



E-rate Productivity Center (EPC)

GLOSSARY OF TERMS

RELEASE 1.2 JANUARY 2016

EPC Glossary of Terms R1.2

Term	Definition
Account Administrator	An EPC user who can manage users, permissions, and related entities for an organization such as a school, library, service provider, consortium, or consulting firm
Add or remove existing user	This process allows a user to add or remove an existing user to an organization, including adding a consultant as a user for an applicant entity
Annex	An annex is a classroom or facility that is part of a school or library which is geographically separate but maintained through the same entity and considered part of that entity by the state
Applicant Entity	A school or library, school district, library system, or consortium in the EPC system
Breadcrumbs	A list – usually presented horizontally at the top of a web page – that shows the user the path taken to arrive at the current page and how to return to a previous or higher-level page
Case	In EPC, a case is a customer service case, also known as an applicant question. If an applicant uses the Contact Us or Ask a Question features in EPC, a case will be created
Contact Us	The contact us button allows you to open a customer service case
Create FCC Form 470	This function allows you to create an FCC Form 470 for your entity
Create FCC Form 471	This function allows you to create an FCC Form 471 for your entity
Create FCC Form 498	This function allows you to create an FCC Form 498 for your entity
Create a Customer Service Case	This function allows you to submit a question about a form or topic, you can also submit a specific request and include an attachment
Create a New User	You can create a new user by adding phone, name, title and email information. The address for the user defaults to the address for the organization but you can modify it if necessary
E-rate Productivity Center (EPC)	EPC is the account and application management portal for the Schools and Libraries (E-rate) Program. Applicants, consultants, and service providers participating in the E-rate Program use this tool to manage program processes and to submit questions
[Form Buttons]	<p>Save and Continue - allows you to save your work thus far and continue to the next page of the form</p> <p>Discard Form - allows you to cancel the form</p> <p>Back - allows you to go back to the previous page of the form</p> <p>Add FRN - enter key information that describes your funding request</p> <p>Manage FRN Line Items – enter additional key information including cost describing your funding request</p> <p>Pricing Confidentiality – You are asked to identify any pricing confidentiality restrictions - Is there a statute, rule or other restriction which prohibits publication of the specific pricing information for this contract</p> <p>Category of Service:</p> <ul style="list-style-type: none"> Category 1 – Voice, Data Transmission and/or Internet Access Category 2 – Basic Maintenance of Internal Connections, Internal Connections, Managed Internal Broadband Services
Help	The help button links you to the EPC knowledge base center

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Term	Definition
Knowledge Base Center	This area provides help documents and user guides for EPC users
[Left Hand Side Navigation]	<p>Depending on the form or specific EPC screen you are in, you will see the following left hand side navigation functions as options:</p> <p>Summary - this item contains information about the form or action in EPC you are working on</p> <p>News – the news feed provides you with statuses, notifications and next steps</p> <p>Related Actions - this provides you an option or another function related to what you are working on</p> <p>Funding Requests – this provides you an option to view or edit the funding requests you created</p> <p>Connectivity Information – this screen shows you a list of your schools or libraries and the answers to the connectivity questions you provided in your profile</p> <p>Entity Information – a list of the entities that are part of your organization (BEN)</p> <p>Eligible Entities - school or library entities that can receive discounted service</p> <p>Generated Documents – documents associated with an FCC Form 470 or 471 including original and current versions of a form</p> <p>Additional Information - menu item to display related entities including consortium members, consulting firms, and other entities (e.g. schools, school district)</p> <p>Discount Rate – this screen shows information about student and NSLP counts or library information and provides you with your Category 1, Category 2 and Voice discount rates.</p> <p>Contracts – this shows you the contracts you have associated with your organization</p> <p>Consortia Organizations – a list of the organizations that are part of your consortium</p> <p>Consulting Firms - consulting firms that are related to your entity –your account administrator can add consultants to your organization if they are existing users in EPC</p> <p>Modifications – this provides a list of modifications you have made or are making to a specific form or action</p> <p>FCC Forms – program forms that you must complete and submit as required under program rules as part of the application process</p>
Manage Annexes	This function allows you to add or remove an annex for an individual school or library
Manage Connectivity Questions	A mechanism for schools, libraries, school districts, and library systems to answer required connectivity questions before filing an FCC Form 471
Manage Organizations	This function allows you to update information about an entity or a BEN
Manage Organization Relationships	This is a process to relate an organization to your organization
Manage General Contact	This function allows you to designate the general contact for your entity – this information is required if you will be filing an FCC Form 498
Manage Users	This action allows you to create, modify, add or remove users to your organization and assign them user permissions. (Examples include

