

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%. The one exception for the maximum Category 2 discount applies to Tribal Libraries – they qualify for a 90% maximum discount. All other discount bands for Category 2 and all discount bands for Category 1 are identical.

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

*Tribal libraries have a maximum Category 2 E-Rate discount percentage of 90%. All other entities have a maximum C2 discount percentage of 85%.

The enrollment and NSLP data is entered in each school's EPC profile. The discounts are automatically calculated and incorporated in FCC Forms 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. Each library, therefore, 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

You must first determine whether you know the population of students that will attend the school. If you know which students will attend the new school, calculate the discount for that individual school as described above.

If you do not know which students will attend the new school, you can provide a reasonable estimate of the number of students who will be attending that school during a particular funding year and seek support for the estimated number of students who will be attending.

Once the student population is known, you may update the discount calculation based on the actual student population during Program Integrity Assurance (PIA) review of your application. In order for your discount calculation to be updated with the actual student population, you must notify PIA before your Funding Commitment Decision Letter (FCDL) is issued.

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. Head Start students that meet the age requirement are considered eligible for the NSLP. Early Head Start programs (*i.e.*, for children under the age of three years old) are not eligible for the E-Rate program. Home-based pre-kindergarten and Head Start programs are also ineligible for the E-Rate program.

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

Urban or Rural Status within E-Rate is based on the U.S. Census Bureau's delineation. An individual school or library is designated as "urban" or "rural" based on the Census block it is located in, the urban area it is located in, and the urban area population. If the urban area has a population of 25,000 or more, it is determined to be "urban" for the E-Rate program.

Any school or library not designated as "urban" is designated as "rural."

The Urban/Rural status for funding year (FY) 2024 and forward is determined using 2020 Census Bureau data. The Urban/Rural status for FY 2015 to FY 2023 was determined using 2010 Census Bureau data.

Urban/rural status for an individual school or library:

If your E-Rate discount rate is 80% or higher, there is no difference between an urban or rural designation (i.e., the discount would be the same for both designations at 80% or higher) per the E-Rate Discount Matrix.

USAC compares 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:

- "Urban" if the school or library is considered urban
- "Rural" if the school or library is considered rural

The Urban/Rural Lookup Tool is designed to help applicants determine their urban or rural status. The tool is available online at <https://opendata.usac.org/E-Rate/E-Rate-Entity-Search-Tool/59r2-zbdq>. There is a video guide for how to use it. <https://www.usac.org/video/sl/E-Rate-Entity-Search-Tool/story.html>

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 fewer of the entities are considered rural, the school district or library system is eligible for an urban discount.

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 not affiliated financially or operationally with a school district – 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.

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.
- Charter schools that are part of the school district 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.
- A school that does not serve as the home school for any students but is considered a school by the state (for example, a vocational education school) 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.

Individual library branches (outlets)

- An individual library branch must use the discount calculated for its library system, even if the individual library outlet/branch applies for funding on its own.
- An independent library – for example, 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 based on NSLP data 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.

Library systems:

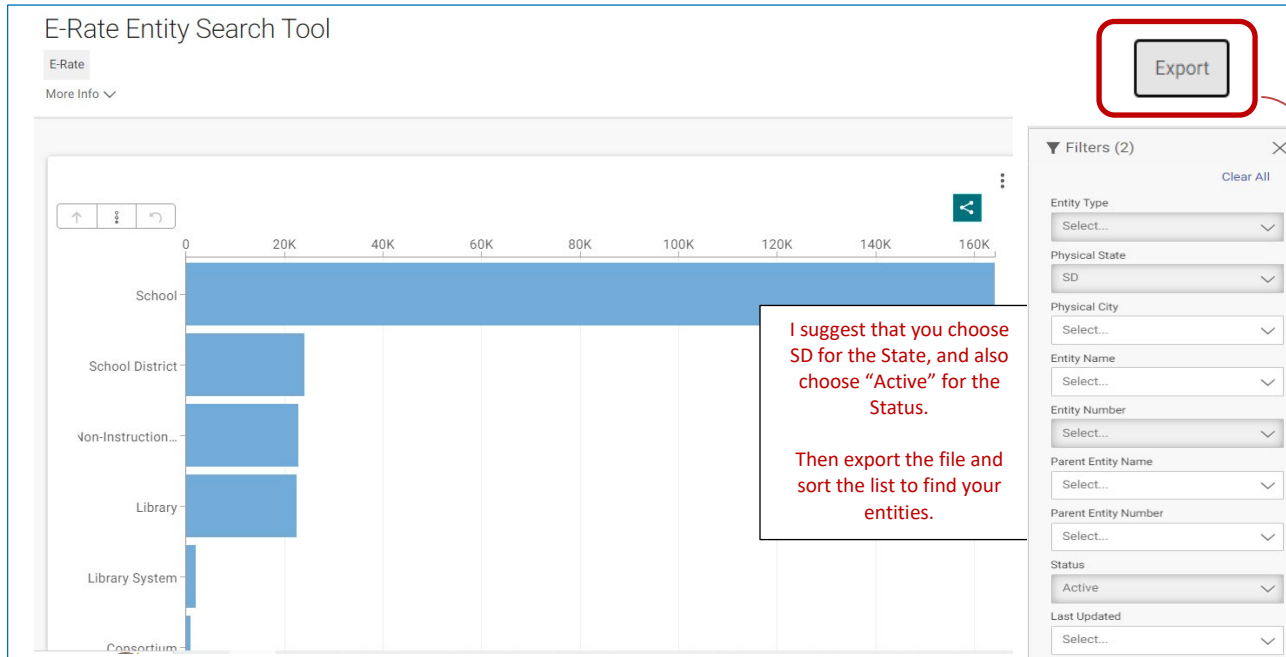
- NIFs do not have an urban or rural status and do not count toward the urban or rural determination for the library system.
- Bookmobiles and kiosks can be considered library branches and are counted toward the urban or rural determination for the library system. USAC uses the address in its database for the bookmobile or kiosk to determine its urban or rural status.

