encourage you to do so. To print a copy of your submitted Form 486, go back to the "apply online" area, and click on "display." You'll need your 486 number and security code to access your submitted Form.
7. After the SLD receives your Form 486, they will mail you and your service provider a Form 486 Approval Letter for your files.

Specific Tips for Completing the Form 486

- Item 6A: If you file the 486 before the funding year begins on July 1, 2008 (and I strongly encourage you to do so), you MUST check item 6A (to signify early filing). If you file the 486 on or after July 1, then you can ignore this box.
- Items 6B and 6C: If you're CIPA compliant, you should skip boxes 6B and 6C.
- Item 7, Column F: Service Start Date should list 07/01/2008.
- Item 11A: If you are a single school, district (not a consortium), and you are CIPA compliant, you should only check 11A on that page.

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