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Term	Definition
	Modify Account Administrator and Manage General Contact)
Manage User Permissions	This process allows you to assign appropriate user permissions (rights) to each user in your organization.
Modify Account Administrator	This process allows you to transfer the account administrator function to another individual
My Landing Page	My landing page provides you with a specific list of your entities, FCC Forms, customer service cases and tasks assigned to you. It also includes several links to important information including reports, forms and USAC's website to locate additional information
Organization	An entity in EPC, such as a school, library, school district, library system, consortium, service provider, or consulting firm, that has users and participates in the E-rate Program
Rights (permissions)	<p>Access granted by the account administrator so users can view, create, and certify FCC Forms and edit organization information. There are three general types of rights, which can be general for all forms and actions or specifically assigned at a program form level :</p> <p>Full rights – A user with full rights can file and certify program forms and update organization information</p> <p>Partial rights – A user with full rights can file but not certify program forms and update organization information</p> <p>View-only rights – A user with view-only rights can view program forms and organization information but cannot change or modify anything</p>
[Tabs/Main Menu Items]	<p>There are five tabs at the top of each screen in EPC. Their names and functions are as follows:</p> <p>News – Organization users can post news items under the News tab. USAC also uses this tab to push out notifications, including letters that were formerly printed and mailed, application review questions, and other notifications.</p> <p>Tasks – These are actions that someone in the organization must take, such as completing a form, certifying a form, responding to a customer service case or answering application review questions.</p> <p>Records – Records are lists of organizations and documents in the system. You can use records to search for applicants, service providers, consultants, and certified program forms.</p> <p>Reports – Reports currently only show the landing page, but will eventually include reports of interest to the users in an organization.</p> <p>Actions – Actions are general actions a user can initiate, such as opening a customer service case and searching for certified forms.</p>
Upload Entity Profile Data	This function allows a school district to upload certain profile information for its child schools in bulk
User Profile	A user profile is a customizable collection of information in EPC specific to a user and includes contact information and the user's primary organization.

The following Glossary contains a list of common terms that relate to the eligibility of products and services that applicants may request in the E-rate program. This Glossary should NOT be used by applicants to determine the eligibility of a service or product or to determine the E-rate category of service for a particular service or product. Instead, applicants must refer to the Eligible Services List (ESL) for a particular funding year to determine eligibility for services and products for E-rate support for that funding year. Products and services that are not listed in the ESL are presumed to be ineligible.

800 SERVICE

800 Service provides toll calling that is paid by the called party rather than the calling party. The name comes from the original Area Code used for all toll-free numbers. Current and future “800 Service” area codes use the convention 8NN, when N is a specific digit, for example 888, 877, and 866.

ANTENNAS

An antenna is a device for transmitting and/or receiving radio frequency signals.

ASYNCHRONOUS TRANSFER MODE (ATM)

ATM is a high-speed Digital Transmission Service that can provide bandwidth of 622 Megabits per second or higher.

BROADBAND OVER POWER LINES (BPL)

Broadband over Power Lines (BPL) is a carrier current system installed and operated on an electric utility service

as an unintentional radiator that sends radio frequency energy on frequencies between 1.705 MHz and 80 MHz over medium voltage lines or low voltage lines to provide broadband communications. It is also located on the supply side of the utility service’s points of interconnection with customer premises.

CABLE MODEM

A cable modem is a modem designed for use on a TV coaxial cable circuit and provides a high-speed data path. It can provide high-speed access to the Internet over a coaxial cable circuit.

CABLING

Cabling refers to the wires or groups of wires capable of carrying voice, video, or data transmissions. Cabling provides electrical (or, in the case of fiber optics, lightwave) connectivity between points.

CACHING SERVICES/EQUIPMENT

A method that stores recently accessed information locally so that the information is accessible more quickly than if transmitted across a network from a distance.

CELLULAR SERVICE

Cellular service uses radio transmissions to provide a wireless telephone service.

CENTREX

Centrex is a business telephone service that consists of a wide variety of features, such as, call forwarding and call transfer, provided by central office software.

CONNECTORS

Connectors are devices that connect wires or fibers.

DIGITAL SUBSCRIBER LINE (DSL)

Digital Subscriber Line (DSL) is a technology that provides high-speed connections over telephone lines. Different types of DSL service are available, using descriptions such as ADSL, HDSL, and SDSL. The DSL family of technologies sometimes goes by the general name xDSL.

DS-1

DS-1 is a type of Data Transmission Service, and stands for “Digital Signal, level 1.” It operates at a bandwidth of 1.544 megabits per second. Other DS levels—DS-2, DS-3, and DS-4—operate at higher bandwidths.

ETHERNET

Ethernet is a type of Data Transmission Service. Traditionally, Ethernet operates at a bandwidth commonly known as 10Base-T which is equivalent to 10 megabits per second (Mbps). 100Base-T at 100 Mbps and Gigabit (1,000Mbps) are also available.

FIBER OPTICS OR FIBER SERVICE

Fiber Optics is a technology that uses light to transport information over thin strands of glass (called fiber optic cable) and can provide a Data Transmission Service.

FIREWALL OR FIREWALL SERVICE

A firewall is a hardware and software combination that sits at the boundary between an organization’s network and the outside world, and protects the network against unauthorized access or intrusions.