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.

Screen Shots of Entity Data Base

<https://opendata.usac.org/E-Rate/E-Rate-Entity-Search-Tool/59r2-zbdq>



Sort by **Entity Name** and then by **Parent Entity Name** to obtain an alphabetical list of all entities in your district or library system.

Column AG shows the Urban/Rural status.

Choose **Filtered Data**.
Don't choose **All Data** for the download. It will include the entire data base.

Download E-Rate Supplemental Entity Information

Download E-Rate Supplemental Entity Information for offline use in other applications.

☐ All Data (1574 rows)

☒ Filtered Data (1574 rows)

CSV CSV for Excel

Additional Formats

[CSV for Excel \(Europe\)](#) [TSV for Excel](#)

[RDF](#) [XML](#)

[RSS](#)

A	B	C	D	E	F	G	H	AG
Entity Name	Entity Number	Entity Type	Parent Entity Name	Parent Entity Number	Parent Entity Type	FCC Registration Number	Status	User-Entered Urban/Rural Status
1								
2	Aberdeen Alte	16070358 School	Aberdeen Schi	134200 School District			Active	Urban
3	Central High S	66206 School	Aberdeen Schi	134200 School District			Active	Urban
4	Holgate Middl	66207 School	Aberdeen Schi	134200 School District			Active	Urban
5	Lee Elementar	66222 School	Aberdeen Schi	134200 School District			Active	Urban
6	Lincoln Eleme	66208 School	Aberdeen Schi	134200 School District			Active	Urban
7	Mike Miller El	17004949 School	Aberdeen Schi	134200 School District			Active	Urban
8	Overby Eleme	66209 School	Aberdeen Schi	134200 School District			Active	Urban
9	Simmons Eleme	66210 School	Aberdeen Schi	134200 School District			Active	Rural
10	Simmons Ms	66211 School	Aberdeen Schi	134200 School District			Active	Urban
11	Tiffany Eleme	66212 School	Aberdeen Schi	134200 School District			Active	Urban
12	Blunt Element	66366 School	Agar-Blunt-On	232487 School District		13008396	Active	Rural
13	Onida Element	16042378 School	Agar-Blunt-On	232487 School District			Active	Rural
14	Sully Buttes El	66367 School	Agar-Blunt-On	232487 School District		13054465	Active	Rural
15	Sully Buttes Hi	66368 School	Agar-Blunt-On	232487 School District		13054473	Active	Rural
16	Sully Buttes Jr	66369 School	Agar-Blunt-On	232487 School District		13054481	Active	Rural
17	Alcester Huds	202395 School	Alcester-Hudsi	134050 School District			Active	Rural
18	Alcester-Hudsi	65757 School	Alcester-Hudsi	134050 School District			Active	Rural
19	Alcester-Hudsi	65756 School	Alcester-Hudsi	134050 School District			Active	Rural
20	Andes Central	66155 School	Andes Central	134175 School District		12736401	Active	Rural
21	Andes Central	66156 School	Andes Central	134175 School District		12736419	Active	Rural
22	Lakeview Colo	66157 School	Andes Central	134175 School District		12736427	Active	Rural
23	Arlington Eleme	65981 School	Arlington Schc	134116 School District			Active	Rural
24	Arlington High	65982 School	Arlington Schc	134116 School District			Active	Rural
25	Arlington Jr. H	202197 School	Arlington Schc	134116 School District			Active	Rural

NOTE: The Entity Data base contains all the EPC profile information for each entity including --

- Category 2 enrollment numbers (Columns AN – AP).
- Student enrollment number (Column BU)
- NSLP number of students (Column BX)
- CEP Info (Column BY – BZ)

