



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

MEMORANDUM

DATE: February 23, 2017

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent *VK*
Division of Educator, Student, and School Supports

Kyle L. Guerrant, Deputy Superintendent *KG*
Division of Finance and Operations

SUBJECT: E-Rate Entity and National School Lunch Program Interim Deadline
Approaching

Administrative Window

Universal Service Administrative Company (USAC) has established a new deadline for applicants. The administrative window created this year allows applicants to review and update their entity profiles in the E-Rate Productivity Center (EPC). This **window closes on 11:59 p.m. EST on Sunday, February 26, 2017**. As of **February 27, 2017**, all entity profiles will be locked and no changes will be made until Program Integrity Assurance (PIA) review. The following are important for the administrative window:

- Although this period can and should be used for schools and districts to update student counts and National School Lunch Program (NSLP) Data, the most important is to ensure that entity lists are correct to reflect the proper recipients of service
- This is also the time to add new schools and non-instructional facilities, and/or delete closed facilities to ensure that entities can be correctly listed as recipients of service
- Libraries should make changes necessary to reflect updates in the number of branches or square footage

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NSLP and entity data can only be added or changed by individual schools but schools are not the only people this data affects. Consortium applications and libraries rely on that data. Please take time to review your school's information in EPC and make necessary updates.

Form 471 Window

The Form 471 application window for funding year (FY) 17 has been announced. It will open on **Monday, February 27, 2017 at noon EST** and closes on **Thursday, May 11, 2017 at 11:59 p.m. EST**. The Michigan Department of Education recommends that applicants wait two to four weeks after the Form 471 window opening to submit a Form 471.

FY 16 Delays

The E-rate process for FY 16 has been convoluted due to the implementation of a new online application system, EPC. Nationally, applicants have expressed continued frustration with the delay of funding request approvals impacting their local budgets. If you have yet to receive funding approval, the USAC recommends applicants do **not** cancel category two projects which would require refiling for FY 17. Cancellation creates additional effort and delays for both the applicant and USAC. Returning the funds for FY 16 via the Form 500 will substantially delay a FY 17 application, impacting any funds available in category two budgets for FY17.

The Michigan E-Rate Forum for the Week of February 6, 2017 (<http://22itrig.org/activities/e-rate/e-rate-weekly-newsletter/>) contains additional information on how to manage organizational relationships and update entity information. The Michigan Fall 2016 E-Rate NSLP Report for FY17 is published at www.michigan.gov/erate and www.michigan.gov/erateforlibraries. To receive E-rate updates, see <http://22itrig.org/activities/e-rate/subscribe-to-e-rate-forum-newsletter/>. Please email erate@michigan.gov with questions.

cc: Michigan Education Alliance