FRAME RELAY

Frame relay is a type of Data Transmission Service. Frame relay networks in the United States support data transfer rates at T-1 (1.544 Mbps) and T-3 (45 Mbps) speeds.

INTEGRATED SERVICES DIGITAL NETWORK (ISDN)

ISDN is a type of Data Transmission Service that uses traditional phone lines to transmit digital voice and data over telephone lines. There are two types of service. Basic Rate Interface (BRI) provides a total bandwidth of 144 kilobits per second. Primary Rate Interface (PRI) provides a total bandwidth of 1.544 megabits per second.

INTERCONNECTED VOICE OVER INTERNET PROTOCOL (VOIP)

Interconnected VoIP is defined as a service that (1) enables real-time, two-way voice communications; (2) requires a broadband connection from the user's location; (3) requires Internet protocol-compatible customer premises equipment (CPE); and (4) permits users generally to receive calls that originate on the public switched telephone network and to terminate calls to the public switched telephone network.

INTERNET ACCESS

The definition of Internet access comes from section 54.5 of the FCC's rules which states that Internet access includes the following elements: (1) The transmission of information as common carriage; (2) The transmission of information as part of a gateway to an information service, when that transmission does not involve the generation or alteration of the content of information, but may include data transmission, address translation, protocol conversion, billing management, introductory information content, and navigational systems that enable users to access information services, and that do not

affect the presentation of such information to users; and (3) Electronic mail services (e-mail).

LEASED DARK FIBER

Dark fiber refers to fiber optic cable for which the service provider has not provided modulating electronics, and that is not being used to transmit data. Leased dark fiber is a type of fiber service in which the applicant leases a portion of a provider-owned and maintained fiber network, and separately pays to have that fiber lit in order to transmit information over that fiber. For the purposes of the E-rate program, the term "leased dark fiber" includes indefeasible rights of use.

LEASED LIT FIBER

Lit fiber refers to fiber optic cable for which the service provider provides modulating electronics to light the fiber. Leased lit fiber is a fiber-based broadband service where the service provider owns and manages the network, and the E-rate applicant pays a recurring fee to have data transported over the network.

LOCAL AREA NETWORK (LAN)

A LAN is a short distance data communications network used to link together computers and peripheral devices under some form of standard control. The LAN is most often connected by cabling or wireless links within the same building.

LOCAL PHONE SERVICE

Local phone service is a service provided by a local exchange carrier (LEC). Phone lines from homes and businesses terminate at a central office of a LEC, which in turn connects to other local exchanges and to carriers for long distance service.

LONG DISTANCE TELEPHONE SERVICE

Long distance telephone service is provided by interexchange carriers and

provides telephone service outside of a local calling area.

MANAGED INTERNAL BROADBAND SERVICES (MIBS)

MIBS are services provided by a third party for the operation, management, and monitoring of eligible broadband internal connections components.

MICROWAVE

Microwave is a wireless technology used for point-to-point communications systems.

OC-1

OC-1 stands for "optical carrier 1," which is a Data Transmission Service that operates at 51.84 Megabits per second. Multiples of this bandwidth are also available, such as, OC-3 and OC-12.

POTS

POTS stands for "Plain Old Telephone Service" and provides local telephone dial-tone service.

RACKS

A rack is a metal supporting framework for mounting cables, equipment, and/or wires.

RADIO LOOP

Radio Loop is provided by a local exchange telecommunications carrier and is also called Basic Exchange Telecommunications Radio Service (BETRS). BETRS is used by local telephone companies to provide dial tone to subscribers in certain circumstances, such as when it is either not technically possible or not cost-effective to provide the service by conventional means.

ROUTER

Routers are switching devices that can act as an interface between two networks and connect different segments, such as departments or floors in a building. Functionally,

routers select the routing path for traffic.

SATELLITE SERVICE

Satellite service provides communication between points on Earth by using an orbiting satellite as a communications relay point.

SELF PROVISIONED NETWORK

Complete applicant ownership of a high-speed broadband network. The applicant hires a vendor to construct the network or a portion of the network, and thereafter owns and maintains that network or portion.

SHARED TELEPHONE SERVICE

Shared telephone service involves the sharing of a single service between two or more entities. As an example, a telephone line may be shared between a parochial school and the church administrative offices. Only the portion of the shared services relating to the eligible use and location may receive discounts.

SHIPPING CHARGES

Shipping Charges are the charges associated with the delivery of products from their point of origin to the customer premises.

SWITCH

A switch is a mechanical or electronic device that completes or breaks an electrical path or that selects the paths for communication. More specifically, network switches provide capability similar to a network hub but provide a dedicated bandwidth at each network port, rather than shared bandwidth among all ports.

SWITCHED MULTIMEGABIT DATA SERVICE (SMDS)

Switched Multimegabit Data Service (SMDS) is a type of Data Transmission Service offered by telephone companies that operates at speeds of

1.544 Megabits per second to 45 Megabits per second or even more.

T-1

T-1, which stands for Trunk Level 1, is a Data Transmission Service that operates at 1.544 Megabits per second. Greater speeds are available from other Trunk Levels, such as T-2 (6.312 Mbps) or T-3 (44.736 Mbps). Slower speeds are known as Fractional T-1.