	A	B	C	D	E	F	AN	AO	AP	BU	BX	BY	BZ	CA
	Entity Name	Entity Number	Entity Type	Parent Entity Name	Parent Entity Number	Parent Entity Type	C2 Student Count Reporting Type	C2 District Student Count	C2 School Student Count	Total Number of Full-Time Students	Number of NSLP Students	Community Eligibility Program (CEP)	CEP Percentage	Alternative Discount Method
1														
2	Aberdeen Alternative School	16070358	School	Aberdeen School District	134200	School District A number for each sch			2	2	2	No		None
3	Central High School	66206	School	Aberdeen School District	134200	School District A number for each sch		1,342	1,325	468	No			None
4	Holgate Middle School	66207	School	Aberdeen School District	134200	School District A number for each sch		541	504	184	No			None
5	Lee Elementary School	66222	School	Aberdeen School District	134200	School District A number for each sch		364	367	70	No			None
6	Lincoln Elementary School	66208	School	Aberdeen School District	134200	School District A number for each sch		305	273	171	No			None
7	Mike Miller Elementary	17004949	School	Aberdeen School District	134200	School District A number for each sch		251	253	100	No			None
8	Overby Elementary School	66209	School	Aberdeen School District	134200	School District A number for each sch		373	348	188	No			None
9	Simmons Elementary School	66210	School	Aberdeen School District	134200	School District A number for each sch		391	391	161	No			None
10	Simmons Ms	66211	School	Aberdeen School District	134200	School District A number for each sch		554	502	211	No			None
11	Tiffany Elementary School	66212	School	Aberdeen School District	134200	School District A number for each sch		335	318	152	No			None
12	Blunt Elementary School	66366	School	Agar-Blunt-Onida School	232487	School District A number for each sch		29	29	14	No			None
13	Onida Elementary School	16042378	School	Agar-Blunt-Onida School	232487	School District A number for each sch		71	71	5	No			None
14	Sully Buttes Elementary School	66367	School	Agar-Blunt-Onida School	232487	School District A number for each sch		100	100	20	No			None
15	Sully Buttes High School	66368	School	Agar-Blunt-Onida School	232487	School District A number for each sch		75	75	10	No			None
16	Sully Buttes Jr High School	66369	School	Agar-Blunt-Onida School	232487	School District A number for each sch		55	55	13	No			None
17	Alcester-Hudson Jr High	202395	School	Alcester-Hudson School	134050	School District A number for each sch		53	53	20	No			None
18	Alcester-Hudson Elem School	65757	School	Alcester-Hudson School	134050	School District A number for each sch		175	175	54	No			None
19	Alcester-Hudson High School	65756	School	Alcester-Hudson School	134050	School District A number for each sch		104	104	25	No			None
20	Andes Central Elem School	66155	School	Andes Central School	134175	School District A number for each sch		189	140	140	Yes		0.92	
21	Andes Central Jr-Sr High School	66156	School	Andes Central School	134175	School District A number for each sch		125	148	148	Yes		0.92	
22	Lakeview Colony School	66157	School	Andes Central School	134175	School District A number for each sch		26	27	27	No			Survey
23	Arlington Elementary School	65981	School	Arlington School District	134116	School District A number for each sch		157	157	26	No			None

E-Rate Supplemental Entity Info

Alternatives to Using NSLP Data

Students from households whose income is at or below 185 percent of the federal poverty guideline are eligible for the NSLP.

Income Eligibility Guidelines for NSLP eligibility are available on the web page of the United States Department of Agriculture by following the links for “National School Lunch Program” and “Income Eligibility.” <https://www.fns.usda.gov/nslp> The information is also included in this resource manual below and in the income survey sample.

The FCC also allows for the use of 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 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 2023 can be used for funding requests for FY 2024 and FY 2025, but not for FY 2026. Therefore, surveys must be done at least every other year.

Applicants may use NSLP applications as their survey instrument. The results of a survey may not be extrapolated and must be based on the actual number of students whose survey responses demonstrate that they meet the NSLP criteria.

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. <https://www.fns.usda.gov/nslp>

Collecting Alternative Measures of Poverty

Participation in one or more of the following programs is currently acceptable as an alternative to NSLP eligibility. Questions on eligibility for these programs can also be included in a survey:

- Medicaid
- Supplemental Nutrition Assistance Program (SNAP), formerly Food stamps
- Supplementary Security Income (SSI)
- Federal public housing assistance or Section 8
- Low Income Home Energy Assistance Program (LIHEAP)

Participation in Temporary Assistance for Needy Families (TANF) is not an acceptable alternative measure of poverty since the participation guidelines are not always equal to or below the level of the income eligibility guidelines (IEGs) for NSLP. Participation in need-based tuition assistance programs is acceptable only if the household income of participants is at or below the IEGs for 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 than 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 known 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.

Survey # _____

E-Rate Household 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 2025.
(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 (Blank = \$0)
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 income reported monthly or annually?		Monthly <input type="checkbox"/> Annually <input type="checkbox"/>

3. PARTICIPATION IN VARIOUS PROGRAMS

Are any of the students in your household enrolled in any of the following programs?

