Calculating E-rate Discounts

E-rate discounts range from 20% to 90% for Category 1 services and from 20% to 85% for Category 2 services/equipment. Each applicant's discount is determined by whether a school or library is located in an urban or rural area and the economic need of the students attending the school district (or school in the case of a single school entity). Economic need is measured by the percentage of students whose family incomes are at or below 185% of the federal poverty guidelines. This is the same income means test as used by the National School Lunch Program (NSLP), although whether the student or school in which the student is enrolled actually participates in NSLP is not a determining factor for computing E-rate discounts.

E-rate Discount Matrix

The maximum discount for Category 1 services is 90%, and the maximum discount for Category 2 is 85%. All other discount bands for Category 2 and all discount bands for Category 1 are identical.

	Category 1		**Category 2**	
Students Eligible for the National School Lunch Program	**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%**

The enrollment and NSLP data is entered in each school's EPC profile. The discounts are automatically calculated and brought forth to the Form 471 for that funding year. Library discounts are partially based on the NSLP eligibility of the public school district in which the library or library system's main branch is located, and so each library must identify in their EPC profile the appropriate school district so the discounts are calculated properly.

Discount Calculations by Entity Types

School District

To calculate the discount for a school district:

- Determine the total number of students eligible for the National School Lunch Program (NSLP) in the entire school district.
- Determine the total number of students in the school district.
- Divide the first number by the second number to get the percentage of students eligible for NSLP in the school district.
- Using this percentage and the urban or rural status of the school district, find the appropriate Category One and Category Two discount for the school district in the discount matrix.

Each school and each eligible non-instructional facility (NIF) shares the overall school district discount. If only one school in the district receives a service, or that service is shared among all or a subset of schools in the district, the discount does not change.

Individual School

An individual school that is part of a school district does not calculate its discount based on its own student population.

An independent school – a school that does not share a common board with other schools and is individually responsible for its finances and administration – would follow the school district calculation method above, using its student population numbers and the urban or rural status of its physical location.

Library System

To calculate the discount for a library system:

- Determine the total number of students eligible for the National School Lunch Program in the public school district in which the **main branch of the library** is located.
- Determine the total number of students in that school district.
- Divide the first number by the second number to get the percentage of students eligible for NSLP in that school district.
- Using this percentage and the urban or rural status of the library system, find the appropriate Category 1 and Category 2 discount for the school district in the discount matrix.

Library Outlet or Branch

Each library outlet/branch and each eligible library NIF shares the library system discount. If only one library outlet/branch in the library system receives a service, or that service is shared among all or a subset of library outlets/branches in the library system, the discount does not change.

Independent Library
An independent library is one that is not a branch of a library system. The discount for a single, non-branch, library is calculated as follows:

- Determine the total number of students eligible for the National School Lunch Program in the public school district in which the **main branch of the library** is located.
- Determine the total number of students in that school district.
- Divide the first number by the second number to get the percentage of students eligible for NSLP in that school district.
- Using this percentage and the urban or rural status of the library system, find the appropriate Category 1 and Category 2 discount for the school district in the discount matrix.

Consortium of Schools and/or Libraries (including Regional Library Systems)
To calculate the discount for a school or library consortium:

- List each member of the consortium or statewide application together with its discount as calculated above.
- Total each consortia members' discounts and divide by the number of members.
- Regional Library Systems (often referred to as Library Districts) are classified as Library Consortium in EPC.

Keep the following in mind:

- Consortia applications do not have an urban or rural status. The discount is a simple average of the member discounts, and the urban/rural status is determined at the building level.
- The discount for a consortium application applies to all services requested on the application, whether one member, a subset of members, or all members share the service.
- Consortium applications are the only applications that can have a discount that does not appear on the discount matrix (e.g., 72%, 45%, etc.) because the consortium discount is a calculated average of the member discounts.
- If the discount calculation results in a decimal, round down to the nearest whole number for decimals less than 0.5 and round up for decimals equal to or greater than 0.5 (e.g., 74.4 becomes 74, 62.5 becomes 63).

School or Library Non-Instructional Facility without Classrooms
A non-instructional facility (NIF) is a school building without classrooms or a library building without public areas. A school NIF that does contain classrooms is still treated as a NIF. When eligible for support, school NIFs receive the same discount as the school district and library NIFs receive the same discount as the library system.

The discount for a NIF is derived from the school district or library system regardless of the physical location of the building. NIFs are not counted in the district or system's urban/rural determination.

New School Construction

Beginning in FY 2021, public schools will no longer be permitted to estimate the number of students that will attend a school under construction. This is because the new Category 2 budget rules are no longer school-based and instead use the entire district enrollment. E-rate will continue to allow you to apply for services to the new school as long as the school will open sometime during the funding year

However, non-public schools and charter school may continue to estimate the number of students that will attend a new school for purposes of calculating their Category 2 budget.

New Library Construction
For a new library, calculate the discount as described above under library outlet or branch using the student information from the public school district in which the main branch of the library is (or will be) located.

Head Start, Pre-kindergarten, Juvenile Justice, or Adult Education
You must first determine if the students and/or facilities in these programs are eligible in your state using the Eligibility Table for Non-Traditional Education. If they are eligible, calculate the discount for an individual school (or a NIF with classrooms as appropriate) as described above. All Head Start students that meet the age requirement are considered eligible for NSLP.

Alternative Discount Mechanisms
For schools that either do not participate in NSLP or choose not to use NSLP participation numbers, there are certain acceptable alternative discount mechanisms that can be used to calculate an equivalent measure for the percentage of students eligible for NSLP. In all cases, these mechanisms must be based on or not exceed the same measure of poverty used by NSLP.

As above, applicants using an alternative discount mechanism must maintain accurate and complete documentation of the calculations that support their funding requests. Remember that documentation must be retained for at least ten years after the last date to receive service.

Urban/Rural Status

Starting with FY 2015, the FCC updated the definition of "rural" and the manner in which schools and libraries determine their urban or rural status. An individual school and library will be designated as "urban" if located in an "Urbanized Area" or "Urban Cluster" with a population of 25,000 or more as determined by the U.S. Census Bureau. Any school or library not designated "urban" will be designated as "rural" and therefore eligible to receive a additional discounts in some cases.

Urban/rural status for an individual school or library:
USAC will compare the address of record for a school or library to the U.S. Census data to determine if the school or library is in an area that is considered urban or rural. USAC's database will then be updated to reflect the appropriate status, as follows:

- "U" if the school or library is considered urban
- "R" if the school or library is considered rural
- "?" if the status cannot be determined – for example, if the school or library does not exist in the USAC database or the address information for the school or library is incorrect or incomplete

The Urban/Rural Lookup Tool is designed to help applicants determine their urban or rural status. The tool is available online at https://sltools.universalservice.org/portal-external/urbanRuralLookup/.

Urban/rural discount for a school district or library system:
If more than 50% of the schools in a school district or libraries in a library system are considered rural, the school district or library system is eligible for a rural discount. If 50% or less of the entities are considered rural, the school district or library system is eligible for an urban discount.