UNINTERRUPTIBLE POWER SUPPLY (UPS) / BATTERY BACKUP

UPS, also called a battery backup, is a device that provides backup electric energy to a piece of equipment in the event of a power failure.

WIDE AREA NETWORKS (WANS)

A WAN is a voice, data, and/or video network that provides connections from within an eligible school or library to other locations beyond the school or library.

WIRELESS ACCESS POINT

A Wireless Access Point is used to distribute a wireless signal to allow devices to connect to a network and/or access the Internet within a wireless LAN.

WIRELESS CONTROLLER SYSTEM

A Wireless Controller System is used in conjunction with access points to create a wireless local area network.

WIRELESS LOCAL AREA NETWORK (LAN)

A Wireless Local Area Network provides the functionality of a local area network using wireless components rather than cabling.

Schools and Libraries (E-Rate) Program

Frequently Used Terms



E-RATE PROGRAM

The common term used in place of the Schools and Libraries Program. The E-rate Program provides discounts to schools and libraries for eligible products and services.

FUNDING YEAR (FY)

The funding year is a time during which program support is being provided. The FY begins July 1 and ends June 30 of the following calendar year.

NEWS BRIEF

A weekly newsletter that provides up-to-date program information, including important dates, tips regarding the application process, and other breaking news.

SCHOOLS AND LIBRARIES PROGRAM (SL)

One of the four universal service programs administered by USAC.

UNIVERSAL SERVICE

Universal service is the principle that all Americans should have access to communications services. Universal service is also the name of a fund and the category of FCC programs and policies to implement this principle.

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY (USAC)

An independent, not-for-profit corporation created by the FCC in 1997 to administer the four universal service programs which help provide communities across the country with access to affordable telecommunications services.

UNIVERSAL SERVICE FUND (USF)

Money collected from telecommunications companies and dedicated to fulfilling the goals of universal service. Under the authority of the 1996 Telecom Act, the FCC created the USF as well as the Universal Service Administrative

Company (USAC), the organization charged with administering universal service. Companies make contributions to universal service based on revenues from providing international and interstate telecommunications services.

TOOLS AND SYSTEMS

DATA RETRIEVAL TOOL (DRT)

A web-based USAC tool used to access information related to applications, funding commitments, and disbursements.

E-CERTIFICATION (E-CERT)

Process that allows applicants to certify and submit forms online, eliminating the need for a paper form with an original signature.

E-FILE

USAC's online forms submission tool for service providers, available at <https://forms.universalservice.org>.

E-RATE PRODUCTIVITY CENTER (EPC)

EPC is the account and application management portal for the Schools and Libraries (E-rate) Program. Applicants, consultants, and service providers participating in the E-rate Program use this tool to manage program processes and to submit questions.

FEDERAL ACTS, ORDERS, AND NOTICES

CHILDREN'S INTERNET PROTECTION ACT (CIPA)

A law that mandates certain internet safety policy and filtering requirements for recipients of E-rate Program discounts for services other than telecommunications services.

E-RATE MODERNIZATION ORDER

The FCC Report and Order that modernized the E-rate Program and

focused on high-speed broadband connectivity to schools and libraries (FCC 14-99).

LOWEST CORRESPONDING PRICE (LCP)

The lowest price that a service provider charges to non-residential customers who are similarly situated to a particular E-rate Program applicant (school, library, or consortium) for similar services.

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

The LSTA, 20 U.S.C. Section 9121 et seq., (1996) provides the statutory definition of a library.

NO CHILD LEFT BEHIND ACT

The No Child Left Behind Act, 20 U.S.C. Section 7801 et seq., provides the statutory definition of elementary and secondary schools.

NOTICE OF PROPOSED RULE MAKING (NPRM)

An announcement issued by the FCC to detail proposed changes to FCC rules and policies and seek public comment on the changes.

PUBLIC NOTICE (PN)

A notice issued by the FCC to notify the public of an action taken, a change made, or an upcoming event.

ROLES WITHIN AND AROUND THE PROGRAM

498 COMPANY OFFICER

The officer of a service provider company who is authorized to certify that data set forth in the FCC Form 498 is true, accurate, and complete. The 498 Company Officer would typically be president, vice president of operations, vice president of finance, comptroller, treasurer, or a comparable position.

499 COMPANY OFFICER

A person who occupies a position specified in the corporate by-laws (or partnership agreement), and would typically be president, vice president for operations, vice president for finance, comptroller, treasurer, or a comparable position.

ACCOUNT ADMINISTRATOR

An EPC user who can manage users, permissions, and related entities for an organization such as a school, library, service provider, or consulting firm.

ADMINISTRATIVE AUTHORITY

The relevant authority with responsibility for administration of the eligible school or library who must certify the status of the entity's compliance with the Children's Internet Protection Act (CIPA) in order to receive universal service support.