Program	Check box if yes
Medicaid	<input type="checkbox"/>
Supplemental Nutrition Assistance Program (SNAP), formerly Food stamps	<input type="checkbox"/>
Supplementary Security Income (SSI)	<input type="checkbox"/>
Federal public housing assistance or Section 8	<input type="checkbox"/>
Low Income Home Energy Assistance Program (LIHEAP)	<input type="checkbox"/>

4. 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, 2025 – June 30, 2026

Household Size	Annual Income Below:	Monthly Income Below:
1	\$28,953	\$2,413
2	\$39,128	\$3,261
3	\$49,303	\$4,109
4	\$59,478	\$4,957
5	\$69,653	\$5,805
6	\$79,828	\$6,653
7	\$90,003	\$7,501
8	\$100,178	\$8,349
Add \$\$ for each additional family member	\$10,175	\$848

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 **25%** or more and must offer both breakfast and lunch daily to all students. ***Note that this ISP was lowered by the USDA and goes into effect on October 26, 2023. See the attached policy memo issued by USDA on September 26, 2023.***

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

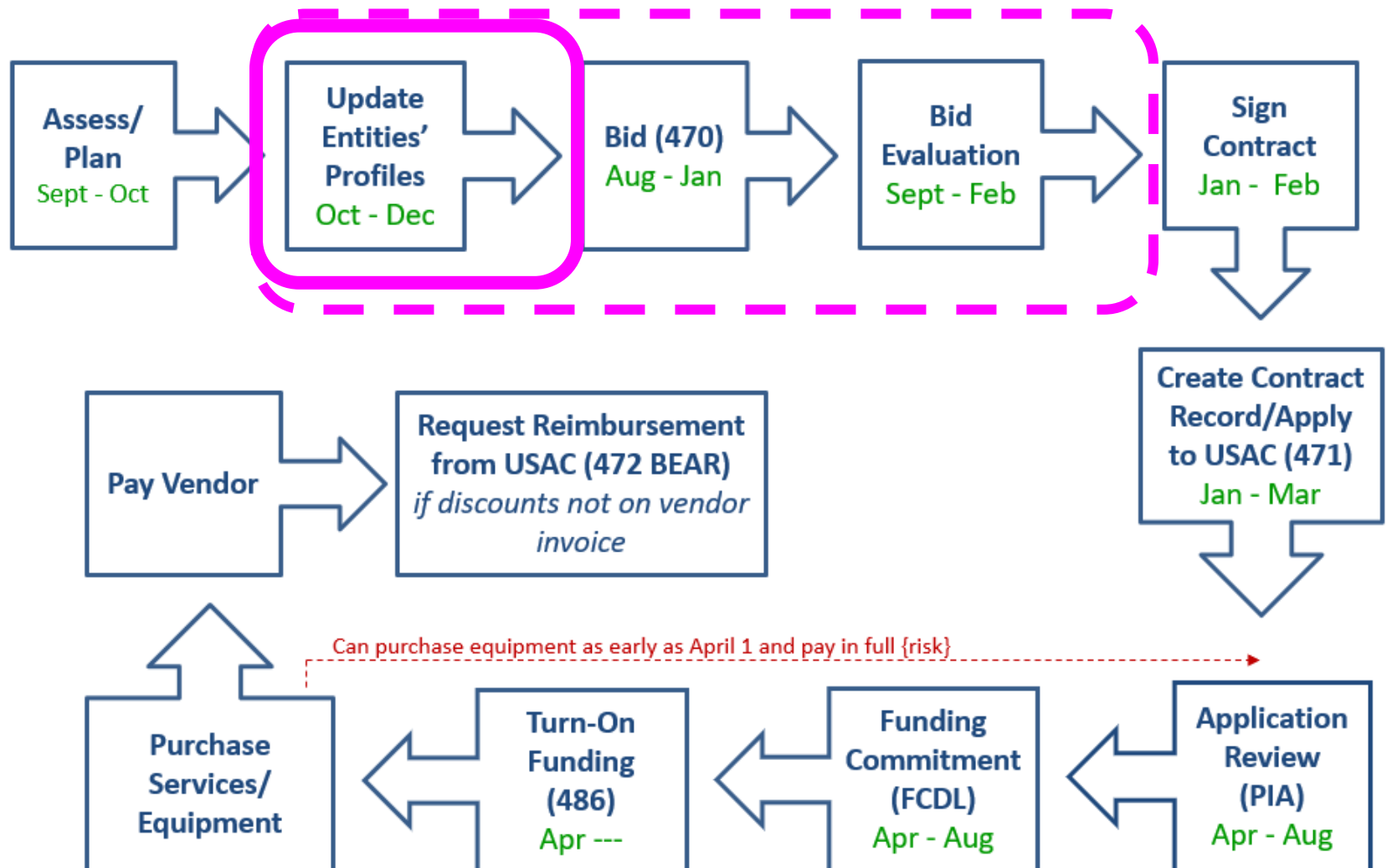
School	CEP Yes/No	Enrollment	Direct Certified	NSLP Eligible	
Elementary School	Yes	1000	500	800 (500 * 1.6)	
Middle School	No	800	n/a	250	
High School	No	1200	n/a	450	
DISTRICT-WIDE		2000		1500	75% NSLP ELIGIBILITY

