

Updating Your EPC Profile for FY2024 During the Administrative Window

Table of Contents

Topic	Page
The Basics	3
Logging Into EPC	7
School Districts	11
Updating NSLP Data in the EPC Profile	13
Checking for Discount Rate Errors	24
Entering C2 Enrollment Data in the EPC Profile By School * choose this method if you have 10 or fewer sites in your district	34
Entering C2 Enrollment Data in the EPC Profile By Aggregate * <u>only</u> choose this method if you have 11 or more sites in your district or if none of your schools have 149 or fewer students	49
[Optional] Requesting a Replacement C2 Budget	65
Independent Schools	75
Updating NSLP Data in the EPC Profile	77
Checking for Discount Rate Errors	87
Entering C2 Enrollment Data in the EPC Profile	95
[Optional] Requesting a Replacement C2 Budget	107

The Basics

What is the Administrative Window?

The Administrative Window is a designated timeframe for applicants to update EPC profiles in preparation for the upcoming FCC Form 471 Application Filing Window. Once the Administrative Window closes, profiles are locked down for use by all applicants.

During the Administrative Window, independent schools and school districts must update their EPC profiles with student count data (enrollment and NSLP numbers) and must make any organization relationship changes such as the list of schools belonging to a district.

Student count data is reported for two purposes:

1. to calculate your E-Rate discount
2. to calculate your Category 2 Budget

It is extremely important that you make your profile updates during the Administrative Window as it is generally impossible to do so once the window closes.

**FY2024 Administrative Window:
October 24, 2023 – TBD (just before the FY2024 Form 471 Window Opens)**

What if my district's organizational structure has changed?

Contact the state E-Rate coordinator for assistance in the following situations:

- A school district has split:
schools that have left one school district will need to be detached and moved to their new district
- School districts have merged:
schools will need to be attached to their new parent school district
- A new school has opened:
a new billed entity number will need to be created for any new schools

Maine State E-Rate Coordinator for Schools:

Anne Perloff

(207) 581-3584

anne.perloff@maine.edu

What should I be updating?

Changes that can be made during the Admin Window

Account Administrator – verify this is the appropriate person and replace with a new user if necessary

Update entity contact information, FCC registration number

Update user permissions

Add new entities or close entities via a customer service case

Update entity relationships (such as child schools)

Update entity sub types

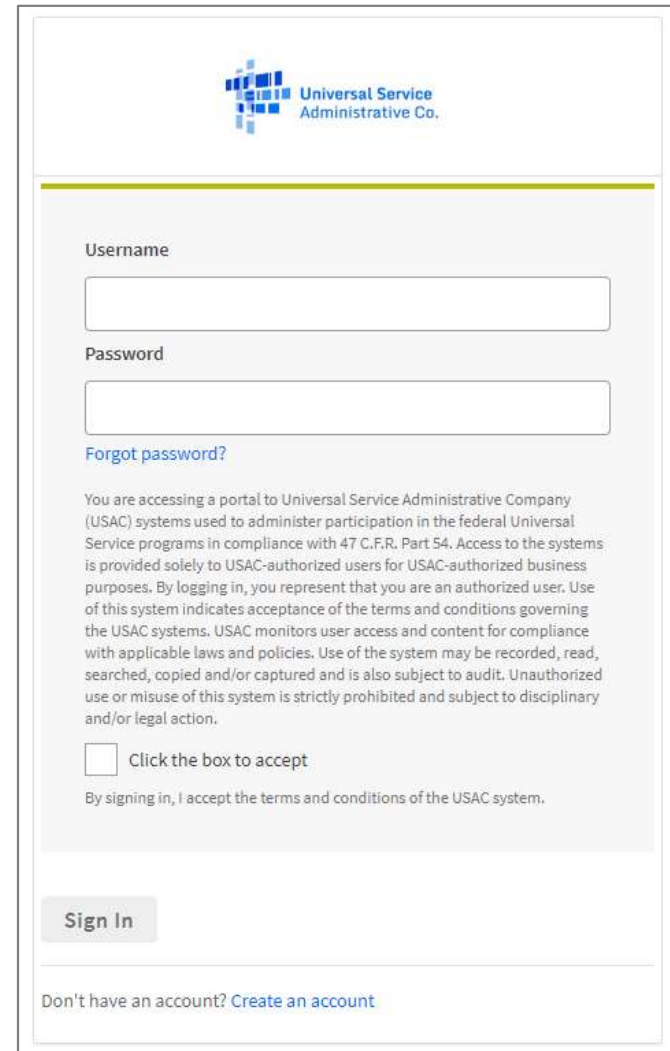
Update student counts


Request an increase to your Category 2 Budget

Logging Into EPC

Logging Into EPC

- ① Navigate to <https://forms.universalservice.org/portal>
- ② Log into One Portal with your username (your full email address) and One Portal password



 Universal Service Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

Don't have an account? [Create an account](#)

Logging Into EPC

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal, access EPC either through the A pop-up (click on the “Continue” button) or B the dashboard (click on the block for EPC)

NOTE: which one you see is dependent on whether you only have access to EPC with your email address or if that email address also has been given BEAR access


Make Your Selection

- Select **Continue** to go to your program's system.
- Select **Manage My Authentication Settings** to update either your email address or phone number to access your account.

Manage My Authentication SettingsContinue

Your EPC Landing Page will display

My Applicant Landing Page



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

Welcome, [School District 6!](#)

Pending Inquiries

Type:

Funding Year:

Application/Request:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type:

Funding Year:

Status: All

Generated

Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

School Districts

What data should districts update?


School districts report student counts for two purposes:

1. To calculate your district's E-Rate discount percentage → **REQUIRED ANNUALLY** ←
 - entered on the summary page for each school in your district
2. To update data for your district's Category 2 Budget
 - **REQUIRED FIRST YEAR APPLYING FOR C2** ←
 - **OPTIONAL SUBSEQUENT YEARS** ←
 - either entered per school or as an aggregate
 - if your district has 10 or fewer sites: enter C2 data for each school
 - if your district has 11 or more sites: enter C2 data as an aggregated, single number for the entire district
 - you only need to update these student counts once for your 5 Year C2 Budget
 - If you previously entered budget data for the FY2021 – FY2025 cycle, you are not required to update it
 - If you wish to – if your student data has fluctuated to your benefit, such as an increased student enrollment – you **may** request to update your district C2 budget data

School Districts: Updating NSLP Data in the EPC Profile

→ REQUIRED ANNUALLY ←

My Applicant Landing Page



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

Welcome, [School District 6!](#)

Pending Inquiries

Type:

Funding Year:

Application/Request:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for the first school to be updated

The summary page for that school will display

Districts: NSLP Data

Records / Applicant Entities

#117 - School District 6 School A

[MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

Summary | [Modifications](#) | [Additional Information](#) | [Category Two Budget](#) | [Contracts](#) | [FCC Forms](#) | [News](#) | [Related Actions](#)

Organization Details

Name	School District 6 School A	Applicant Type	School
Entity Number	117	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	123 South Street Springfield, ME 04487 Washington	Phone Number	555-555-5556
Mailing Address	123 South Street Springfield, ME 04487 Washington	Email	school.district6.user1@mailinator.com
		Website URL	

Applicant Information

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Rural
School Sub-Type	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory <input type="checkbox"/> Charter School <input type="checkbox"/> Tribal School <input type="checkbox"/> New Construction School <input type="checkbox"/> Swing Space <input type="checkbox"/> Detention Center <input type="checkbox"/> General-Use School <input type="checkbox"/> ESA School <input type="checkbox"/> BIE <input type="checkbox"/> ESA School District with no Schools	Community Eligibility Program (CEP)?	No
		Alternative Discount Method	None
		Does this organization have an endowment?	No
		Number of Full Time Students	100
		Total Number of Students Eligible for National School Lunch Program (NSLP)	50

② Click on the “MANAGE ORGANIZATION” button to proceed

An editable version of the summary page will display

Records / Applicant Entities

#117 - School District 6 School A

Summary Modifications Additional Information Category Two Budget Contracts FCC Forms News **Related Actions**

Modify An Organization

Name *
School District 6 School A

Organization Type
Applicant

Physical Address

Address Line 1 *
123 South Street

Address Line 2

City *
Springfield

State *
ME

Zip Code *
04487

Zip Code Extension

Click the button below to get standard USPS address

County *
Other

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

Please Specify *
Washington

Please enter the name of the county and ensure that it is spelled correctly

VERIFY MY ADDRESS

③ Select a county if one is not already listed here

④ Then scroll down the page to the "School Information" section

Districts: NSLP Data

School Information

School Sub-Type *

Public School

Private School

Check All That Apply [Show Help](#)

Pre-K

Head Start

Adult Education

Juvenile Justice

Dormitory

Charter School

Tribal School

Is this school part of a school district?

Yes

New Construction School

Swing Space

Detention Center

General-Use School

ESA School

BIE

Number of Full Time Students *

100

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

50

Community Eligibility Program (CEP)? *

Yes

No

Alternative Discount Method *

None

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

Does this organization have an endowment? *

Yes

No

At a minimum, you should annually update:

- 1 the number of full time students
- 2 the total number of students eligible for NSLP

School Information

School Sub-Type *

Public School

Private School

Check All That Apply [Show Help](#)

Pre-K

Head Start

Adult Education

Juvenile Justice

Dormitory

Charter School

Tribal School

Is this school part of a school district?