APPLICANT

The entity applying for universal service support. In the Schools and Libraries Program the entity is a school, library, consortium, or other eligible entity that files program forms.

BILLED ENTITY

The entity that receives the bill and pays for the supported service. A Billed Entity may be different from the physical location being supported.

BOARD OF DIRECTORS

USAC Board of Directors

CLIENT SERVICE BUREAU (CSB)

A helpline available to assist applicants and service providers. You can call CSB toll free at (888) 203-8100.

COMMISSION

The short name for the Federal Communications Commission (FCC). See "FCC."

COMMON CARRIER

An organization recognized by a regulatory authority (such as a state public utility commission) to provide telecommunications services to all requesting parties, or an organization that holds itself out to provide such services generally to the public for a fee.

CONSORTIUM

A consortium (plural consortia) is a group of entities that apply together for funding.

CONSULTANT

A company or individual (non-employee of the entity) selected to perform certain activities related to the application process on behalf of the applicant or service provider for a fee. A Letter of Agency (LOA) or consultant agreement must be in place before the consultant undertakes these activities.

CONTRIBUTOR

A company that, based on the revenue reported on the FCC Forms 499-A/Q, is required to pay contributions directly to the Universal Service Fund.

DELEGATED USERS

The employee(s) of a service provider company authorized to enter and modify company information on FCC Forms 498 and 499 through the E-File application.

EDUCATIONAL SERVICE AGENCY (ESA)

A regional public multi-service agency authorized by state statute to develop, manage, and provide services or programs to its component school districts. In some states, ESAs are called Educational Service Units (ESUs), Local Educational Agencies (LEAs), Board of Cooperative Educational Services (BOCES), or other similar designations.

ELIGIBLE ENTITY

An entity that meets the requirements for eligibility to participate in the program.

FCC FORM 498 COMPANY OFFICER

See "498 Company Officer."

FCC FORM 498 DELEGATED USERS

See "Delegated Users."

FCC FORM 498 GENERAL CONTACT

See "General Contact."

FEDERAL COMMUNICATIONS COMMISSION (FCC)

The U.S. government agency that regulates interstate and international communications and oversees the Universal Service Fund.

GENERAL ACCOUNTING OFFICE (GAO)

An agency that studies and reports on the programs and expenditures of the federal government. It studies how the federal government spends taxpayer dollars, evaluates federal programs, audits expenditures and issues legal opinions.

GENERAL CONTACT

The employee of a service provider company who filled out the FCC Form 498.

GENERAL FINANCIAL CONTACT

A person who is authorized by the applicant to retrieve the FCC Form 498 information and obtain access to EPC. They are able to complete but not certify updates to the FCC Form 498.

HEAD START

A comprehensive child development program that serves preschool-age children and their families. Head Start facilities in some states are eligible for E-rate Program funding.

INTERNET SERVICE PROVIDER (ISP)

A company that provides internet access service (also referred to as a service provider).

OFFICE OF MANAGEMENT AND BUDGET (OMB)

Part of the Executive Office of the President, Office of Management and Budget (OMB) reviews and approves FCC forms that are used by universal service contributors and universal service program participants, contributors and service providers.

PREPARER

The employee of company that filed an FCC Form 499-A/Q.

SCHOOL OR LIBRARY OFFICIAL

A person who occupies a position of authority for the applicant (typically a superintendent, assistant superintendent, principal, assistant principal, library director, assistant library director, county administrator, district administrator, or state education department or state library lead). Must be authorized to certify that the information provided in the FCC Form 498 is true, accurate, and complete. This role cannot be assigned to a consultant.

SERVICE PROVIDER

A company that participates in the Schools and Libraries Program and provides telecommunications or internet services, equipment, hardware, or software.

TELECOMMUNICATIONS CARRIER

Common carrier, as defined by the FCC, is an entity that provides telecommunications service including interexchange carriers, wireless carriers, and competitive local exchange carriers (also referred to as service providers).

TERMS TO KNOW BEFORE APPLYING**BILLED ENTITY NUMBER (BEN)**

A unique number assigned by USAC to each billed entity (school, library, or consortium) that pays for services.

CONSULTANT REGISTRATION NUMBER (CRN)

A unique eight-digit identification number assigned by USAC to consultants.

CORES ID

A 10-digit number that the FCC assigns to a business or individual that registers with the FCC. It is associated with an entity's Taxpayer Identification Number (TIN) and is required before filing FCC Forms 499-A/Q.

FCC REGISTRATION NUMBER (FCC RN)

See "CORES ID."

FSCS CODE

An identifying code for public libraries issued by the Federal-State Cooperative System (FSCS), a cooperative program between the federal government and the states. FSCS data on public libraries is received from The Institute of Museum and Library Services (IMLS).

FUNDING REQUEST NUMBER (FRN)

A unique number that USAC assigns to each funding request in an FCC Form 471.

LETTER OF AGENCY (LOA)

A Letter of Agency (LOA) authorizes a consortium leader to apply for program support on behalf of each consortium member or a consultant to conduct specified activities on behalf of an applicant or service provider.