For individual schools:

- An individual school must use the discount calculated for its school district, even if the individual school applies for E-rate Program funding on its own. For example, even if an individual school is considered rural, it must use the urban discount calculated for its school district if its school district is eligible for an urban discount.

- However, an independent school – a school that does not share a common board with other schools and is individually responsible for its finances and administration – uses only its student population numbers to determine the level of poverty and the urban or rural status of its physical location for its discount calculation.

For school districts:

- Non-instructional facilities (NIFs) – including NIFs with classrooms – do not have an urban or rural status and do not count toward the urban or rural determination for the school district.

- If there are charter schools that are part of the school district, they count toward the urban or rural determination for the school district.

- If a school has several locations not on the same campus – and therefore several different entity numbers – but is considered to be a single school by the state, only the main location counts toward the urban or rural determination for the school district.

- If a school is considered to be a school by the state but it does not serve as the home school for any students – for example, a vocational education school – it counts toward the urban or rural determination for the school district.

- A group of schools that acts as a school district – for example, diocesan schools that share a common board and are not individually responsible for finances and administration – may file as a school district and determine the "school district" eligibility as described above for an urban or rural discount.

For individual library outlets/branches:

- An individual library outlet/branch must use the discount calculated for its library system, even if the individual library outlet/branch applies for funding on its own. For example, even if an individual library outlet/branch is considered rural, it must use the urban discount calculated for its library system if the library system is eligible for an urban discount.

- However, an independent library – a library that does not share a common board with other libraries and is individually responsible for its finances and administration – uses only the level of poverty from the public school district in which it is physically located and the urban or rural status of its physical location for its discount calculation.

For library systems:

- NIFs do not have an urban or rural status and do not count toward the urban or rural determination for the library system.

- Bookmobiles and kiosks can be considered library outlets/branches and counted toward the urban or rural determination for the library system. USAC will use the address in its database for the bookmobile or kiosk to determine its urban or rural status.

For consortia and statewide applications:

- Consortia and statewide applicants do not have an urban or rural status. Each entity that is a member of the consortium or statewide application calculates its discount using the appropriate level of poverty and urban or rural determination as described above.

Schools with Part-Time Students

NSLP/Enrollment Guidance for Schools with Part-Time Students

Schools that have part-time enrollments -- schools within a district (example A), regional schools such as vo-techs (example B), and half-day kindergarten schools within a district (example C) -- should follow the following guidance related to entering data in their EPC profiles. EPC profiles require the following fields to be populated:

- ✓ Full Time Students
- ✓ Peak Part-Time Students
- ✓ Total Part-Time Students
- ✓ NSLP Eligible Students

(**Hint**: The NSLP and Full Time Students fields are used to calculate the district's overall discount. The Full Time Students and Peak Part-Time Students fields are used to calculate the building's C2 budget).

A) Schools within a school district that serve only part-time students (for example, a vocational school within a school district).

In this scenario, all of the students attend this school part-time and are reported as full-time students at another school within the same school district.

-- Discount: Because the students are already included in the number of full-time students and the number of students eligible for the National School Lunch Program (NSLP) at their home school, enter 0 for both the full-time students and NSLP-eligible students at this school. EPC sums the total number of full-time students and the total number of students eligible for NSLP across all of the schools in your district in order to calculate your district's discount rate. As a result, listing the students again for this school would result in double-counting students, which is not allowed. All schools within the school district receive the same, district-wide discount rate, so schools in this scenario will still benefit from the district discount rate.

-- C2 Budget: For the C2 Budget, you will enter student counts. Enter the part-time and peak part-time student counts based on the students that attend this school. The part-time student count is the total number of students that attend the school on a part-time basis. The peak part-time student count is the highest number of students that attend this school on a part-time basis at any point during the school day. For example, if a school has 60 part-time students in the morning and 40 part-time students in the afternoon, the total part-time student count is 100, and the peak-part time student count is 60, because this is the largest number of part-time students that attend at the same time. The C2 budget for all schools is based on the number of total full-time students plus the peak part-time students. In this scenario, this calculation would be zero full-time + 60 peak part-time students, for a total of 60 students.

B) Independent schools that serve only part-time students (for example, a regional vocational school shared by multiple school districts).

In this scenario, students attend their home school for part of the day, and then attend the regional vocational school for the rest of the day. In contrast to the previous scenario, the vocational school does not belong to a school district, and draws students from a number of different school districts.

-- Discount: List the total number of students that attend this school as the school's full-time student count, along with the number of those students that are eligible for NSLP. Enter 0 in the part-time and peak part-time student counts. Because this school is not part of a school district, the discount rate is based on the students that attend this school, along with the school's urban/rural status. *Hint: Full-time doesn't mean full-day -- it means total enrolled.*

-- C2 Budget: Because all students are now counted as full-time (enrolled) students, enter 0 for both peak part-time and part-time students. The C2 budget for all schools is based on the number of enrolled students plus the peak part-time students. Entering the students again as part-time or peak part-time students would result in over-calculating the C2 budget for the school.

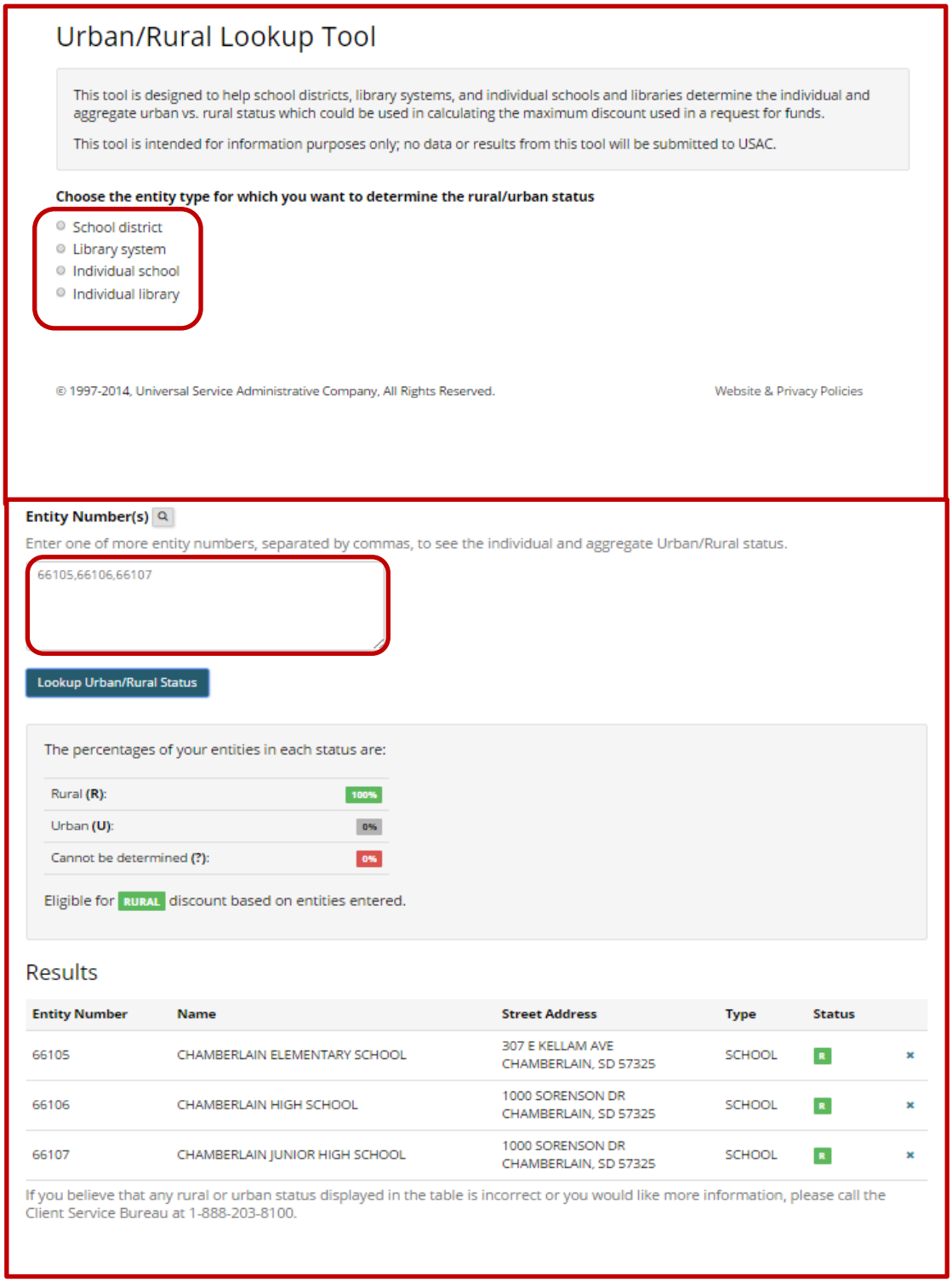
C) Pre-K schools where all students attend school half-days.