Guide to Updating Category 2 Budget Data & Discount Calculation Data for FY 2026



October 2025

You are here in the FY 2025 E-Rate process:



Purpose of this Guide:

This Guide has two purposes:

- Demonstrate how applicants update their Category 2 enrollment data – **slide 7**
 - Note: libraries enter square footage data instead of enrollment data
- Demonstrate how applicants update their enrollment/NSLP data in each school's EPC profile for the purpose of calculating their E-Rate discount for the upcoming funding year – **slide 20**
 - Libraries do not enter discount data; their Form 471s will automatically pull the discount data from the public school district in which they are located

What is the Admin Window?

- All C2 budget data and discount calculation data is updated during the 3-month period before the Form 471 application window called the 'Admin Window'
 - Admin Window for FY 2025 will open October 15, 2025 and will close in early January 2026 (date not yet set)
- The Form 471 does not ask applicants to enter their enrollment and NSLP data in the actual Form 471 application
 - Form 471 will then pull the enrollment/NSLP data from the schools' profiles to calculate the appropriate district-wide E-rate discounts
 - Category 2 budgets are calculated based on district-wide enrollments which must be entered separately from the student enrollment and NSLP numbers for discount calculation purposes
 - System-wide square footage for libraries
 - Consortia 471s will automatically pull the discount data from each consortia member's EPC profiles

Updating Data after Admin Window

- After the Admin Window closes in early January, the school profile data will be “locked down” and the Form 471 window will open
 - It will not be possible for Applicants to update this data in EPC after the Admin Window closes
 - 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
 - After the Admin Window closes, corrections can be made to Entity profile data by using the RAL Correction Process once 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

Source Data for Enrollment/NSLP #s

- Schools typically use the enrollment/NSLP data submitted to the State Department 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
- Sometime in mid to late December, the State DOE will provide the State E-rate Coordinator with the draft data that has not yet been finalized.
 - Schools technically have until the end of the calendar year to update this data
 - Schools that no longer participate in the NSLP program will not have data in this report, but must still provide the NSLP eligibility data in their EPC profiles
 - Draft report also contains CEP % and CEP base year for schools using CEP
 - Upon request from a school official the State E-rate Coordinator will share the draft data for the particular district or school
 - Information is not authorized to be shared with non-school employees

UPDATING CATEGORY 2 ENROLLMENT DATA



Category 2 Budget Calculation Data

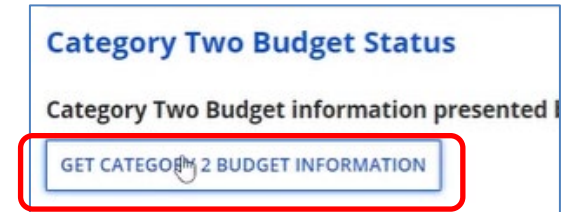
- School Category 2 budgets are calculated based on student enrollment
- C2 enrollments must be entered separately in EPC for each school entity's profile
- **VERY IMPORTANT FOR FY 2026:** This is the first year of a new 5-year C2 budget cycle. To ensure your C2 budgets are accurately computed, you **MUST** provide updated C2 enrollments in each school entity's profile.
- If you opt to spread out your C2 budget and apply again in a later year, you are not required to update your C2 enrollments, but **you may do so if advantageous** (for example when you overall student enrollment has increased from the prior year)
- If the enrollment increases and a school is applying for C2 in a second later year, they may update their C2 enrollment data in EPC to receive a higher Category 2 budget for the remainder of the current C2 budget cycle (FY 2026 – FY 2030)
 - However, if the enrollment decreases, schools are not required to make any adjustments and the higher enrollment data (and higher C2 budget) will remain
- **Important:** If the school has previously applied for C2 in during the 5-year budget cycle and they want to increase their C2 budget, it does not happen automatically. The school **MUST** request a **Category 2 Budget Replacement** with USAC to have the updated enrollment validated during PIA review
 - If this is the first year in this C2 budget cycle that a school is seeking C2, there is no need to request the replacement budget. PIA will likely reach out to you to verify your C2 enrollments.