NCES CODE

An identification code for public schools issued by the National Center for Education Statistics (NCES), the primary federal entity for collecting and analyzing data related to education. Private schools may also request NCES codes.

NON-INSTRUCTIONAL FACILITY (NIF)

A school building without classrooms or a library building without public areas. Examples of school NIFs include administrative buildings, bus barns, and cafeteria facilities. Examples of library NIFs include administrative buildings, bookmobile garages, and interlibrary loan facilities.

PERSONAL IDENTIFICATION NUMBER (PIN)

A code assigned to a specific authorized person at a specific billed entity to allow online form certification (see e-certification).

SERVICE PROVIDER IDENTIFICATION NUMBER (SPIN)

A unique number that USAC assigns to each service provider once that service provider has submitted the FCC Form 498 to USAC.

SPIN – SERVICE PROVIDER 498 ID

See "FCC Form 498" or "Service Provider Identification Number."

STUDY AREA CODE (SAC)

A unique number that USAC assigns to eligible telecommunications carriers (ETCs) that uniquely identifies that company based on its service area. Companies must have at least one SAC per state in which they operate, but can have more than one SAC within a state if they have more than one service area.

ELIGIBLE SERVICES**BASIC MAINTENANCE OF INTERNAL CONNECTIONS (BMIC)**

A Category Two service type on the Eligible Services List. Basic Maintenance of Internal Connections services cover the repair and upkeep of eligible products.

BUNDLED SERVICES COST ALLOCATION

Beginning with FY2015, E-rate Program recipients must cost allocate non-ancillary ineligible components that are bundled with eligible products or services, such as handsets included with telephone service or netbooks bundled with internet access, including those components that previously would have fallen within the scope of components not requiring cost allocation as described in the 2010 Clarification Order.

CATEGORY ONE SERVICES

Services used to connect broadband or internet to eligible locations, or services that provide the basic conduit access to the internet. Data Transmission Services and Internet Access, and Voice Services are Category One services.

CATEGORY TWO SERVICES

Internal connections services needed to enable high-speed broadband connectivity and broadband internal connections components. Category Two includes local area networks/ wireless local area networks (LAN/ WLAN), internal connections components, basic maintenance of internal connections components, and managed internal broadband services.

DATA TRANSMISSION SERVICES AND INTERNET ACCESS

A Category One service type on the Eligible Services List. Includes broadband connectivity and basic conduit access to the internet. This does not include charges for content, equipment purchases, or other services beyond basic conduit access to the internet. This service type also covers lit or dark fiber and, in special circumstances, self-provisioning of dark fiber.

DEMARCATION OR DEMARC

A demarcation refers to the point where a service provider's network ends and where an applicant's local area network (LAN) begins.

DIRECT CONNECTIONS

Direct connections allow rural schools and libraries to share access to high-speed broadband services.

DISTRICT-WIDE DISCOUNT RATES

Starting with FY2015, all funding requests for any school or combination of schools within a school district qualify for a single school-district-wide discount rate.

ELIGIBLE SERVICES

Products and services that are eligible for universal service support.

ELIGIBLE SERVICES LIST (ESL)

An FCC-released annual list of the products and services approved for funding by the FCC under the Schools and Libraries Program.

INTERNAL CONNECTIONS

A Category Two service type on the Eligible Services List.

Internal Connections services are eligible products, such as routers, switches, hubs, and wiring. Eligible products are located at the applicant site and must be considered a necessity to transport information to classrooms or publicly accessible areas of a library.

LOCAL AREA NETWORK (LAN)

A voice, data, and/or video network that provide connections generally within an eligible school or library to other locations within the school or library.

MANAGED INTERNAL BROADBAND SERVICES (MIBS)

A category of service on the Eligible Services List. Services provided by a third party for the operation, management, and monitoring of internal connections components. E-rate support is limited to eligible expenses or portions of expenses that directly support and are necessary for the broadband connectivity within schools and libraries.

MANAGED WI-FI

See "Managed Internal Broadband Services (MIBS)"

VOICE OVER INTERNET PROTOCOL (VOIP)

A technology that allows users to make phone calls using the same line as an internet connection

VOICE SERVICES

A Category One service type on the Eligible Services List. Telephone services, such as Centrex, local and long distance, POTS, wireless telephone service, VoIP, etc. are voice services. Starting with FY2015, support for voice services will be reduced by 20 percentage points a year until support ends in FY2019.

WIDE AREA NETWORK (WAN)

A voice, data, and/or video network that provides connections from within an eligible school or library to other locations beyond the school or library.

DISCOUNTS

ALTERNATIVE DISCOUNT MECHANISMS

Schools that choose not to use the National School Lunch Program (NSLP) participation numbers to calculate their E-rate Program discounts may use certain federally-approved alternative mechanisms instead. These alternative discount mechanisms cannot be less stringent than the same measure of poverty established for the NSLP.

CATEGORY TWO BUDGET

Starting with FY2015, applicants applying for Category Two services will be limited to a five year pre-discount budget for those services.