In this scenario, the students attend school for part of the day but do not attend any other school for the rest of the day. These students' half-days are their full school day. For example, students may be enrolled in either morning or afternoon classes.

-- Discount: List the total number of students that attend this school as the school's full-time enrollment, along with the number of those students that are eligible for NSLP. List 0 for peak part-time and part time students.

-- C2 Budget: Because all students are counted as full-time students, enter zero for both peak part-time and part-time students. The C2 budget for all schools is based on the number of full-time students plus the peak part-time students. Entering the students again as part-time or peak part-time students would result in over-calculating the C2 budget for the school.

Screen Shots of Urban/Rural Look Up Tool



Urban/Rural Lookup Tool

This tool is designed to help school districts, library systems, and individual schools and libraries determine the individual and aggregate urban vs. rural status which could be used in calculating the maximum discount used in a request for funds.

This tool is intended for information purposes only; no data or results from this tool will be submitted to USAC.

Choose the entity type for which you want to determine the rural/urban status

- School district
- Library system
- Individual school
- Individual library

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Website & Privacy Policies

Entity Number(s)

Enter one of more entity numbers, separated by commas, to see the individual and aggregate Urban/Rural status.

66105,66106,66107

Lookup Urban/Rural Status

The percentages of your entities in each status are:

Rural **(R)**:	100%
Urban **(U)**:	0%
Cannot be determined **(?)**:	0%

Eligible for RURAL discount based on entities entered.

Results

Entity Number	Name	Street Address	Type	Status
66105	CHAMBERLAIN ELEMENTARY SCHOOL	307 E KELLAM AVE CHAMBERLAIN, SD 57325	SCHOOL	R
66106	CHAMBERLAIN HIGH SCHOOL	1000 SORENSON DR CHAMBERLAIN, SD 57325	SCHOOL	R
66107	CHAMBERLAIN JUNIOR HIGH SCHOOL	1000 SORENSON DR CHAMBERLAIN, SD 57325	SCHOOL	R

If you believe that any rural or urban status displayed in the table is incorrect or you would like more information, please call the Client Service Bureau at 1-888-203-8100.

Alternatives to Using NSLP Data

The primary measure for determining Schools and Libraries Program discounts is the percentage of students eligible for free and reduced lunches under the National School Lunch Program (NSLP). Students from households whose income is at or below 185% of the federal poverty guideline are eligible for the NSLP.

The FCC also sanctions other mechanisms to determine a school's level of need, as long as those mechanisms are based on - or do not exceed - the same measure of poverty used by the NSLP.

Collecting Data for Discounts: Surveys

A school may design a survey that provides the necessary information that measures a family's level of need. Surveys must be based on the following guidelines:

- The survey must be sent to all families whose children attend the school
- The survey must, at a minimum, contain the following information:
  - ✓ Name of family and students
  - ✓ Size of the family
  - ✓ Income level of the family

Income data (or eligibility data based on income) from a survey used to support a discount level for a funding request cannot be older than two years before the start of the funding year (FY). For example, the data gathered from an income survey done in September 2019 can be used for funding requests for FY 2020 and FY 2021, but not for FY 2022. Therefore, surveys must be done at least every other year.

Applicants may use NSLP applications as their survey instrument; however, the results of a survey cannot be extrapolated.

Survey Retention Documentation

Applicants must maintain a record of the survey documentation collected to assist in responding to PIA inquiries. Such records should be maintained for a period of ten years after the last day of delivery of the discounted services.

Collecting Income Data

Income data used to support the discount level for a funding request should be collected based on income received by the household during the month before the month in which the survey is conducted. However, the monthly income of a household containing one or more seasonal workers, self-employed workers, or other workers whose income varies from month to month may not accurately represent the actual circumstances of the household. Such a household can project its annual rate of income for the current year based on the income data that is available.

Applications are distributed at the beginning of the school year. The income data gathered is used to determine eligibility for the twelve-month school year (July 1 to the following June 30) in which the survey is conducted.

Information on the definition of income under NSLP, other income guidelines of the program, and the "Eligibility Guidance for School Meals Manual" can be obtained from the website of the National School Lunch Program. http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp

Other Ways to Collect Data

Existing Sources
Schools may also use existing sources of data that measure levels of poverty, such as need-based tuition assistance programs. However, these measures are acceptable for E-rate Program purposes only if the income eligibility guidelines are equal to or below the income eligibility guidelines for NSLP.

Matching Siblings
If a school has established that the household income of one of its students is at or below the income eligibility guidelines for NSLP, the siblings of that student may also be counted as eligible for NSLP.

For example, an elementary school has established, through a survey, that a student's household income is at or below the income eligibility guidelines for NSLP. That student's household also has a brother and a sister who attend the local high school. The high school may use the status of the elementary school sibling to count his high school siblings as eligible for NSLP, without collecting its own data on that household.

Combining Data
Data used to support a particular discount level must be collected and verifiable on an individual student basis. However, data from multiple sources can be combined to complete the count of students eligible for NSLP.