Yes

New Construction School

Swing Space

Detention Center

General-Use School

ESA School

BIE

Number of Full Time Students *

100

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

50

Community Eligibility Program (CEP)? *

Yes

No

Alternative Discount Method *

None

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

⑤ Edit the fields for the “Number of Full Time Students” and the “Total Number of Students Eligible for National School Lunch Program (NSLP)”

For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.

Districts: NSLP Data

Number of Full Time Students * <input type="text" value="110"/>	Total Number of Students Eligible for National School Lunch Program (NSLP) ⓘ * <input type="text" value="60"/>
Community Eligibility Program (CEP)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Alternative Discount Method * <input type="text" value="None"/>
Does this organization have an endowment? * <input type="radio"/> Yes <input checked="" type="radio"/> No	<small>Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP.</small>
State School Code <input type="text"/>	
State LEA Code <input type="text"/>	
NCES Public State Code <input type="text"/>	
NCES Public District Code <input type="text"/>	
NCES Public Building Code <input type="text"/>	
Category Two (C2) Budget Information	
<small>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.</small>	
Total Students for C2 Budget * <input type="text" value="120"/>	
FCC Registration Number ⓘ <input type="text" value="1234564560"/>	
<input type="button" value="CANCEL"/>	⑥ Click on the "SUBMIT" button to save the changes → <input type="button" value="SUBMIT"/>

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 *

CANCEL

SUBMIT

⑦ Enter a Modification Nickname to remind yourself what changes were made

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 *

⑧ Click on the "SUBMIT" button

Records / Applicant Entities

#117 - School District 6 School A

[MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

Summary | Modifications | Additional Information | Category Two Budget | Contracts | FCC Forms | News | Related Actions

Organization Details

Name	School District 6 School A	Applicant Type	School
Entity Number	117	Status	Active
FCC Registration Number	1234564560		

Contact Information


Physical Address	123 South Street Springfield, ME 04487 Washington	Phone Number	555-555-5556
Mailing Address	123 South Street Springfield, ME 04487 Washington	Email	school.district6.user1@mailinator.com
		Website URL	

Applicant Information

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Rural
School Sub-Type	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory <input type="checkbox"/> Charter School <input type="checkbox"/> Tribal School <input type="checkbox"/> New Construction School <input type="checkbox"/> Swing Space <input type="checkbox"/> Detention Center <input type="checkbox"/> General-Use School <input type="checkbox"/> ESA School	Community Eligibility Program (CEP)?	No
		Alternative Discount Method	None
		Does this organization have an endowment?	No
		Number of Full Time Students	110
		Total Number of Students Eligible for National School Lunch Program (NSLP)	60

The summary page will re-display with the updated NSLP information

My Applicant Landing Page



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

Welcome, School District 6!

Pending Inquiries

Type:

Funding Year:

Application/Request:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487


⑨ Repeat this process for each school in your organization

NOTE: NIFs do not have their own enrollment or NSLP data

School Districts: Checking for Discount Rate Errors

Districts: Discount Errors

My Applicant Landing Page

 **Universal Service Administrative Co.**

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

Welcome, School District 6!

Pending Inquiries

Type:

Funding Year:

Application/Request:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for your school district

Districts: Discount Errors

Records / Applicant Entities

#116 - School District 6

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) ⋮

Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name School District 6
Entity Number 116
FCC Registration Number 1234564560

Contact Information

Physical Address 100 Main Street
Springfield, ME 04487
Mailing Address 100 Main Street
Springfield, ME 04487

Account Administrator

Name School District 6 User 1

General Contact

Name School District 6 User 1

Applicant Attributes

School District Sub-Type Public School District
 Private School District
 Charter School District
 ESA School District

State School Code
State LEA Code
NCES Public State Code
NCES Public District Code
NCES Public Building Code

Applicant Type School District
Status Active

Phone Number 555-555-7878
Email school.district6.user1@mailinator.com
Website URL

Does this organization have an endowment? No

② Click on the "Discount Rate" link in the menu at the top



Districts: Discount Errors

The discount rate for the school district displays

NOTE:

Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.

Records / Applicant Entities

#116 - School District 6

Summary Customer Service Modifications Additional Information **Discount Rate** Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Requested Discount Rate - School District 6 (BEN: 116) - FY2020

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

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 Rate
340	175	51%	Rural	80%	80%

SHOW ENTITIES

Districts: Discount Errors

Records / Applicant Entities

#17008896 - ANDOVER PUBLIC SCHOOLS

Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

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

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

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 Rate
229	88	38%			

SHOW ENTITIES

If you see an error message instead of the discount for your school district, there is an issue with one or more of the schools in your district

Districts: Discount Errors

Records / Applicant Entities

#17008896 - ANDOVER PUBLIC SCHOOLS

Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

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

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

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 Rate
229	88	38%			

[SHOW ENTITIES](#)

③ Click on the “SHOW ENTITIES” button to display a list of the schools in the district

Districts: Discount Errors

One or more of your schools is likely missing information or is unable to accurately calculate a discount

Records / Applicant Entities

#17008896 - ANDOVER PUBLIC SCHOOLS



[Summary](#) [Additional Information](#) **[Discount Rate](#)** [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)

▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

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

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

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 Rate
229	88	38%			

HIDE ENTITIES

Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
ANDOVER ELEMENTARY SCHOOL	4001	229	88		None

Districts: Discount Errors

Records / Applicant Entities

#17008896 - ANDOVER PUBLIC SCHOOLS



Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

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

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

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 Rate
229	88	38%			

HIDE ENTITIES

Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
ANDOVER ELEMENTARY SCHOOL	4001	229	88		None

④ Click on the link for a school with an issue to go to that school's summary page

Districts: Discount Errors

⑤ Click on the school's "MANAGE ORGANIZATION" button and fix any issues that are causing the discount not to calculate

Records / Applicant Entities

#4001 - ANDOVER ELEMENTARY SCHOOL

[MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

Summary | [Additional Information](#) | [Contracts](#) | [FCC Forms](#) | [News](#) | [Related Actions](#)

Organization Details

Name	ANDOVER ELEMENTARY SCHOOL	Applicant Type	School
Entity Number	4001	Status	Active
FCC Registration Number			

Contact Information

Physical Address	85 PINE STREET ANDOVER, ME 04216 OXFORD	Phone Number	207-392-4381
Mailing Address	PO BOX 70 ANDOVER, ME 04216-0070 OXFORD	Email	
		Website URL	

Districts: Discount Errors

⑥ Return to the “Discount Rate” section for the school district and verify that the discount now displays

Records / Applicant Entities

#17008896 - ANDOVER PUBLIC SCHOOLS

Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

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 Rate
229	88	38%	Rural	70%	70%

SHOW ENTITIES

School Districts:

Entering Category 2 Enrollment Data in the EPC Profile *By School*

- REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE ←
- OPTIONAL SUBSEQUENT YEARS ←

Notes:

For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has less than 150 students. Use the “by school” method to report your student counts for each school in order to take advantage of the higher budget calculation.

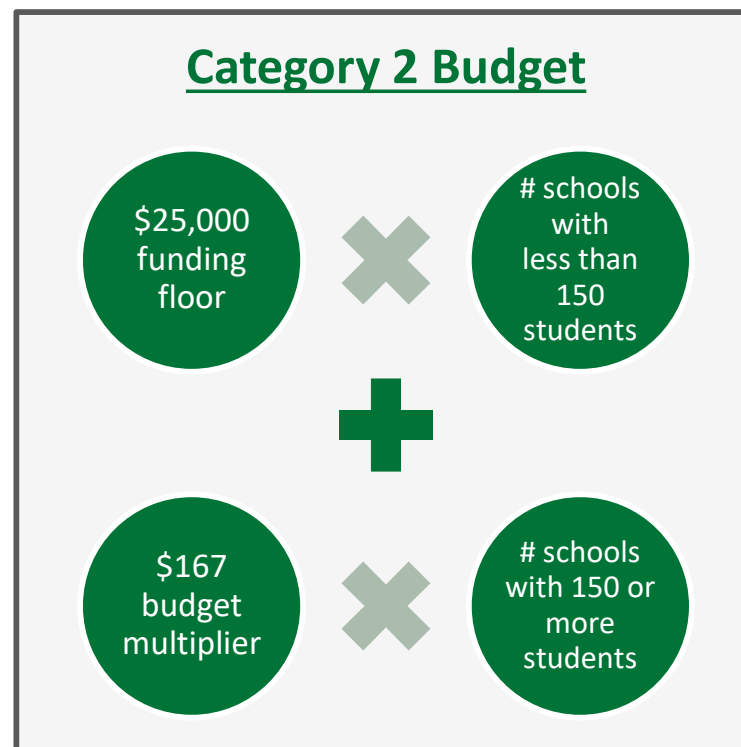
If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.

When should I use this method?

Districts with 10 or fewer sites can calculate their C2 budgets on a **per-school basis** by entering student counts separately for each eligible site


Doing so allows you to take advantage of the higher budget amount for each building (the funding floor VS the budget multiplier * enrollment)

**district
with 10 or
fewer sites >>>**



Districts: C2 Data By School

My Applicant Landing Page

 **Universal Service Administrative Co.**

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

Welcome, [School District 6!](#)

Pending Inquiries

Type:

Funding Year:

Application/Request:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for your district

Districts: C2 Data By School

The summary page for your school district will display

The screenshot shows a web interface for managing school districts. At the top, there's a breadcrumb trail 'Records / Applicant Entities' and a title '#116 - School District 6'. To the right of the title are three buttons: 'CREATE A NEW USER', 'ADD OR REMOVE EXISTING USERS', and 'MANAGE USER PERMISSIONS', followed by a dropdown menu. Below this is a navigation bar with tabs: 'Summary' (selected), 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate', 'Category Two Budget', 'Contracts', 'FCC Forms', 'FRN Appeals', 'News', and 'Related Actions'. The main content area is divided into sections: 'Organization Details', 'Contact Information', 'Account Administrator', and 'General Contact'. Each section contains key-value pairs for various attributes.

