

NEW USAC FILING REQUIREMENT FOR ERATE:

Each Charter School/Special School is required to register with **EPC (USAC)** and have an Account Administrator designated. The Charter School should disassociate themselves from the school district in which they are presently associated. You will then need to associate the Charter School with the **Division of Technology (145704) Consortia**.

Each Charter School/Special School is required to enter their free and reduced data which can be obtained from the Department of Education's website (<http://ed.sc.gov/districts-schools/nutrition/national-school-lunch-program/e-rate-free-and-reduced-meal-eligibility-data/>). This must be done **now** because the Division of Technology Consortia is working on our applications for Internet Service.

If a Charter School/Special School does not complete the above tasks and are not associated with the Division of Technology Consortia, they will be **billed directly as of July 1, 2016** for their internet service. The Consortia will not be able to procure funding for the school if it is not associated to the Division of Technology Consortia. The Consortia must be able to pull the Charter School into our application to obtain funding. Our target date to file for the consortia is **March 18, 2016**. Therefore, we need each school to complete these tasks before that date.

Steps for completing the above tasks:

- 1. Contact USAC at 1-800-203-8100 to create an Account Administrator for your School.**
- 2. If your school is associated with a School District/Special School, disassociate your school from that district. Set your school up as an independent School.**
- 3. Associate your school with the Division of Technology Consortia (145704)**
- 4. Enter your free and reduced lunch data for your school from the Department of Education's website**

Please let me know by **email or phone** that you have completed the above tasks so that I am sure to pull your location into our application.

The login page for the **EPC website** is <http://www.usac.org/sl/tools/e-rate-productivity-center/default.aspx>

It is the responsibility of each school to ensure their data is accurate in EPC and that they are associated with the Division of Technology Consortia. Failure to do so will result in the Division of Technology not being able to provide service to the school.