COMMUNITY ELIGIBILITY OPTION (CEO)

See "Community Eligibility Provision (CEP)."

COMMUNITY ELIGIBILITY PROVISION (CEP)

An alternative provision to the normal requirements for annual determinations of eligibility for free and reduced price meals under the National School Lunch Program. Schools must have at least 40 percent of their students directly certified to qualify for CEP.

DISCOUNT CALCULATIONS

Discounts in the program can be found in the discount matrix, by using the percentage of students eligible for the National School Lunch Program or an equivalent measure of poverty and the rural or urban status of the school district or library system.

NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

This federal program provides school lunches to eligible students at a free or reduced rate.

NON-DISCOUNT PORTION

The non-discount portion (also called non-discount share) is the applicant's share of the cost of the eligible E-rate Program products and services, i.e., the cost to be paid by the applicant after the E-rate Program discount is applied.

URBAN/ RURAL STATUS

Every school or library in the United States is located in either a rural or an urban area, based on U.S. Census data.

PROGRAM FORMS AND CORRESPONDING LETTERS

BEAR – FCC FORM 472

See "FCC Form 472"

BEAR NOTIFICATION LETTER

A BEAR (FCC Form 472) Notification Letter is sent to the service provider and the applicant after a BEAR form has been processed by USAC.

FCC FORM 470

The Description of Services Requested and Certification Form is an FCC form that schools and libraries complete to request services and establish eligibility.

FCC FORM 471

The Services Ordered and Certification Form is an FCC form that schools and libraries use to report services ordered and discounts requested for those services.

FCC FORM 472 (BEAR)

The Billed Entity Applicant Reimbursement Form is an FCC form that schools and libraries submit to USAC after paying for services in full, to request reimbursement for the discount on those services.

FCC FORM 473 (SPAC)

The Service Provider Annual Certification Form is an FCC form that service providers file annually to certify that they will comply with program rules and guidelines. This must be filed before USAC will pay invoices.

FCC FORM 474 (SPI) The Service Provider Invoice Form is an FCC form

that service providers submit to request reimbursement for discounted eligible services already provided to the schools or libraries on their customer bills.

FCC FORM 479

The Certification by Administrative Authority to Billed Entity of Compliance with the Children's Internet Protection Act Form is an FCC form that consortium members (the administrative authority for CIPA purposes) submit to their consortium leader to certify that they are in compliance with the Children's Internet Protection Act. After all FCC Forms 479 are collected, the consortium leader can accurately complete the FCC Form 486.

FCC FORM 486

The Receipt of Service Confirmation and Children's Internet Protection Act Certification Form is an FCC form that schools and libraries file to inform USAC that services have begun, and of their CIPA compliance.

FCC FORM 486 NOTIFICATION LETTER

This letter is issued by both the applicant and service provider to indicate that an FCC Form 486 has been successfully processed.

FCC FORM 498

The Service Provider and Billed Entity Identification Number and General Contact Information Form issued to collect contact, remittance, and payment information from service providers and applicants receiving universal service support. Service providers must fill out this form to participate in any of the universal service programs. As of July 1, 2016, applicants who choose the Billed Entity Applicant Reimbursement (BEAR) payment method will need to file this form to receive an ID number (498 ID) for reimbursement payments.

FCC FORM 500

The Funding Commitment Adjustment Request Form is filed by schools and libraries to notify USAC of reductions

to or cancellations of approved FRNs and/or changes to reported Service Start Dates or Contract Expiration Dates, to request a service delivery extension for non-recurring services, or to notify USAC of an allowable equipment transfer.

RECEIPT ACKNOWLEDGMENT LETTER (RAL)

A RAL is issued by USAC to both the applicant and service provider to indicate that a filed FCC Form 471 has been certified before the close of the filing window.

SPAC – FCC FORM 473

See "FCC Form 473"

SPI – FCC FORM 474

See "FCC Form 474"

APPLICATION PREPARATION AND REVIEW

28-DAY WAITING PERIOD

The minimum time period an applicant is required to wait after posting the FCC Form 470 before entering into any contract with a service provider.

ALLOWABLE CONTRACT DATE (ACD)

The Allowable Vendor Selection/Contract Date is the earliest date on which an applicant can sign a contract for contracted services or enter into an arrangement for tariffed (T) or month-to-month (MTM) services with a service provider.

BID

A response from a service provider (bidder) to a request for services.

COMPETITIVE BIDDING PROCESS

The process conducted by an applicant to select a service provider and order products and/or services. This process must be a fair and open competitive procurement.

CONTRACT AWARD DATE (CAD)

The date the contract is awarded to the service provider.

CONTRACT EXPIRATION DATE (CED)

The date the contract between the applicant and service provider ends.

CORRECTIVE SPIN CHANGE

A change to the SPIN featured on one or more FRNs that corrects a data entry error, reflects a merger or acquisition, or fixes some other type of error. It is not the result of a change to the actual service provider.