Records / Applicant Entities
#116 - School District 6

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Category Two Budget | Contracts | FCC Forms | FRN Appeals | News | Related Actions

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name	School District 6 User 1
-------------	--------------------------

General Contact

Name	School District 6 User 1
-------------	--------------------------

Districts: C2 Data By School

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

340

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 ?
117	School District 6 School A	110	N/A	
118	School District 6 School B	230	N/A	

② Scroll down the page to the “Category Two (C2) Budget Information” section to review the student count information currently in your profile

NOTE: the “Sum of Student Counts” is automatically summed from the counts of the individual schools in your district

Districts: C2 Data By School

③ To make changes to the student count information, return to the top of the page

Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Category Two Budget | Contracts | FCC Forms | FRN Appeals | News | Related Actions

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

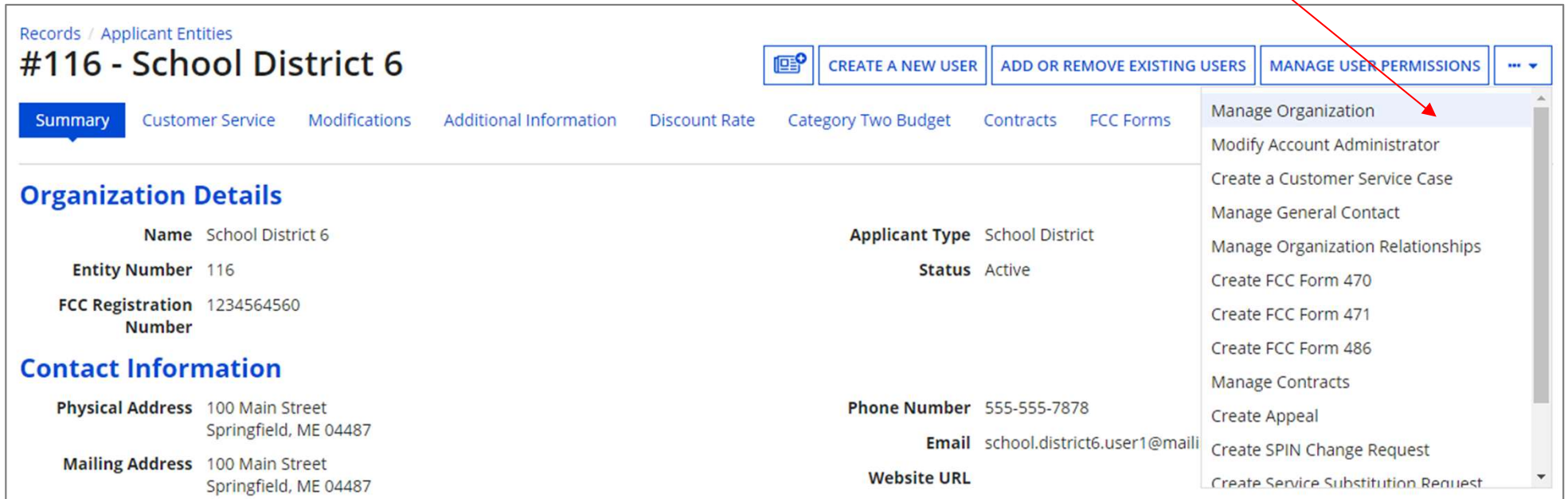
Name School District 6 User 1

General Contact

Name School District 6 User 1

Districts: C2 Data By School

④ Click on the “...” button and choose the “Manage Organization” option from the menu



Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@maili
		Website URL	

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request
- Create Service Substitution Request

Districts: C2 Data By School

An editable version of the summary page for your school district will display

Records / Applicant Entities
#116 - School District 6

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News **Related Actions**

Modify An Organization

Name* <input type="text" value="School District 6"/>	Organization Type Applicant
Physical Address	
Address Line 1* <input type="text" value="100 Main Street"/>	Zip Code* <input type="text" value="04487"/>
Address Line 2 <input type="text"/>	Zip Code Extension <input type="text"/>
City* <input type="text" value="Springfield"/>	County* <input type="text" value="Please select a County"/>
State* <input type="text" value="ME"/>	Please ensure that the address, city, state, and zip code are correct

Districts: C2 Data By School

⑤ Scroll down the page to the “Category Two (C2) Budget Information” section

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
340

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?	
117	School District 6 School A	110	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

Districts: C2 Data By School

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
340

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?	
117	School District 6 School A	110	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

⑥ The option for “A number for each school in the district” is selected by default - if it is not currently selected, choose it now in order to proceed with this method

⑦ Click on the “EDIT” button for a school to modify that school’s data for C2 budget calculations

Districts: C2 Data By School

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

340

School Information

Entity Number or Name

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

⑧ Enter the new number of students for this school

APPLY FILTERS

CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ⓘ	Eligible for C2 budget?	
117	School District 6 School A	120	N/A	✓	UPDATE
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

⑨ Then click on the "UPDATE" button

Districts: C2 Data By School

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

340

The student count is not recalculated until you submit all your updates

School Information

Entity Number or Name

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

APPLY FILTERS

CLEAR FILTERS

Updates made to the C2 information for your schools in the table below are going to be saved once you click on the Submit button on this screen.

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?	
117	School District 6 School A	120	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

FCC Registration Number [?](#)

1234564560

CANCEL

SUBMIT

⑩ Repeat this process for each school in your organization that you need to update

⑪ Then click on the "SUBMIT" button

Districts: C2 Data By School

⑫ Enter a Modification Nickname to remind yourself what changes were made

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 *

CANCEL

SUBMIT

Districts: C2 Data By School

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 *

C2 Budget Count Updates

CANCEL

SUBMIT

⑬ Then click on the "SUBMIT" button

Districts: C2 Data By School

The summary page for your school district will display

The screenshot shows a web interface for managing school districts. At the top, there is a breadcrumb trail 'Records / Applicant Entities' and a title '#116 - School District 6'. To the right of the title are three buttons: 'CREATE A NEW USER', 'ADD OR REMOVE EXISTING USERS', and 'MANAGE USER PERMISSIONS', followed by a dropdown menu icon. Below the title is a horizontal navigation bar with tabs: 'Summary' (selected), 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate', 'Category Two Budget', 'Contracts', 'FCC Forms', 'FRN Appeals', 'News', and 'Related Actions'. The main content area is divided into sections: 'Organization Details', 'Contact Information', 'Account Administrator', and 'General Contact'. Each section contains key-value pairs for various attributes.

Records / Applicant Entities
#116 - School District 6

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Category Two Budget | Contracts | FCC Forms | FRN Appeals | News | Related Actions

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name	School District 6 User 1
-------------	--------------------------

General Contact

Name	School District 6 User 1
-------------	--------------------------

School Districts:

Entering Category 2 Enrollment Data in the EPC Profile *By Aggregate*

- REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE ←
- OPTIONAL SUBSEQUENT YEARS ←

Notes:

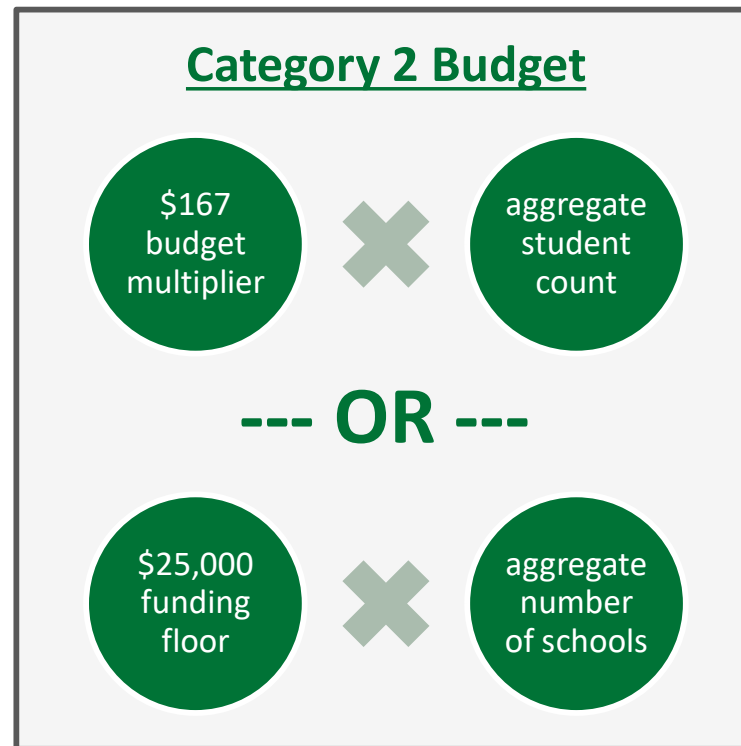
For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has less than 150 students. If you opt to report your student count as one district-wide aggregate number, EPC will not allow you to do this.

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.

When should I use this method?

Choose this option if your district has 11 or more sites. Using this method, you only need to enter the total number of students throughout the district without detailing the precise number for the individual schools. Your C2 budget will be calculated using the district's **aggregate student count** and the aggregate funding floor (the funding floor * the aggregate number of schools).

**district
with 11 or
more sites >>>**




Words of Caution:
This is not advisable for districts with 10 or fewer schools!