For example, a school with 100 students sent a survey to the 100 households of these students, and 40 of those households returned the survey. The school finds the income of 20 of those 40 households, each of which has one student in the school, are at or below the income eligibility guidelines for NSLP. The school has also matched 10 students not represented in the survey responses with siblings who are eligible for NSLP, and the school has verified that 15 additional students not represented in the survey responses participate in a need-based tuition assistance program that requires the household income of participants to be below the income eligibility guidelines for NSLP.

The school can combine the individual results from these three sources to conclude that 45 percent of the total enrollment, or 45 (20+10+15) of the 100 students in the school, are eligible for NSLP. The school must be able to verify that it has counted each eligible student only once.

Provision 1, 2 or 3 Schools
The National School Lunch Act incorporates three alternative provisions to the normal requirements for annual determinations of eligibility for free and reduced price school meals. For schools that meet the requirements of one of these provisions, annual notification of program availability and certification of children eligible for free meals may be reduced to once every two consecutive school years or less. USAC

defers to these reporting requirements and does not require more documentation than is required under these provisions.

Schools participating in one of these three provisions can use the percentage of students eligible for free and reduced lunches acceptable under that provision to determine the discount they enter on their FCC Form 471. However, such schools must be able to produce the documentation required under that provision if requested. Specifically, a Provision 2 or Provision 3 school must have copies of its site application, approval letter from its state to participate in that provision, base year statistics, and the state letter approving an extension (if applicable).

Community Eligibility Provision
Beginning with FY 2015, schools and school districts participating in the Community Eligibility Provision (CEP) use their approved direct certification percentage to determine their NSLP percentage.

For each of its individual schools that participate in CEP, a school district will maintain the correct direct certification percentage (rather than the number of students eligible for NSLP) and the total student population of the school. The percentage of directly certified students will be multiplied by the CEP national multiplier (currently 1.6) to calculate the effective number of students eligible for NSLP. This calculation is capped at 100% of the student population for the purposes of determining the discount.

Schools that participate in CEP must enter their CEP data in the school's EPC profile.

Unacceptable Ways to Collect Data

The following alternative measures of poverty are not acceptable for determining discounts:

Feeder school method. This method projects the number of low-income students in a middle or high school based on the average poverty rate of the elementary school(s) that "feeds" students to the middle or high school.

Proportional method. This method projects the number of low-income students in a school using an estimate of local poverty.

Extrapolation. Extrapolation is no longer an allowable method, whether more that 50 percent of surveys are returned or a non-random sample of students is chosen to derive the percentage of poverty in a school, such as those families personally know by the principal ("Principal's method") or the families of students who apply for financial aid (a non-random sample).

Title 1 eligibility. This method uses eligibility for Title 1 funds as the criterion for estimating the level of poverty in a particular school. Some measures of poverty eligible under Title 1 are indirect estimates of poverty, and do not equate.

E-Rate Household Income Survey

To be completed by the head of household or designee.

First and Last Name of Person Completing Form	
Street	
City, State Zip	

1. STUDENT INFORMATION

Please list all students in your household that attend school. (Enter the grade they will be entering in Fall 2018. (Write on back to list more than 5 students)

Student Name (first, last)	Grade	School Attending

2. TOTAL HOUSEHOLD INCOME

In the table below, please report income information for all family members living in the home.
Note: Income may be reported on a monthly OR annual basis, but not both.

	Type of Income	Income Amount	Check if No Income
1	Gross earnings: wages, salary, commissions	$	☐
2	Welfare payments, child support, alimony	$	☐
3	Payments from pensions, retirement, Social Security	$	☐
4	Dividends or interest on savings	$	☐
5	Worker's compensation, unemployment, strike benefits	$	☐
6	Other (SSI, VA, Farm, other)	$	☐
	Total	$	☐
	Is this income calculated monthly or annually? (check one)	Monthly ☐ Annually ☐	

3. CERTIFICATION

I certify that the above information is, to the best of my knowledge, true and complete.

Signed: _____ **Date:** _____

INCOME ELIGIBILITY GUIDELINES

For Reduced Price Meals (185% of Federal Poverty Level)

July 1, 2020 – June 30, 2021

Household Size	Annual Income Below:	Monthly Income Below:
1	$23,606	$1,968
2	$31,894	$2,658
3	$40,182	$3,349
4	$48,470	$4,040
5	$56,758	$4,730
6	$65,046	$5,421
7	$73,334	$6,112
8	$81,622	$6,802
For each add'l family member, add…….	$8,288	$691

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) under the National School Lunch Program provides a new alternative to NSLP household applications for free and reduced-price meals in high poverty local educational agencies. CEP does not require participating schools to obtain individual income eligibility applications from each student. Instead, it derives estimates of the NSLP eligible population from existing data from other income-based programs.

In order to qualify for CEP, a school, group of schools, or the entire district must have an "Identified Student Percentage" of 40% or more and must offer both breakfast and lunch daily to all students. The Identified Student Percentage is composed of students who are eligible for free meals without the need for Household Application. LEAs/schools can obtain the identified student information from lists of Direct Certification (DC), Homeless/Runaway, Migrant, Foster (through county office), Head Start, etc.

Schools opting into the CEP will use the 1.6 multiplier as is currently permitted by USDA and other federal programs. This multiplier is used to account for the students with family incomes that are above the income eligibility guidelines for free meals but would otherwise qualify for reduced lunch meals. Schools are capped at 100% NSLP eligible for purposes of determining the E-rate discount. In other words if the Identified Student Percentage x 1.6 is greater than 100%, the NSLP percentage for E-rate purposes is 100%.

It is important for districts to maintain records and be able to substantiate their figures for PIA and audit purposes by school, and particularly to be able to re-create the calculated number of NSLP eligible students by school (School A = CEP, School B = participation for Oct 2014, School C = survey, etc.). The new Online Form 471 will have an optional worksheet to help districts keep track of the individual student counts by school.