How to Request C2 Replacement Budget

- 1) After updating C2 enrollment data under “Manage Organization,” select “Category Two Budget” tab



- 2) Then select “Get Category 2 Budget Information”



- 3) Then select “Request Replacement C2 Budget”

Your student count has changed relative to the count used to establish your existing C2 budget. To request a replacement C2 budget in 2024, click [Request Replacement C2 Budget.](#)

- 4) Then select “Request Replacement Budget”

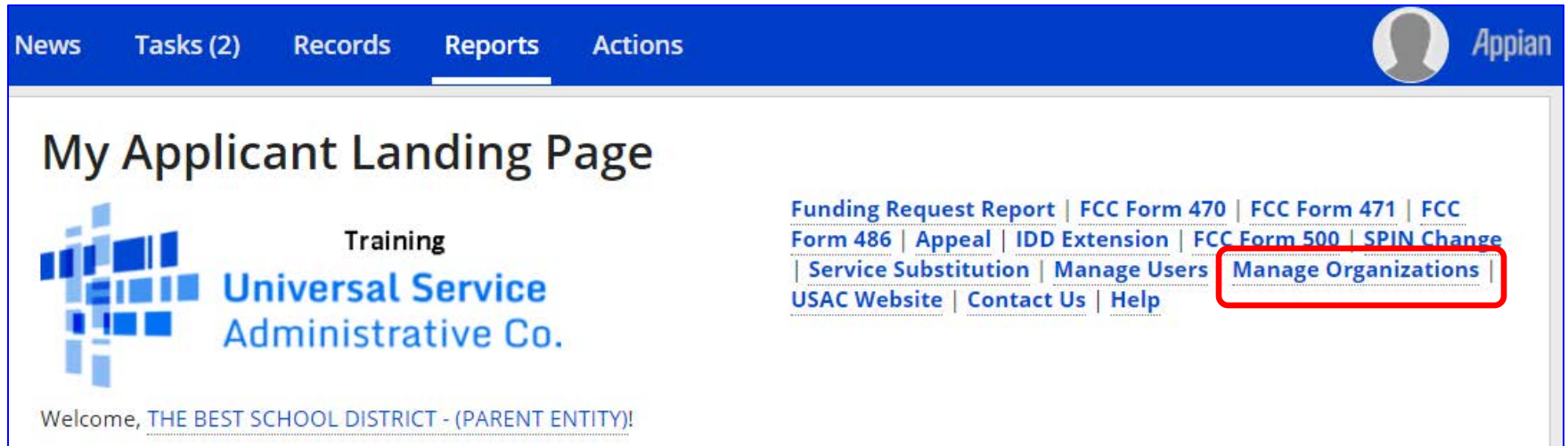


--- > USAC has a good video that shows how to request a C2 Replacement Budget:
<https://www.usac.org/video/sl/request-category-two-replacement-budget/index.html>

Where to Update C2 Enrollment Data

- Schools enter their Category 2 enrollment data under “Manage Organization” at the bottom of the page in a section called “Category Two (C2) Budget Information”
 - In this section, districts can enter their district-wide enrollment total, or their school-level enrollments
 - Data entered on a school’s EPC profile will NOT be transferred to the C2 budget page
- *Why would a district want to update enrollment at the school building level instead of using the aggregate district-level enrollment? \$\$\$*
 - If a district has 10 or fewer schools, and any of those schools has fewer than 150 students, it will be advantageous for the district to enter enrollment data by school so the EPC system will use the “hybrid” method of calculating C2 budgets, thus giving the district a higher budget
 - Districts with 11 or more schools are not eligible to use the hybrid method but if you have several buildings with fewer than 150 students, it makes sense to enter the school level data to ensure the system calculates the most advantageous budget possible.

Updating C2 Budget Profile



The screenshot shows the 'My Applicant Landing Page' in the Appian system. The top navigation bar is blue with links for News, Tasks (2), Records, Reports, and Actions. A user profile icon and the Appian logo are in the top right. The main content area has a white background. On the left, there is a logo for Universal Service Administrative Co. with the word 'Training' above it. Below the logo, it says 'Welcome, THE BEST SCHOOL DISTRICT - (PARENT ENTITY)!'. On the right, there is a list of links: Funding Request Report, FCC Form 470, FCC Form 471, FCC Form 486, Appeal, IDD Extension, FCC Form 500, SPIN Change, Service Substitution, Manage Users, Manage Organizations, USAC Website, Contact Us, and Help. The 'Manage Organizations' link is highlighted with a red rectangle.

News Tasks (2) Records Reports Actions

Appian

My Applicant Landing Page

Training

Universal Service Administrative Co.

Welcome, THE BEST SCHOOL DISTRICT - (PARENT ENTITY)!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Updating C2 Budget Profile

Manage Organizations

Existing Organizations

<input checked="" type="checkbox"/>	Billed Entity Name	City	State
<input checked="" type="checkbox"/>	THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	Springfield	PA

CANCEL

MANAGE ORGANIZATION

Updating C2 Budget Profile

Scroll to the bottom of this page until you see this:

Modify An Organization

Name *
THE BEST SCHOOL DISTRICT - (PARENT ENTITY)

Organization Type
Applicant

Physical Address

Address Line 1 *
100 Main Street

Address Line 2
Apt 2

City *
Springfield

State *
PA

Zip Code *
19064

Zip Code Extension

County *
Please select a County

Please ensure that the address, city, state, and zip code are correct

Mailing Address

☒ Mailing address is the same as physical address.