If you have 10 or fewer sites, you can choose this method, however, your budget might calculate as a lower amount than what you are actually entitled to.

the district C2 budget is the greater of these two calculations

Districts: C2 Data By Aggregate

My Applicant Landing Page

 **Universal Service Administrative Co.**

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

Welcome, [School District 6!](#)

Pending Inquiries

Type:

Funding Year:

Application/Request:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for your district

Districts: C2 Data By Aggregate

The summary page for your school district will display

Records / Applicant Entities

#116 - School District 6

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) ...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name School District 6 User 1

General Contact

Name School District 6 User 1

Districts: C2 Data By Aggregate

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

340

School Information

Entity Number or Name

APPLY FILTERS

CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 Budget	Is the student count estimated? 	Eligible for C2 budget ?
117	School District 6 School A	110	N/A	
118	School District 6 School B	230	N/A	

② Scroll down the page to the “Category Two (C2) Budget Information” section to review the student count information currently in your profile

Districts: C2 Data By Aggregate

③ To make changes to the student count information, return to the top of the page

Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Category Two Budget | Contracts | FCC Forms | FRN Appeals | News | Related Actions

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

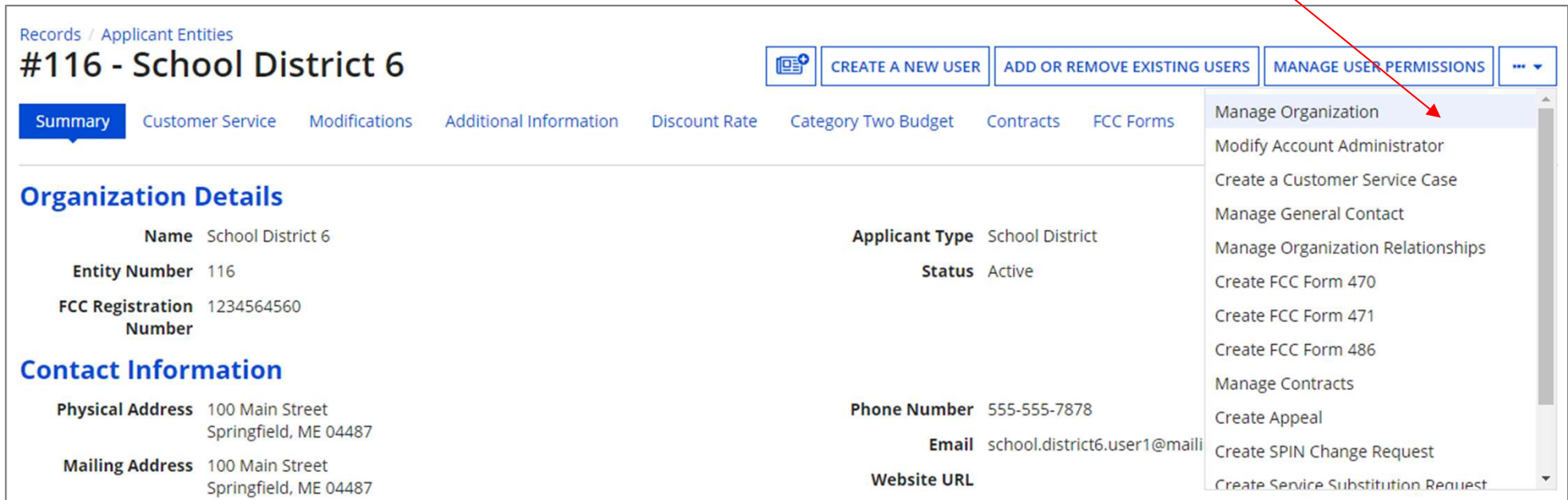
Name School District 6 User 1

General Contact

Name School District 6 User 1

Districts: C2 Data By Aggregate

④ Click on the “...” button and choose the “Manage Organization” option from the menu



Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@maili
		Website URL	

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request
- Create Service Substitution Request

Districts: C2 Data By Aggregate

An editable version of the summary page for your school district will display

Records / Applicant Entities
#116 - School District 6

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News **Related Actions**

Modify An Organization

Name* <input type="text" value="School District 6"/>	Organization Type Applicant
Physical Address	
Address Line 1* <input type="text" value="100 Main Street"/>	Zip Code* <input type="text" value="04487"/>
Address Line 2 <input type="text"/>	Zip Code Extension <input type="text"/>
City* <input type="text" value="Springfield"/>	County* <input type="text" value="Please select a County"/>
State* <input type="text" value="ME"/>	Please ensure that the address, city, state, and zip code are correct

Districts: C2 Data By Aggregate

⑤ Scroll down the page to the “Category Two (C2) Budget Information” section

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
340

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?	
117	School District 6 School A	110	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

Districts: C2 Data By Aggregate

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 ← **⑥ Select the option for “One number for my whole district”**

A number for each school in the district

Sum of Student Counts of all Schools in the District
340

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?	
117	School District 6 School A	110	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

Note: For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has 149 or fewer students. If you opt to report your student count as one district-wide aggregate number, EPC will not allow you to do this.



Districts: C2 Data By Aggregate

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

District Student Count *

FCC Registration Number ⓘ

⑦ Enter the total number of students in the district

Districts: C2 Data By Aggregate

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

District Student Count *

FCC Registration Number ⓘ

⑧ Click on the "Submit" button

Districts: C2 Data By Aggregate

⑨ Enter a Modification Nickname to remind yourself what changes were made

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 *

CANCEL

SUBMIT

Districts: C2 Data By Aggregate

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 *

C2 Budget Count Updates

CANCEL

SUBMIT

⑩ Then click on the "SUBMIT" button

Districts: C2 Data By Aggregate

The summary page for your school district will display

Records / Applicant Entities

#116 - School District 6

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) ...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name School District 6 User 1

General Contact

Name School District 6 User 1

Districts: C2 Data By Aggregate

Once you have chosen to list C2 counts as a district aggregate, you cannot update individual school C2 counts without selecting the option for “A number for each school in the district” on the district’s summary page

If the “One number for my whole district” option has been selected, the school summary pages will display the following message:

Category Two (C2) Budget Information

Your school district (116 - [School District 6](#)) manages the student count for its Category Two budget as one number for the district. You can manage it in the school district's entity record.

Click on the link for the school district to go to the district’s summary page

School Districts: Requesting a Replacement C2 Budget

→ OPTIONAL ←

Note:

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers to increase your C2 budget.

You can choose to request a budget update in any or all funding years within the budget cycle.

Be aware that unless you specifically request a budget recalculation, the C2 budget student count for the school district will remain fixed throughout the cycle.

Am I required to do this?

To simplify the C2 budget system, once you have validated your C2 enrollment data, your C2 budget is fixed until the end of the 5 year budget cycle (FY2021 – FY2025) unless you specifically request an updated replacement budget.

- If you have no need or desire to update your C2 budget or if this is your first year applying for C2 funding in the current budget cycle, then you do not need to do anything additional to your C2 enrollment number.
- If you want to adjust your C2 budget during the current budget cycle because student enrollment has increased or you added a child entity, you will need to complete the steps outlined in the following pages to request a recalculation of your budget.

How do I do change my C2 budget?

Step 1: Modify your billed entity details

- Add or remove dependent school entities
- Update C2 budget student counts

Note: *You may be able to update the C2 budget fields during the filing window, but plan on completing this step as part of the Administrative Window tasks.*

Step 2: Then submit a request for a replacement budget based on that enrollment

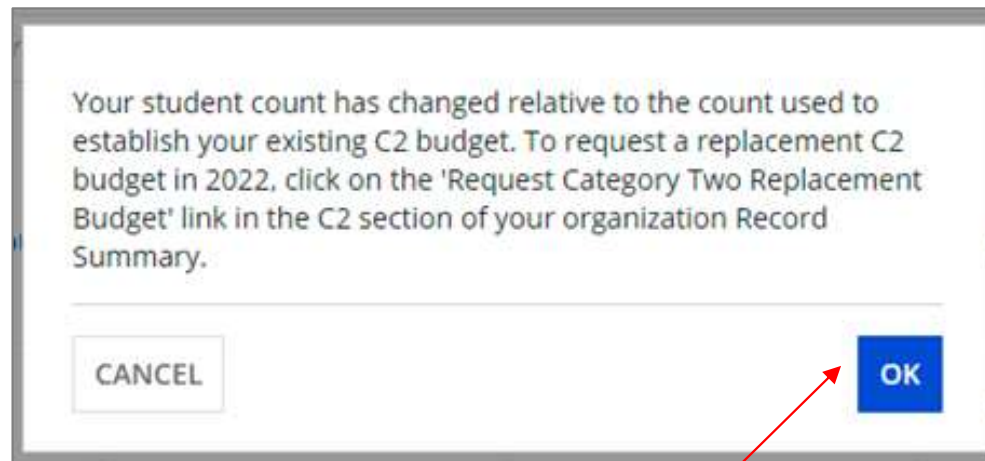
Note: *Only full-rights users can request replacement budgets. Partial-rights users can update organization details, but only users with full rights permissions will be able to update the C2 budget.*

If you fail to submit the request during the Administrative Window, you can also do it via a Receipt Acknowledgment Letter (RAL) after you certify your Form 471, but it is far better to complete this process before the Administrative Window closes.

Districts: Replacement C2 Budget

① Complete the steps outlined in the appropriate “School Districts: Entering Category 2 Enrollment Data in the EPC Profile” section of this guide (by school or by aggregate) to modify the C2 budget enrollment numbers entered in your profile.