Example: Single CEP School Calculations

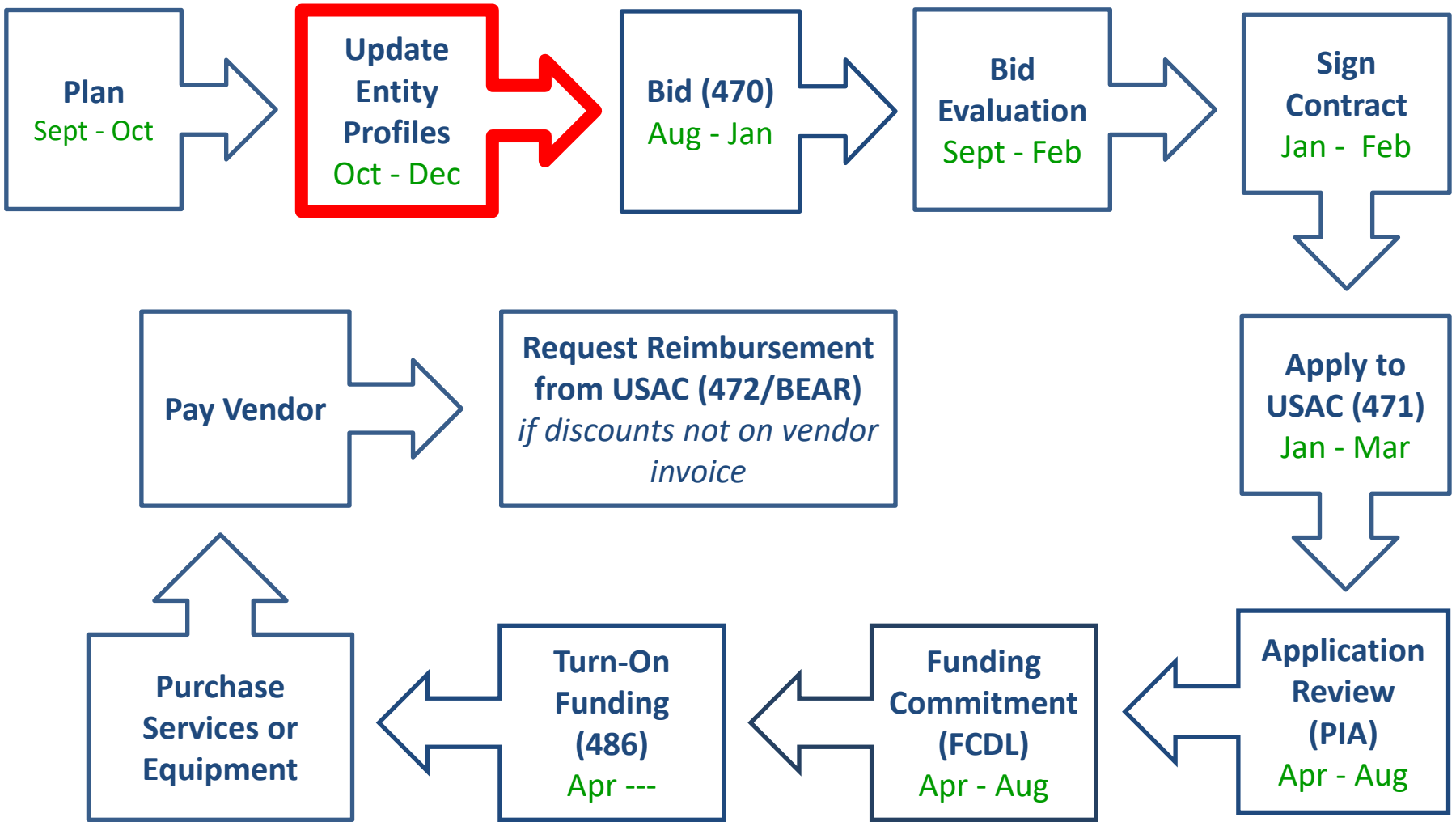
- School population = 1,000 students
- 50% are directly certified = 500 students
- 500 students * 1.6 = 800 students eligible for NSLP
- 800/1000 = 80% of students are eligible
- DISTRICT REPORTS 1000 ENROLLED AND 800 NSLP ELIGIBLE STUDENTS in the EPC Portal profile for that school

Example: School District NSLP Eligibility Calculations with Mix of NSLP and CEP Schools

School	CEP Yes/No	Enrollment	Direct Certified	NSLP Eligible	
Elementary School	Yes	1000	500	800 (500 * 1.6)	
Middle School	No	800	n/a	250	
High School	No	1200	n/a	450	
DISTRICT-WIDE		**2000**		**1500**	**75% NSLP ELIGIBILITY**

Guide to Entering Enrollment/NSLP/CEP Data in Each School's Profile

You are here in the E-rate process:



Refresher: How Discount Data is Captured into Forms

- The Form 471 does not ask applicants to enter their enrollment and NSLP data in the actual Form 471 application
- Schools must enter the enrollment/NSLP for each school in their EPC profiles BEFORE the Form 471 filing window opens during the "**Admin Window**"
  - Form 471 will then pull the enrollment/NSLP data from the schools' profiles to calculate the appropriate district-wide E-rate discounts and determine Category 2 school budgets
  - Library 471s will automatically pull the discount data from the public school district in which they are located
  - Consortia 471s will automatically pull the discount data from each consortia member's EPC profiles

Admin Window Details for FY 2020

- The Admin Window is open now and will close a day or two before the Form 471 window opens in January
  - Exact deadline not yet known, but likely mid January
- Schools must update each of their schools' EPC profiles during the Admin Window
- After the Admin Window has closed, the school data will be "locked down" and the Form 471 window will open
  - It will not be possible to update this data in EPC after the Admin Window closes because that data will be linked to active library and consortia applications
    - If new schools open after the 471 window opens, call USAC at 888-203-8100 and they will try to figure out a work-around in these rare situations
  - Corrections can be made to data by using the RAL Correction Process after the Form 471 has been submitted
    - PIA will review the RAL correction during the application review
    - Not ideal and likely will delay the approval of your application

Where to Obtain Enrollment/NSLP Data

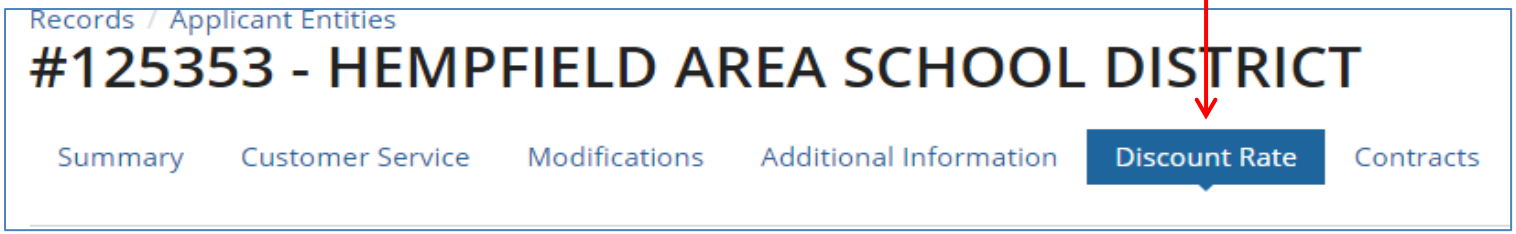
- Schools typically use the enrollment/NSLP data submitted to the Dept. of Education on their October NSLP Claim Form
  - Although you can use more recent data, the official DOE data is what USAC's PIA team uses to validate your data
  - If you use different data, just be prepared to justify that data during your PIA review

Where to Modify Enrollment/NSLP Data in EPC

- From your Landing Page...