Category Two (C2) Budget Information

C2 Budget Information Section

This is the section you're looking for on the Manage Organization Page

Category Two (C2) Budget Information

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

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

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

Sum of Student Counts of all Schools in the District

5761

School Information

Entity Number or Name

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

APPLY FILTERS

CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ⓘ	Eligible for C2 budget?	
109	Plainfield Elementary School	349	N/A	✓	EDIT
10597	Gallaudet Elementary School	234	N/A	✓	EDIT

How to Enter C2 Enrollment Data

A) Select **“One number for my whole district”** if:

- 1) No schools have < 150 students, or
- 2) There are more than 10 schools in district

... then enter the district-wide student enrollment in the text box

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

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

District Student Count *

B) Select **“A number for each school in the district”** if:

- 1) At least one school has < 150 students, and
- 2) There are more than 10 schools in district

... then enter each school's enrollment data in the fields below

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

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

If Entering Enrollment by School (B)

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?	
109	Plainfield Elementary School	115	N/A	✓	EDIT

Click 'EDIT' and the enrollment field becomes editable.

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?	
109	Plainfield Elementary School	115	N/A	✓	UPDATE
10597	Gallaudet Elementary School	227	N/A	✓	EDIT
10598	Boone Middle School	344	N/A	✓	EDIT
10599	Franklin High School	555	N/A	✓	EDIT
10600	Bluford Middle School	1234	N/A	✓	EDIT
10601	Guggenheim Elementary School	456	N/A	✓	EDIT
10602	Anderson Elementary School	1234	N/A	✓	EDIT

Enter the enrollment data, then click 'UPDATE.'

Don't Forget to 'Submit'

- After entering the district-wide enrollment or the school building enrollment data, be certain to click the Submit button at the bottom of the page:



SUBMIT

- If the data isn't 'submitted,' it won't be captured by the system and used to calculate your C2 budget

Alternative Method of Entering C2 Data

- If using option B (entering enrollment by school), and if also updating each school's enrollment and NSLP data for the year, applicants can update their C2 enrollment at the bottom of each school's EPC profile page
 - This data is then updated on the district's Manage Organization page for that school
 - Entering the enrollment in the discount calculation section will NOT update the C2 enrollment data
 - Those two datasets are not linked

How to See Updated C2 Budget \$

- Use USAC's C2 Database at:
- <https://opendata.usac.org/E-rate/E-rate-C2-Budget-Tool-FY2021-/8z69-hkn7>
- Updated nightly
- Use filters and enter Billed Entity Name or Billed Entity Number (BEN)
NOTE: the new budget cycle information is not going to be available until mid to late October

**C2
Budget**

BEN	Bille...	City	State	Appl...	Cons...	C2 B...	Child...	C2 B...	Full T...	Libra...	Scho...	Libra...	C2 B...
125326	ALBERT G...	UNIONTO...	PA	School DI...	Intermedi...	FY2021-2...	8	Per Site B...	3,317		\$167.00		\$553,939...

UPDATING DISCOUNT DATA IN SCHOOL PROFILES



Where to Modify Enrollment/NSLP Data in EPC

Fall 2025 South Dakota E-Rate Manual

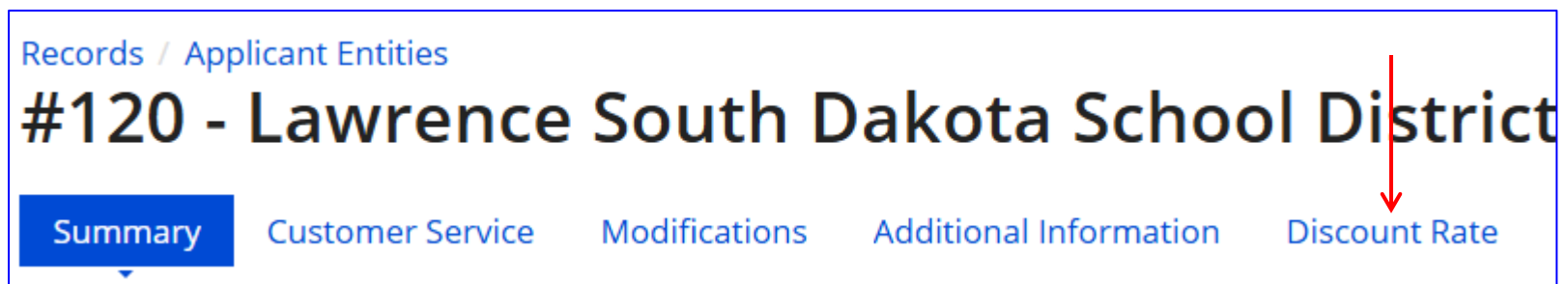
Tab 10 Discount Calculations, p. 35

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



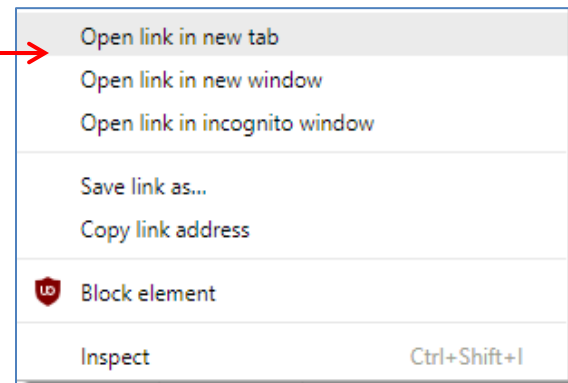
Opening Each School's EPC Profile

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

School District Full-time Enrollment	School District NSLP Count
5761	4820
SHOW ENTITIES	

Organization	BEN
Lawrence High School	122
Lawrence Primary School	121

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.