Once you click on the “SUBMIT” button, you will see a message describing the next step. At this point you have updated the numbers but still need to request a replacement budget based on those numbers.



② Click on the “OK” button

Districts: Replacement C2 Budget

③ Go to the school district's summary page

(you may already be on this page depending on your last action)

How to get there:

- 1) Click on the "News" link in the menu at the top of the page
- 2) Click on the USAC logo to go to your Landing Page
- 3) Click on the link for the school district's name

Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Category Two Budget | Contracts | FCC Forms | FRN Appeals | News | Related Actions

Organization Details

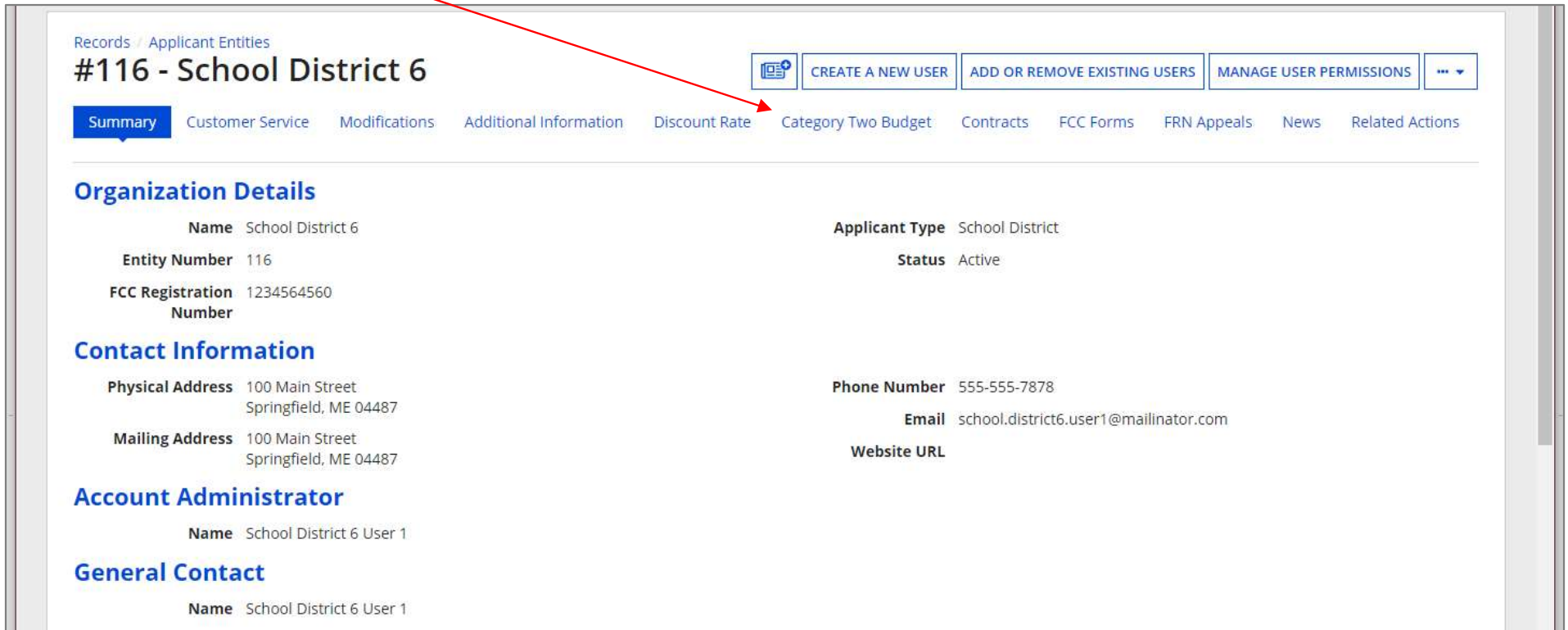
Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Districts: Replacement C2 Budget

④ Click on the “Category Two Budget” link



Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

Summary Customer Service Modifications Additional Information Discount Rate **Category Two Budget** Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name School District 6	Applicant Type School District
Entity Number 116	Status Active
FCC Registration Number 1234564560	

Contact Information

Physical Address 100 Main Street Springfield, ME 04487	Phone Number 555-555-7878
Mailing Address 100 Main Street Springfield, ME 04487	Email school.district6.user1@mailinator.com
	Website URL

Account Administrator

Name School District 6 User 1

General Contact

Name School District 6 User 1

Districts: Replacement C2 Budget

Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

GET CATEGORY 2 BUDGET INFORMATION



⑤ Click on the “GET CATEGORY 2 BUDGET INFORMATION” button

Districts: Replacement C2 Budget

Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

√ 2021 - 2025

√ 2021 - 2022 (Budgeted Entity)

> Show column definitions

Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
Preliminary	\$142,618.00	\$25,150.86	\$0.00	\$25,150.86	\$117,467.14	View Details

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](#).

⑥ Note the message indicating that you have made changes to the C2 enrollment count and then click on the “Request Replacement C2 Budget” link

Districts: Replacement C2 Budget

⑦ Review the potential replacement budget that is based on the updated student counts that you have entered

Request Replacement Category Two Budget

#145 - School District 12345678901234567890

To request this replacement C2 budget, click 'Request Replacement Budget'. Otherwise, click 'Cancel'.

> Show Column Definitions

Budget Established in 2021

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
825	Preliminary	\$137,775.00	\$125,169.00	\$12,606.00

Replacement Budget, If Requested, for Funding Years 2022 to 2025

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
845	Forecast	\$141,115.00	\$125,169.00	\$15,946.00

⑧ If you wish to update your budget as projected, click on the “REQUEST REPLACEMENT BUDGET” button

Districts: Replacement C2 Budget

If you wish to remove the request for a replacement budget, you can return to the “Request Replacement Category Two Budget” screen through the following path: School Summary Page >>> “Related Actions” link >>> “Request Replacement Category Two Budget” link

Request Replacement Category Two Budget

#132761 - SCHOOL DISTRICT DEMONSTRATION 111

To remove this replacement C2 budget, click 'Remove Replacement Budget'. Otherwise, click Cancel.

> [Show Column Definitions](#)

Budget Established in 2021

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
854	Preliminary	\$142,618.00	\$25,150.86	\$117,467.14

Replacement Budget, If Requested, for Funding Years 2024 to 2025

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
2387	Forecast	\$398,629.00	\$25,150.86	\$373,478.14

Click on the “REMOVE REPLACEMENT BUDGET” button to remove the previous replacement budget request

Note that this button will no longer be available after you certify your first C2 application for this funding year. Reach out to your PIA reviewer if you wish to remove the replacement budget you have requested.



Independent Schools

What data should schools update?

Independent schools report student counts for two purposes:


1. To calculate your school's E-Rate discount percentage → REQUIRED ANNUALLY ←
2. To update data for your school's Category 2 Budget
→ REQUIRED FIRST YEAR APPLYING FOR C2 ←
→ OPTIONAL SUBSEQUENT YEARS ←
 - you only need to update these student counts once for your 5 Year C2 Budget
 - If you previously entered budget data for the FY2021 – FY2025 cycle, you are not required to update it
 - If you wish to – if your student data has fluctuated to your benefit, such as an increased student enrollment – you **may** request to update your school C2 budget data

Independent Schools: Updating NSLP Data in the EPC Profile

→ REQUIRED ANNUALLY ←

Independent Schools: NSLP Data

My Applicant Landing Page

 **Universal Service Administrative Co.**

Welcome, [Independent School 5!](#)

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

Pending Inquiries

Type:

Application/Request:

Funding Year:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

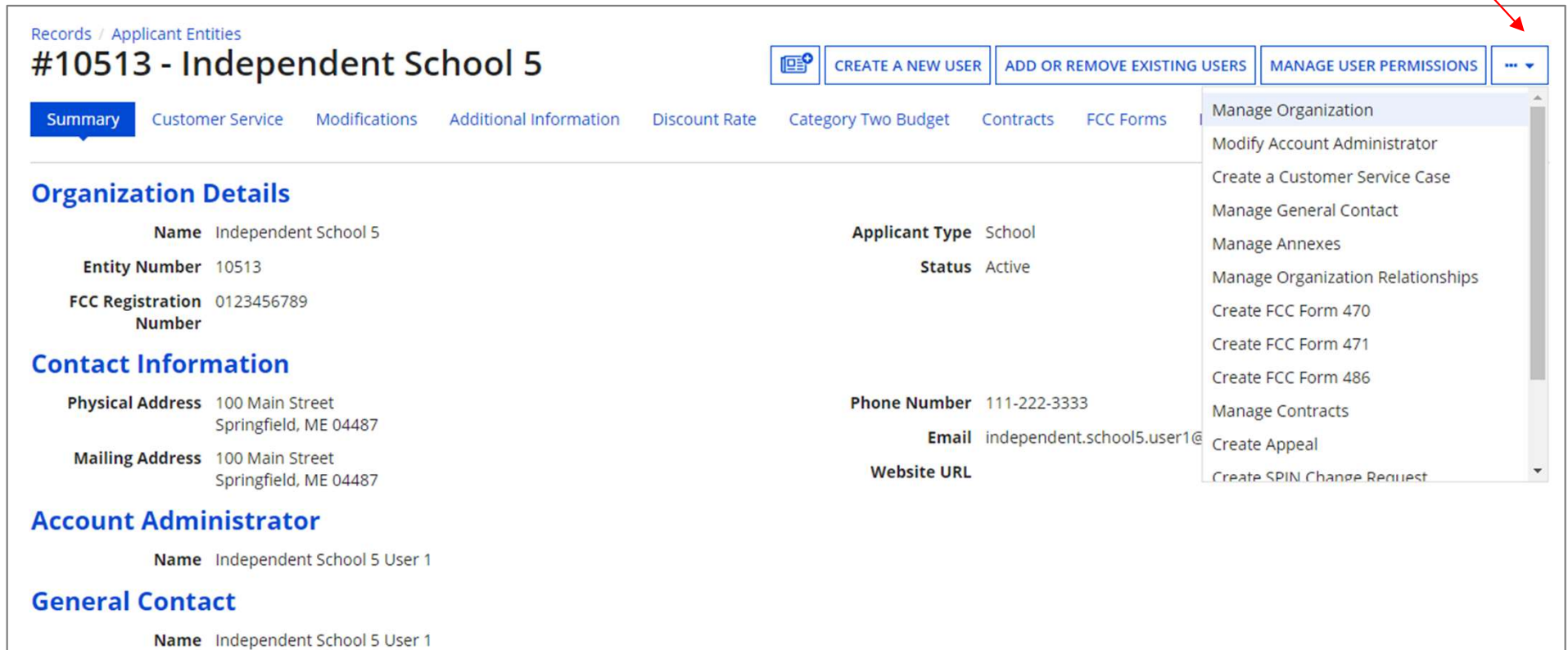
Entity	Entity Number	City	State	Zip Code
Independent School 5	10513	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for your school