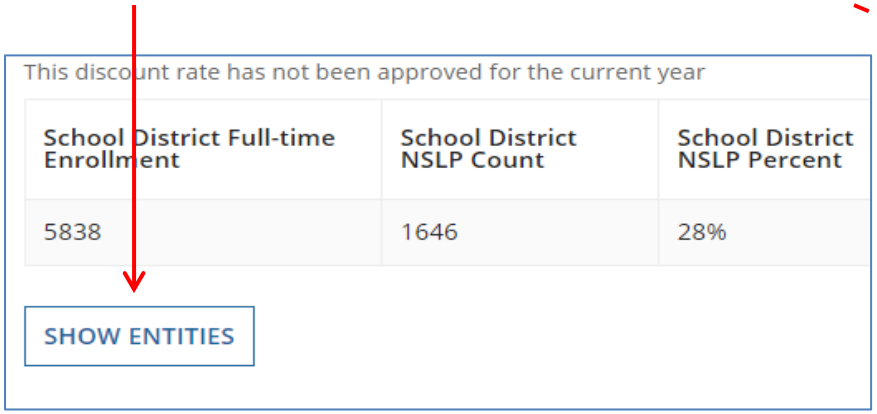
Step 1: Click on a district's name to see their profile data

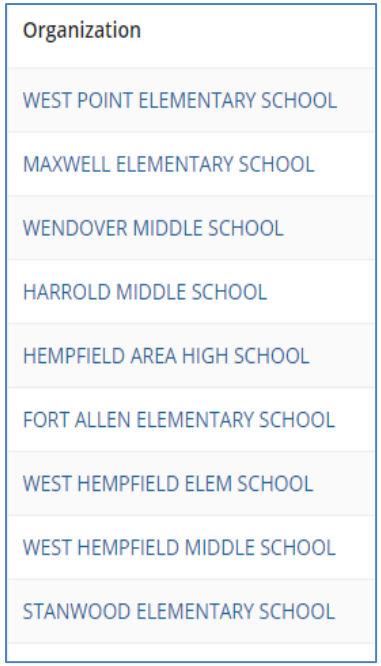
Step 2: Click "Discount Rate" to see a list of schools for your entity



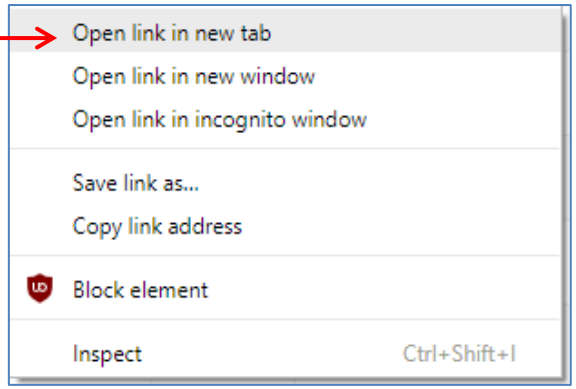
Opening Each School's EPC Profile

Step 3: Click "Show Entities" and the list of schools will appear (not NIFs)



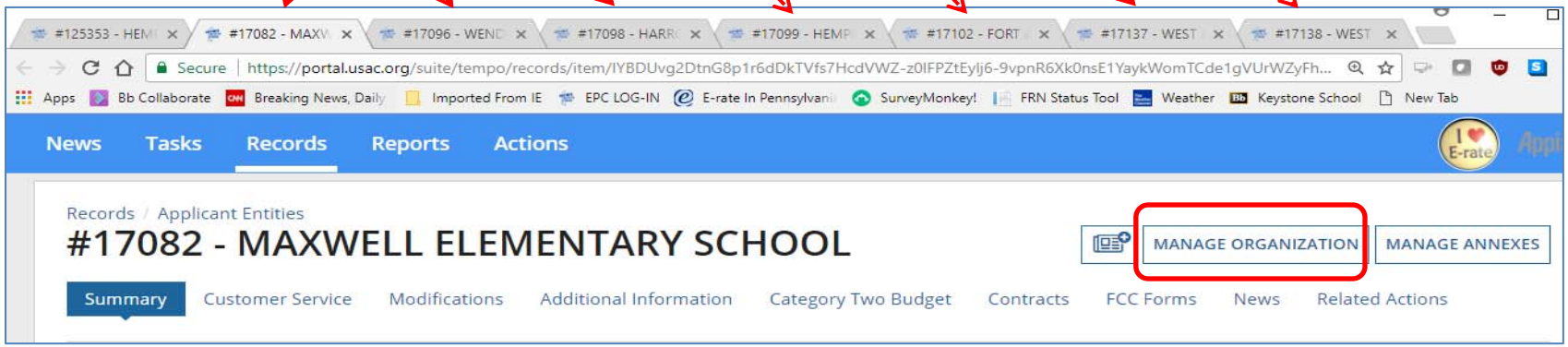


Step 4: Right Click on each school name and select "Open link in new tab."
Do this consecutively for each school name on the list. This will create a tab at the top of your browser – one for each school.