The screenshot shows a web browser window with the URL `portal-training.usac.org/suite/tempo/reco...`. The browser's tab bar at the top displays three tabs: "#120 - Lawrence South", "#122 - Lawrence High S", and "#121 - Lawrence Primar". The "#121 - Lawrence Primar" tab is the active tab. Below the browser window, a navigation bar contains links for "News", "Tasks (3)", "Records", "Reports", and "Actions". The "Records" link is highlighted. The main content area shows the breadcrumb "Records / Applicant Entities" followed by the title "#121 - Lawrence Primary School". Below the title is a horizontal menu with options: "Summary", "Modifications", "Additional Information", "Category Two Budget", "Contracts", "FCC Forms", "News", and "Related A". To the right of the title, there is a button labeled "MANAGE ORGANIZATION" which is highlighted with a red rectangle. Two red arrows point from the text box above to the "#121 - Lawrence Primar" tab and the "MANAGE ORGANIZATION" button.

Edit the School's Profile Data: NON CEP Schools

Fall 2025 South Dakota ERate Manual

Tab 10 Discount Calculations, p. 38

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

Enter Enrollment Data



Number of Full Time Students *

3457

Community Eligibility Program (CEP)? *

☐ Yes

☒ No

Enter NSLP Eligibility Data



**Total Number of Students Eligible for
National School Lunch Program (NSLP) ? ***

2892

Alternative Discount Method *

None

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

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

Fall 2025 South Dakota ERate Manual

Tab 10 Discount Calculations, p. 39

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

Enter Enrollment Data

Number of Full Time Students *

3457

Community Eligibility Program (CEP)? *

☒ Yes

☐ No

This figure is calculated automatically based on enrollment and CEP% data x 1.6.

Select "Yes" under CEP? Then enter CEP % and select Base Year

Total Number of Students Eligible for National School Lunch Program (NSLP) ? *

2213

CEP Percentage *

40

CEP Base Year *

2025

Total Number of Students Eligible for National School Lunch Program (NSLP) ? *

3457

The number of students eligible for the National School Lunch Program cannot exceed the total number of full time students. Because your CEP Percentage makes the number of students eligible for NSLP exceed your total number of full time students, the number of students eligible for NSLP is now set to equal the number of full time students. This change will not affect your E-rate discount calculation.

CEP Percentage *

75.00%

***If $CEP \% * 1.6 > 100\%$ you will see this message.
In this example $75\% * 1.6 = 120\%$***

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

State School Code
106172003
State LEA Code
NCES Public State Code
NCES Public District Code
NCES Public Building Code
FCC Registration Number ?
0012722211

Modification Nickname Action Required

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

Organization Modification Nickname

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

Modification Nickname *

- 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."



The screenshot shows a web browser with three tabs: '#120 - Lawrence South Dakota Sci', '#122 - Lawrence High School', and 'Edit Organization Information'. The address bar shows the URL 'portal-training.usac.org/suite/tempo/records/item/IMB0YLZsM4yuY0N6bx2pGHWU-FkqFcd37sG3...'. The page has a blue header with navigation links: 'News', 'Tasks (3)', 'Records', 'Reports', and 'Actions'. Below the header, the breadcrumb 'Records / Applicant Entities' is visible, followed by the title '#122 - Lawrence High School'. A horizontal menu contains links: 'Summary', 'Modifications', 'Additional Information', 'Category Two Budget', 'Contracts', 'FCC Forms', 'News', and 'Related Actions'. On the right side, there is a button with a document icon and the text 'MANAGE ORGANIZATION', which is highlighted with a red rectangular box.

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*

[Records](#) / [Applicant Entities](#)

#120 - Lawrence South Dakota School District



[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) **[Discount Rate](#)** [Category Two Budget](#) [Contracts](#)

[FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Requested Discount Rate - Lawrence South Dakota School District (BEN: 120) - FY2025

More than 50 percent of your individual schools must be rural for the school district to be considered rural. (Swing spaces are not considered.)

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount
5761	4820	84%	Rural	90%	85%

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

		School District Full-time Enrollment	School District NSLP Count
		5761	4820
		SHOW ENTITIES	
Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP
Lawrence High School	122	2304	
Lawrence Primary School	121	3457	2892

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

Updating School 'Subtypes'

- If one of your schools qualifies for one or more of the school subtypes, select those designations on that school's EPC profile page:

Check All That Apply [Show Help](#)

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