Independent Schools: NSLP Data

The summary page for your school will display

② Click on the “...” button and choose the “Manage Organization” option from the menu



Records / Applicant Entities

#10513 - Independent School 5

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Category Two Budget | Contracts | FCC Forms

Organization Details

Name	Independent School 5	Applicant Type	School
Entity Number	10513	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	111-222-3333
Mailing Address	100 Main Street Springfield, ME 04487	Email	independent.school5.user1@
		Website URL	

Account Administrator

Name Independent School 5 User 1

General Contact

Name Independent School 5 User 1

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Annexes
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request

Independent Schools: NSLP Data

An editable version of the summary page will display

Records / Applicant Entities
#10513 - Independent School 5

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News **Related Actions**

Modify An Organization

Name *
Independent School 5

Organization Type
Applicant

Physical Address

Address Line 1 *
100 Main Street

Address Line 2

City *
Springfield

State *
ME

Zip Code *
04487

Zip Code Extension

Click the button below to get standard USPS address

County *
Penobscot

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

VERIFY MY ADDRESS

④ Then scroll down the page to the “School Information” section

③ Select a county if one is not already listed here

Independent Schools: NSLP Data

School Information

School Sub-Type *

Public School

Private School

Check All That Apply [Show Help](#)

Pre-K

Head Start

Adult Education

Juvenile Justice

Dormitory

Charter School

Number of Full Time Students *

2500

Community Eligibility Program (CEP)? *

Yes

No

Does this organization have an endowment? *

Yes

No

Is this school part of a school district?

No

Tribal School

New Construction School

Swing Space

Detention Center

General-Use School

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

1800

Alternative Discount Method *

None

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

At a minimum, you should annually update:

- 1 the number of full time students
- 2 the total number of students eligible for NSLP

Independent Schools: NSLP Data

School Information

School Sub-Type *

Public School

Private School

Check All That Apply [Show Help](#)

Pre-K

Head Start

Adult Education

Juvenile Justice

Dormitory

Charter School

Is this school part of a school district?

No

Tribal School

New Construction School

Swing Space

Detention Center

General-Use School

Number of Full Time Students *

2500

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

1800

Community Eligibility Program (CEP)? *

Yes

No

Does this organization have an endowment? *

Yes

No

Alternative Discount Method *

None

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

⑤ Edit the fields for the “Number of Full Time Students” and the “Total Number of Students Eligible for National School Lunch Program (NSLP)”

For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.

Independent Schools: NSLP Data

Number of Full Time Students * <input type="text" value="2500"/>	Total Number of Students Eligible for National School Lunch Program (NSLP) ? * <input type="text" value="1900"/>
Community Eligibility Program (CEP)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Alternative Discount Method * <input type="text" value="None"/>
Does this organization have an endowment? * <input type="radio"/> Yes <input checked="" type="radio"/> No	<small>Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP</small>
NCES Private School ID <input type="text"/>	
Category Two (C2) Budget Information <p>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.</p>	
Total Students for C2 Budget * <input type="text" value="2500"/>	
FCC Registration Number ? <input type="text" value="0123456789"/>	
<input type="button" value="CANCEL"/>	<input type="button" value="SUBMIT"/>

⑥ Click on the “SUBMIT” button to save the changes

Independent Schools: NSLP Data

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 *

⑦ Enter a Modification Nickname to remind yourself what changes were made

Independent Schools: NSLP Data

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 *

Updated NSLP

CANCEL

SUBMIT

⑧ Click on the "SUBMIT" button

Independent Schools: NSLP Data

Records / Applicant Entities

#10513 - Independent School 5

 CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Category Two Budget | Contracts | FCC Forms | FRN Appeals | News | Related Actions

Organization Details

Name Independent School 5
Entity Number 10513
FCC Registration Number 0123456789

Applicant Type School
Status Active

Contact Information

Physical Address 100 Main Street
Springfield, ME 04487
Penobscot

Mailing Address 100 Main Street
Springfield, ME 04487
Penobscot

Phone Number 111-222-3333
Email independent.school5.user1@mailinator.com
Website URL

Account Administrator

Name Independent School 5 User 1

General Contact

Name Independent School 5 User 1

Applicant Information

Latitude Not Found
Longitude Not Found
Urban/Rural Status Not Found

School Sub-Type

- Public School
- Private School
- Pre-K
- Head Start
- Adult Education
- Juvenile Justice
- Dormitory
- Charter School
- Tribal School
- New Construction School
- Swing Space
- Detention Center
- General-Use School
- ESA School
- BIE

User-Entered Latitude
User-Entered Longitude
User-Entered Urban/Rural Status Urban
Community Eligibility Program (CEP)? No
Alternative Discount Method None
Does this organization have an endowment? No


Number of Full Time Students 2500
Total Number of Students Eligible for National School Lunch Program (NSLP) 1900

The summary page will re-display with the updated NSLP information

Independent Schools: Checking for Discount Rate Errors

Independent Schools: Discount Errors

My Applicant Landing Page

 **Universal Service Administrative Co.**

Welcome, [Independent School 5!](#)

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

Pending Inquiries

Type:

Application/Request:

Funding Year:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
Independent School 5	10513	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for your school

Independent Schools: Discount Errors

Records / Applicant Entities

#10513 - Independent School 5

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS

Summary | Customer Service | Modifications | Additional Information | **Discount Rate** | Category Two Budget | Contracts | FCC Forms | FRN Appeals | News | Related Actions

Organization Details

Name Independent School 5
Entity Number 10513
FCC Registration Number 0123456789

Applicant Type School
Status Active

Contact Information

Physical Address 100 Main Street
Springfield, ME 04487
Mailing Address 100 Main Street
Springfield, ME 04487

Phone Number 111-222-3333
Email independent.school5.user1@mailinator.com
Website URL

Account Administrator

Name Independent School 5 User 1

General Contact

Name Independent School 5 User 1

Applicant Attributes

Latitude Not Found
Longitude Not Found
Urban/Rural Status Not Found

School Sub-Type

- Public School
- Private School
- Pre-K
- Head Start
- Adult Education
- Juvenile Justice
- Dormitory
- Charter School
- Tribal School
- New Construction School
- ESA School
- BIE
- ESA School District with no Schools

User-Entered Latitude
User-Entered Longitude
User-Entered Urban/Rural Status Urban

Community Eligibility Program (CEP)? No
Alternative Discount Method None
Does this organization have an endowment? No
Number of Full Time Students 2500
Total Number of Part-Time Students 0
Peak Number of Part-Time Students 0
Total Number of Students Eligible for National School Lunch Program (NSLP) 1800

Is this school part of a school district? No
NCES Private School ID

② Click on the "Discount Rate" link in the menu at the top



Independent Schools: Discount Errors

The discount rate for the independent school displays

NOTE:

Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.

Records / Applicant Entities

#10513 - Independent School 5

Summary Customer Service Modifications Additional Information **Discount Rate** Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2020

This discount rate has not been approved for the current year.

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
2500	1900	76%	Urban	90%	85%

Independent Schools: Discount Errors

Records / Applicant Entities

#10513 - Independent School 5

Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

▲ Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2019

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

This discount rate has not been approved for the current year.

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate

If you see an error message instead of the discount, there is an issue with the profile information for your school

Independent Schools: Discount Errors

③ Click on the "Summary" link

Records / Applicant Entities

#10513 - Independent School 5

Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

▲ Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2019

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

This discount rate has not been approved for the current year.

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate

Independent Schools: Discount Errors

Records / Applicant Entities
#10513 - Independent School 5

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Category Two Budget | Contracts | FCC Forms

Organization Details

Name	Independent School 5	Applicant Type	School
Entity Number	10513	Status	Active
FCC Registration Number	0123456789	Phone Number	111-222-3333

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Email	independent.school5.user1@
Mailing Address	100 Main Street Springfield, ME 04487	Website URL	

Account Administrator

Name Independent School 5 User 1

General Contact

Name Independent School 5 User 1

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Annexes
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request

④ Click on the “...” button and choose the “MANAGE ORGANIZATION” option

⑤ Fix any issues causing the discount not to calculate

Independent Schools: Discount Errors

⑥ Return to the “Discount Rate” section for the school and verify that the discount now displays

Records / Applicant Entities

#10513 - Independent School 5

Summary Customer Service Modifications Additional Information **Discount Rate** Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2020

This discount rate has not been approved for the current year.