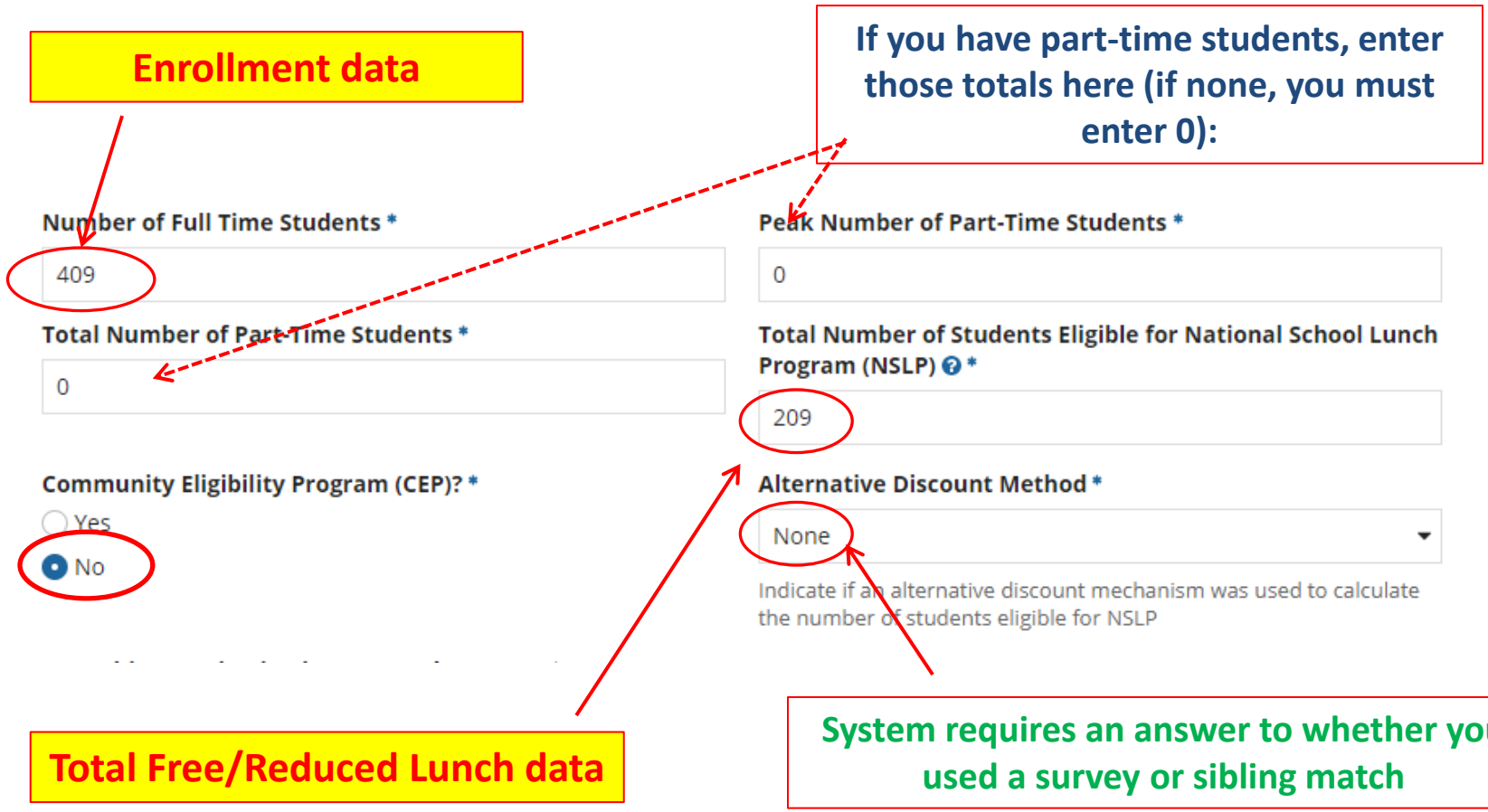
Editing Each School's EPC Profile

Step 5: Click on the tab for the first school, and then click "MANAGE ORGANIZATION" to open the "editable" version of the page.



Edit the School's Profile Data: NON CEP Schools

Step 6: Scroll down the page to the Enrollment and NSLP data and update.

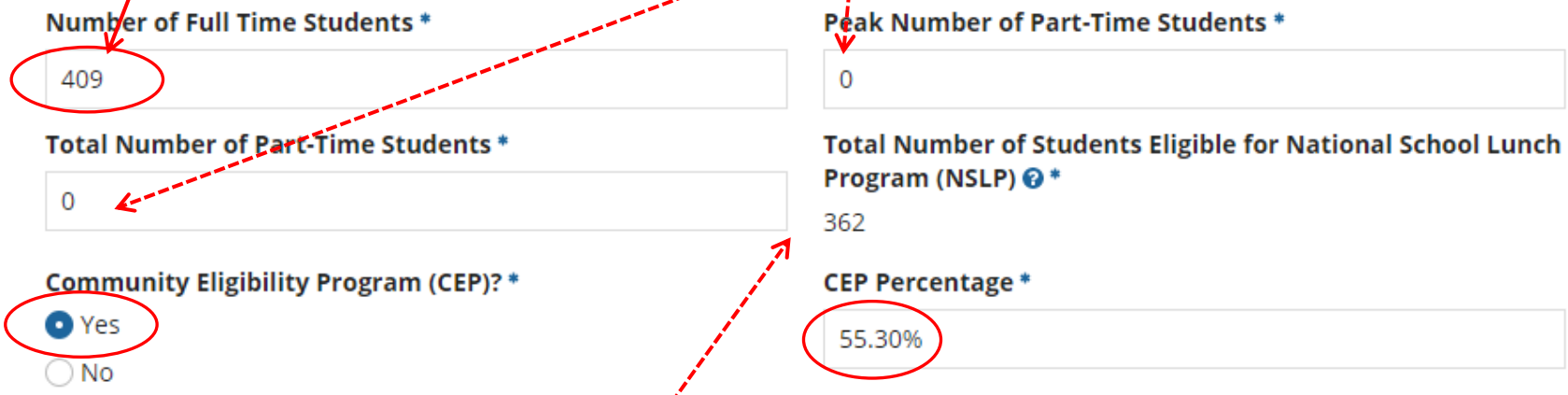


Edit the School's Profile Data: CEP-Participating Schools

Step 6: Scroll down the page to the Enrollment and CEP % data and update.

Enrollment data

If you have part-time students, enter those totals here (if none, you must enter 0):

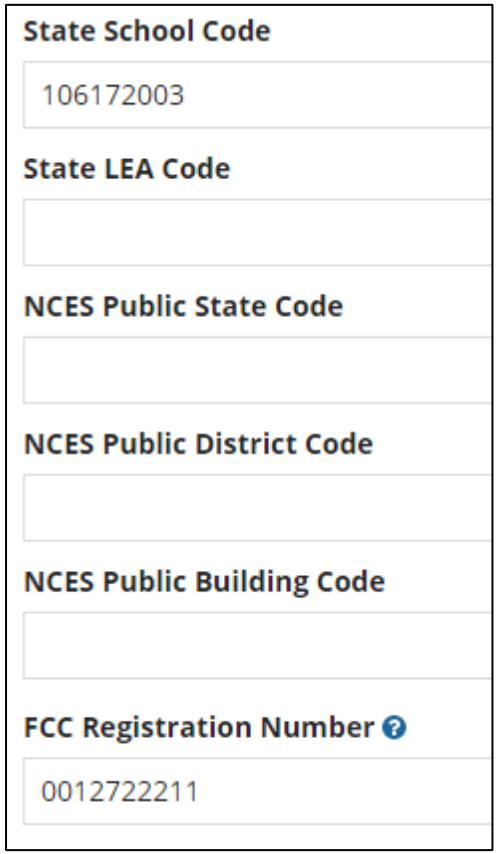


This figure is calculated automatically based on enrollment and CEP% data.

Use 'CEP Percentage' data from PDE File

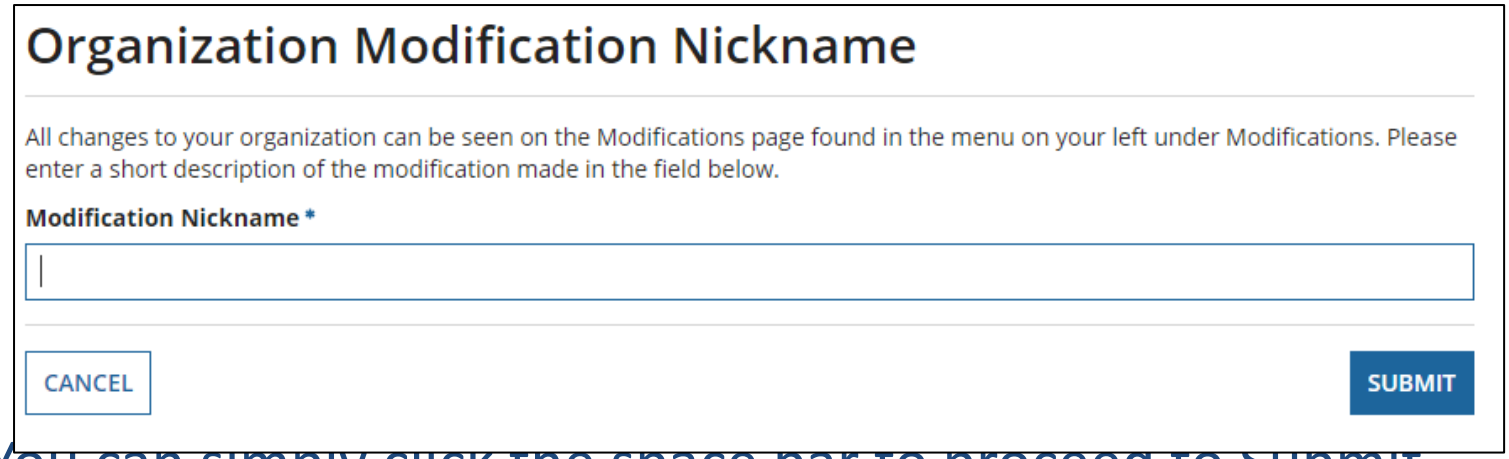
Codes = Optional

- These code fields are all optional. If you try entering data and receive a red error message, just erase the data and submit