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
2500	1900	76%	Urban	90%	85%

Independent Schools: Entering Category 2 Enrollment Data in the EPC Profile

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE ←
→ OPTIONAL SUBSEQUENT YEARS ←

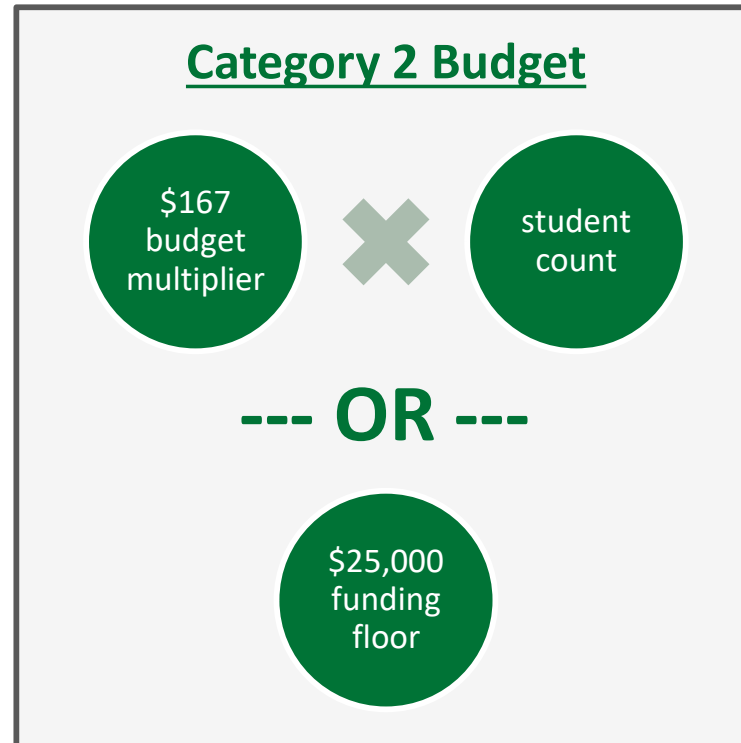
Note:

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.

What is my C2 Budget?

The C2 budget for independent schools is based on the total number of students


independent schools >>>



the C2 budget is the greater of these two calculations

Independent Schools: C2 Data

My Applicant Landing Page

 **Universal Service Administrative Co.**

Welcome, [Independent School 5!](#)

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

Pending Inquiries

Type:

Application/Request:

Funding Year:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
Independent School 5	10513	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for your school

Independent Schools: C2 Data

The summary page for your school will display

Records / Applicant Entities

#10513 - Independent School 5

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name	Independent School 5	Applicant Type	School
Entity Number	10513	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487 Penobscot	Phone Number	111-222-3333
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot	Email	independent.school5.user1@mailinator.com
		Website URL	

Account Administrator

Name	Independent School 5 User 1
-------------	-----------------------------

General Contact

Name	Independent School 5 User 1
-------------	-----------------------------

Independent Schools: C2 Data

② Scroll down the page to the “Category Two (C2) Budget Information” section to review the student count information currently in your profile

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.

Total Students for C2 Budget 2500

Independent Schools: C2 Data

③ To make changes to the student count information, return to the top of the page

Records / Applicant Entities

#10513 - Independent School 5

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) ...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name	Independent School 5	Applicant Type	School
Entity Number	10513	Status	Active
FCC Registration Number	0123456789		

Contact Information

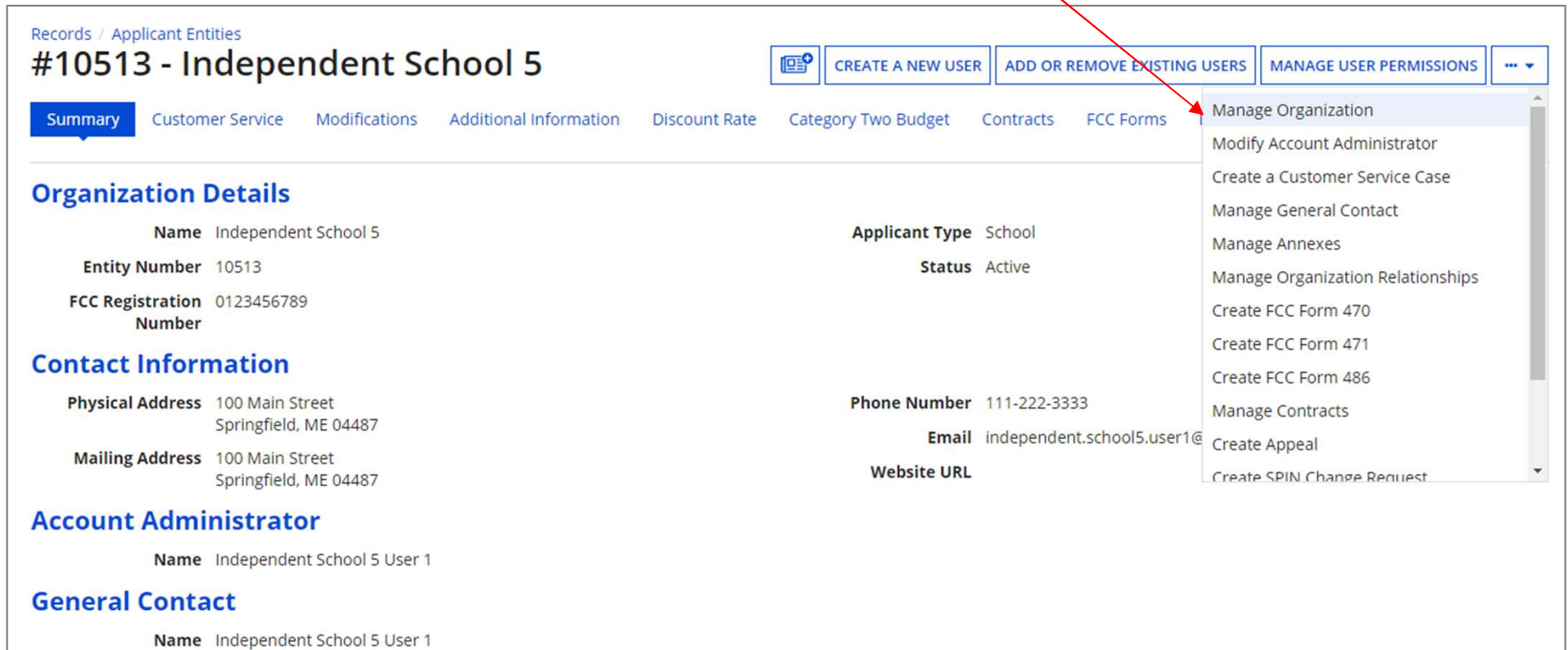
Physical Address	100 Main Street Springfield, ME 04487 Penobscot	Phone Number	111-222-3333
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot	Email	independent.school5.user1@mailinator.com
		Website URL	

Account Administrator

Name	Independent School 5 User 1
-------------	-----------------------------

Independent Schools: C2 Data

④ Click on the “...” button and choose the “Manage Organization” option from the menu



Records / Applicant Entities
#10513 - Independent School 5

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Category Two Budget | Contracts | FCC Forms

Organization Details

Name	Independent School 5	Applicant Type	School
Entity Number	10513	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	111-222-3333
Mailing Address	100 Main Street Springfield, ME 04487	Email	independent.school5.user1@
		Website URL	

Account Administrator

Name Independent School 5 User 1

General Contact

Name Independent School 5 User 1

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Annexes
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request

Independent Schools: C2 Data

An editable version of the summary page for your school will display

Records / Applicant Entities
#10513 - Independent School 5

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News **Related Actions**

Modify An Organization

Name * Independent School 5	Organization Type Applicant
Physical Address	
Address Line 1 * 100 Main Street	Zip Code * 04487
Address Line 2	Zip Code Extension
City * Springfield	Click the button below to get standard USPS address
State * ME	County * Penobscot

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

VERIFY MY ADDRESS

Independent Schools: C2 Data

⑤ Scroll down the page to the “Category Two (C2) Budget Information” section

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.

Total Students for C2 Budget *

FCC Registration Number [?](#)

Independent Schools: C2 Data

⑥ Enter the new number of students

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.

Total Students for C2 Budget *

FCC Registration Number

⑦ Then click on the "SUBMIT" button

Independent Schools: C2 Data

⑧ Enter a Modification Nickname to remind yourself what changes were made

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 *

CANCEL

SUBMIT

Independent Schools: C2 Data

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 *

C2 Budget Count Updates

CANCEL

SUBMIT

⑨ Then click on the "SUBMIT" button

Independent Schools: Requesting a Replacement C2 Budget

→ OPTIONAL ←

Note:

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers to increase your C2 budget.

You can choose to request a budget update in any or all funding years within the budget cycle.

Be aware that unless you specifically request a budget recalculation, the C2 budget student count for the school will remain fixed throughout the cycle.

Am I required to do this?

To simplify the C2 budget system, once you have validated your C2 enrollment data, your C2 budget is fixed until the end of the 5 year budget cycle (FY2021 – FY2025) unless you specifically request an updated replacement budget.

- If you have no need or desire to update your C2 budget or if this is your first year applying for C2 funding in the current budget cycle, then you do not need to do anything additional to your C2 enrollment number.
- If you want to adjust your C2 budget during the current budget cycle because student enrollment has increased, you will need to complete the steps outlined in the following pages to request a recalculation of your budget.