Modification Nickname Action Required

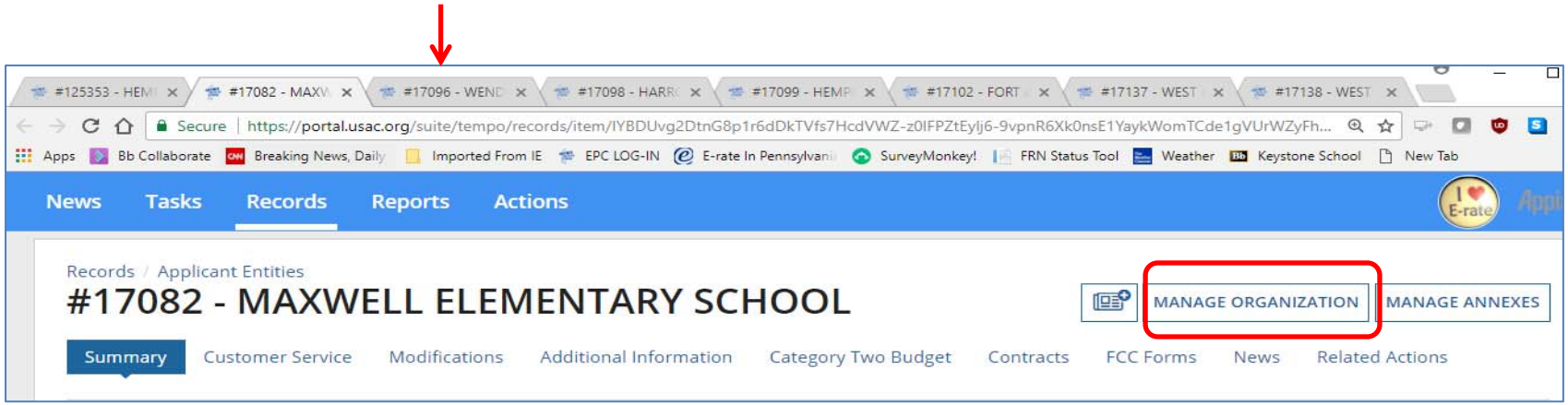
- After you “submit” the updated data, the system will ask you to give the modification a nickname



- You can simply click the space bar to proceed to Submit

Returning to the List of Schools

- To update the next school's data, click on the next tab, then Manage Organization to make the form "editable."

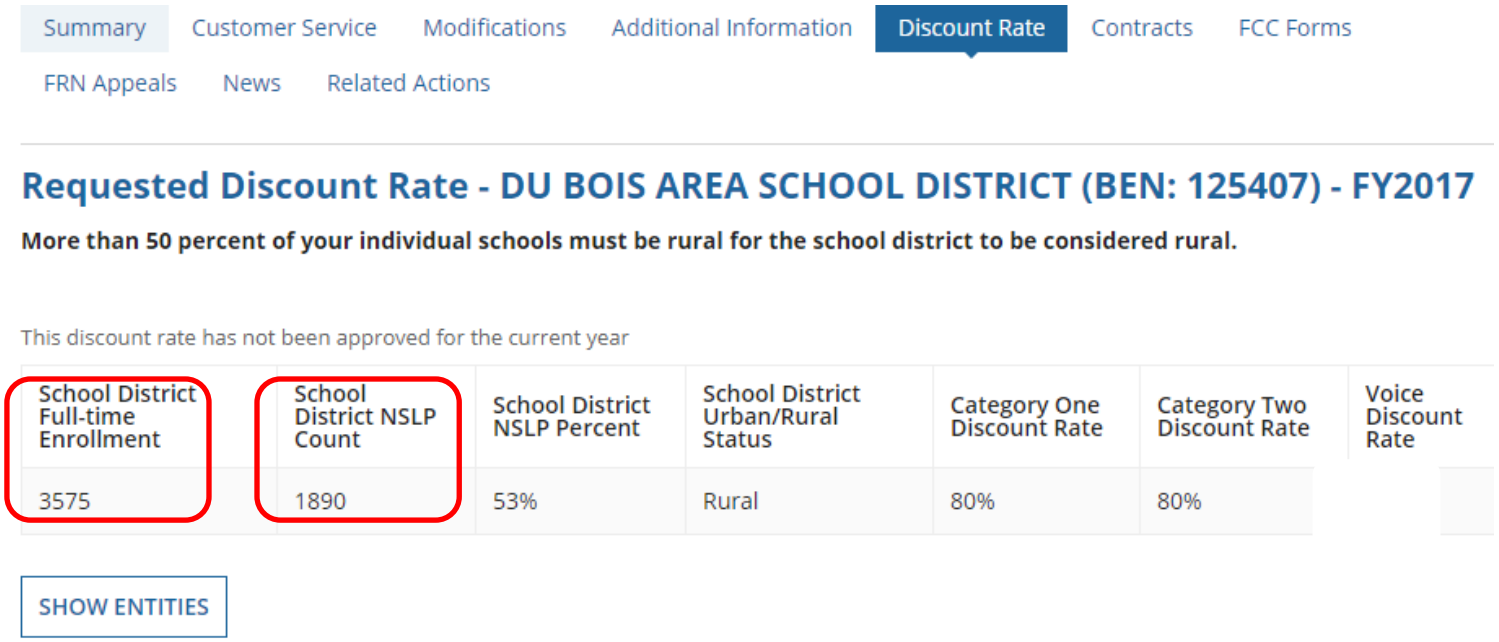


Reviewing Your Discount Rate

Step 7: After you've updated the data for each school, return to the first tab, which will be the Discount Rate page. Click on Discount Rate again for the discounts to update

Step 8: Ensure your data is accurate

- If they do not match the totals you have, click on "SHOW ENTITIES" to determine where the inaccurate data exists



Reviewing Your Discount Rate

- If you receive this message, it means there is data missing from one or more schools in your district

The information in your organization's profile is not sufficient to calculate your Discount Rate.

- Click 'Show Entities' to determine which school(s) have problems

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent
3575	1890	53%

SHOW ENTITIES

Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP
WASSON ELEMENTARY SCHOOL	17255	409	305
DU BOIS AREA MIDDLE SCHOOL	17260	910	
JUNIATA ELEMENTARY SCHOOL	17261	391	179
DU BOIS AREA SR HIGH SCHOOL	17262	1060	446
OKLAHOMA ELEMENTARY SCHOOL	17264	361	149

If a field is blank, this is where the problem exists