How do I do change my C2 budget?

Step 1: Update your C2 budget student enrollment

Note:

You may be able to update the C2 budget fields during the filing window, but plan on completing this step as part of the Administrative Window tasks.

Step 2: Then submit a request for a replacement budget based on that enrollment

Note:

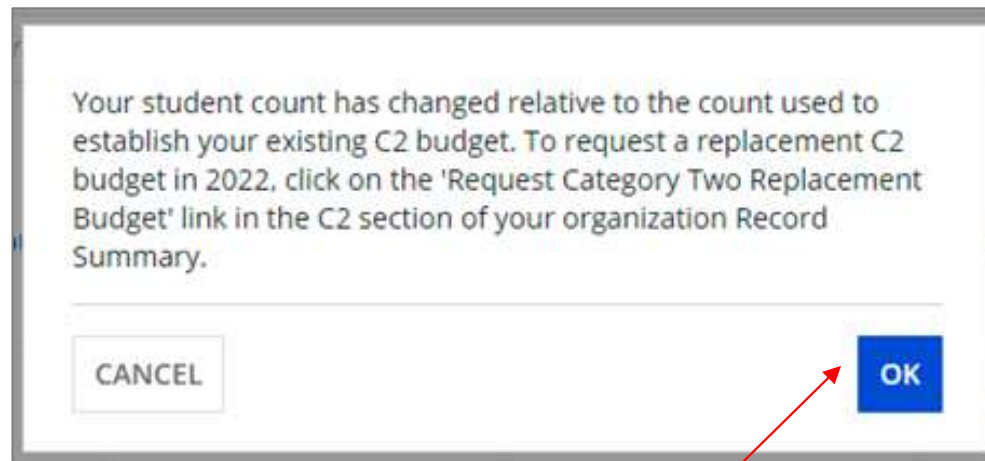
Only full-rights users can request replacement budgets. Partial-rights users can update organization details, but only users with full rights permissions will be able to update the C2 budget.

If you fail to submit the request during the Administrative Window, you can also do it via a Receipt Acknowledgment Letter (RAL) after you certify your Form 471, but it is far better to complete this process before the Administrative Window closes.

Independent Schools: Replacement C2 Budget

① Complete the steps outlined in the “Independent Schools: Entering Category 2 Enrollment Data in the EPC Profile” section of this guide to modify the C2 budget enrollment number entered in your profile.

Once you click on the “SUBMIT” button, you will see a message describing the next step. At this point you have updated the enrollment number but still need to request a replacement budget based on those numbers.



② Click on the “OK” button

Independent Schools: Replacement C2 Budget

③ Go to the school's summary page

(you may already be on this page depending on your last action)

How to get there:

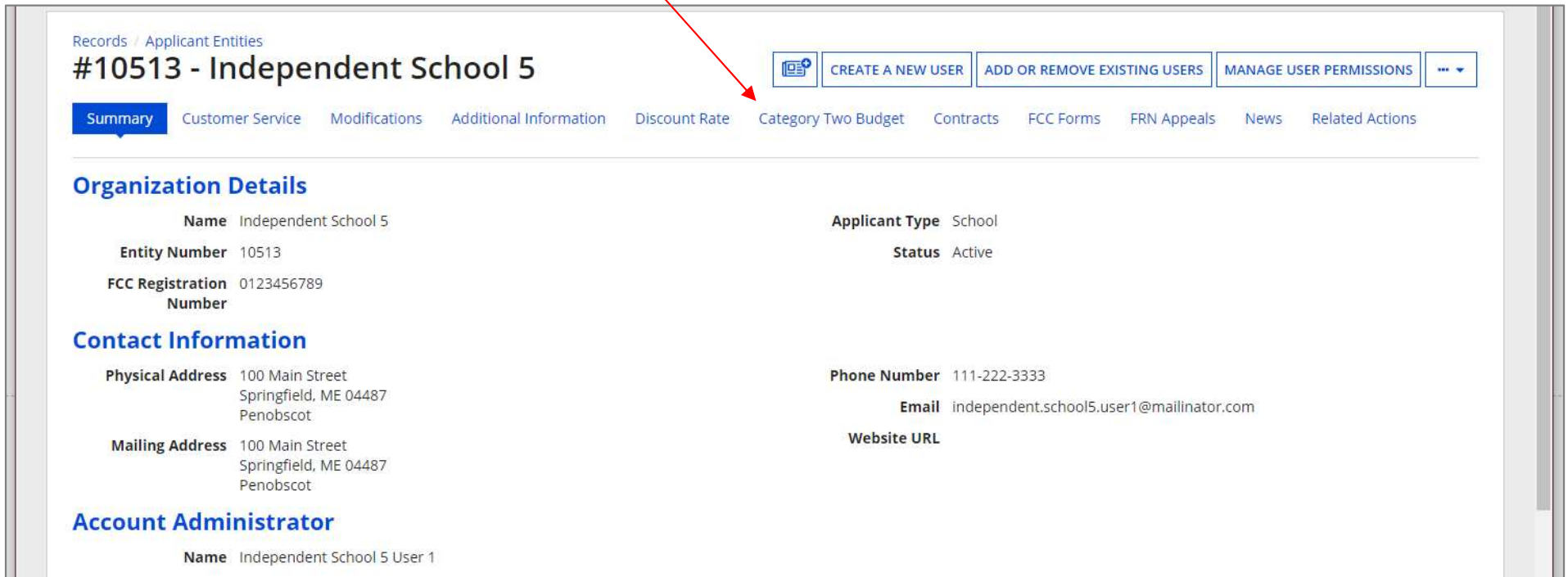
- 1) Click on the "News" link in the menu at the top of the page
- 2) Click on the USAC logo to go to your Landing Page
- 3) Click on the link for the independent school's name

The screenshot shows the 'Summary' page for 'Independent School 5' (Entity #10513). The page is titled 'Records / Applicant Entities' and includes a navigation menu with options like 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate', 'Category Two Budget', 'Contracts', 'FCC Forms', 'FRN Appeals', 'News', and 'Related Actions'. The 'Summary' tab is selected. The page is divided into three main sections: 'Organization Details', 'Contact Information', and 'Account Administrator'. 'Organization Details' lists Name, Entity Number, FCC Registration Number, Applicant Type, and Status. 'Contact Information' lists Physical and Mailing Addresses, Phone Number, and Email. 'Account Administrator' lists the Name of the user.

Section	Field	Value
Organization Details	Name	Independent School 5
	Entity Number	10513
	FCC Registration Number	0123456789
	Applicant Type	School
	Status	Active
Contact Information	Physical Address	100 Main Street Springfield, ME 04487 Penobscot
	Mailing Address	100 Main Street Springfield, ME 04487 Penobscot
	Phone Number	111-222-3333
	Email	independent.school5.user1@mailinator.com
	Website URL	
Account Administrator	Name	Independent School 5 User 1

Independent Schools: Replacement C2 Budget

④ Click on the “Category Two Budget” link



Records / Applicant Entities

#10513 - Independent School 5

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) ...

Organization Details

Name	Independent School 5	Applicant Type	School
Entity Number	10513	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487 Penobscot	Phone Number	111-222-3333
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot	Email	independent.school5.user1@mailinator.com
		Website URL	

Account Administrator

Name	Independent School 5 User 1
-------------	-----------------------------

Independent Schools: Replacement C2 Budget

Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

GET CATEGORY 2 BUDGET INFORMATION



⑤ Click on the “GET CATEGORY 2 BUDGET INFORMATION” button

Independent Schools: Replacement C2 Budget

Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

√ 2021 - 2025

√ 2021 - 2022 (Budgeted Entity)

> Show column definitions

Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
Preliminary	\$142,618.00	\$25,150.86	\$0.00	\$25,150.86	\$117,467.14	View Details

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](#).

⑥ Note the message indicating that you have made changes to the C2 enrollment count and then click on the “Request Replacement C2 Budget” link

Independent Schools: Replacement C2 Budget

- ⑦ Review the potential replacement budget that is based on the updated student counts that you have entered

Request Replacement Category Two Budget

#145 - School District 12345678901234567890

To request this replacement C2 budget, click 'Request Replacement Budget'. Otherwise, click 'Cancel'.

> Show Column Definitions

Budget Established in 2021

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
825	Preliminary	\$137,775.00	\$125,169.00	\$12,606.00

Replacement Budget, If Requested, for Funding Years 2022 to 2025

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
845	Forecast	\$141,115.00	\$125,169.00	\$15,946.00

- ⑧ If you wish to update your budget as projected, click on the “REQUEST REPLACEMENT BUDGET” button

Independent Schools: Replacement C2 Budget

If you wish to remove the request for a replacement budget, you can return to the “Request Replacement Category Two Budget” screen through the following path: BEN Summary Page >>> “Related Actions” link >>> “Request Replacement Category Two Budget” link

Request Replacement Category Two Budget

#132761 - SCHOOL DISTRICT DEMONSTRATION 111

To remove this replacement C2 budget, click 'Remove Replacement Budget'. Otherwise, click Cancel.

> Show Column Definitions

Budget Established in 2021

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
854	Preliminary	\$142,618.00	\$25,150.86	\$117,467.14

Replacement Budget, if Requested, for Funding Years 2024 to 2025

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
2387	Forecast	\$398,629.00	\$25,150.86	\$373,478.14

Click on the “REMOVE REPLACEMENT BUDGET” button to remove the previous replacement budget request

Note that this button will no longer be available after you certify your first C2 application for this funding year. Reach out to your PIA reviewer if you wish to remove the replacement budget you requested.