EVALUATION

A mechanism for assessing and choosing a service provider from incoming bids. Note that the price of the eligible products and services must be included as a factor in the evaluation and that factor must be weighted more heavily than any other single factor.

FCC FORM 471 FILING WINDOW

The period generally between mid-January and mid-March (prior to the start of the funding year) when forms filed are treated as having been received on the same day and are considered for funding before any other forms filed after the window closes.

FUNDING COMMITMENT DECISION LETTER (FCDL)

A letter that contains USAC's funding decisions on an applicant's funding requests.

LEGALLY BINDING AGREEMENT

A written offer from a service provider and acceptance from the applicant that includes all the material terms and conditions and is legally binding.

MINI-BID

An evaluation process used by applicants when a state files an FCC Form 470 and signs state master contracts with more than one service provider. The applicant must evaluate all eligible state master contracts and demonstrate why the service provider it chooses is the most cost-effective solution.

MINISTERIAL AND CLERICAL ERRORS

Sometimes known as M&C errors,

these are errors applicants make on FCC Forms 470 or 471 that can be corrected after the forms are certified.

PRICING TRANSPARENCY

Provides greater visibility into pricing and technology choices by applicants. Information and pricing regarding the specific services and equipment purchased by schools and libraries shall be publicly available on USAC's website.

PROGRAM INTEGRITY ASSURANCE (PIA)

The compliance review process of FCC Forms 471 that must be completed before funding commitments are made by USAC.

REQUEST FOR PROPOSAL (RFP)

A form of solicitation for products or services that provides detailed information regarding those products or services and any additional details necessary for potential bidders to respond. Program applicants may issue RFPs in addition to filing the FCC Form 470.

SELECTIVE REVIEW

A separate component of the Program Integrity Assurance (PIA) review process that follows up on certifications that applicants make on their FCC Forms 471 about the competitive bidding process and the necessary resources to make effective use of requested services.

SELECTIVE REVIEW INFORMATION REQUEST (SRIR)

The request for information sent to applicants when they have been chosen for Selective Review.

SERVICE END DATE

The date that services will end for an FRN. USAC may adjust this date if a program violation is identified or a deadline is missed.

SERVICE START DATE

The date that services will start for an FRN. USAC may adjust this date if a program violation is identified or a deadline is missed.

STATE MASTER CONTRACT (SMC)

A contract that is competitively bid and implemented by a state government which can be used by eligible entities within the state to procure products or services, or both.

STATE REPLACEMENT CONTRACT

A state master contract, filed pursuant to a state-filed FCC Form 470, which can replace an existing state master contract that expires before the end of the upcoming funding year.

WAVE

This term is used for a group of funding commitment notifications that USAC issues to applicants and service providers on a given date. Waves are usually issued weekly.

POST-COMMITMENT AND PROGRAM VIOLATIONS

1ST DEMAND LETTER

The initial letter sent by USAC to recover funds from applicants or service providers who have committed program rule violations.

2ND DEMAND LETTER

A follow-up letter to a 1st Demand Letter sent by USAC in an attempt to recover funds from applicants or service providers who have committed program rule violations.

APPEAL

An appeal is a request to reconsider a USAC decision.

AUDIT

A review of documentation and resources that verify the state of compliance with program rules.

BENEFICIARY AND CONTRIBUTOR AUDIT PROGRAM (BCAP)

Run by USAC, and carried out by auditors trained in universal service and program audit requirements, these audits of beneficiaries and contributors serve to identify noncompliance with program rules and amounts of recoverable funds.

COMMITMENT ADJUSTMENT (COMAD)

The process by which a funding commitment is reduced because of program rule violations.

COMMITMENT ADJUSTMENT LETTER (CAL)

This letter notifies both the applicant and the service provider of a COMAD. It contains a Funding Commitment Report which lists the Funding Request Numbers (FRNs) affected by the COMAD.

DETAILED AUDIT FINDING WORKSHEET (DAF)

A worksheet that contains background information and notes the basis of an exception during an audit.

DOCUMENT RETENTION

Applicants and service providers must retain documentation related to the application for, receipt, and delivery of discounted services for at least 10 years from the last date of service delivery.

INVOICE

A statement or document that (1) service providers submit to USAC after they have provided or completed service to the applicant or (2) applicants submit to USAC after they have paid for services in full. Invoices are submitted using FCC Form 474 (service providers) or FCC Form 472 (applicants).

INVOICE EXTENSION

A single, one-time 120-day extension of the deadline to submit an invoice – FCC Form 472 (BEAR Form) or FCC Form 474 (SPI Form). The extension must be requested on or before the invoice deadline.

INVOICE STATUS REPORT (ISR)

A USAC-generated report sent to service providers upon receipt of the service provider's invoices. The report identifies which invoice line items were accepted and denied.

OPERATIONAL SPIN CHANGE

A change to the SPIN featured on one or more FRNs made as a result of a change to the actual service provider.

PAYMENT QUALITY ASSURANCE (PQA) PROGRAM

A USAC program which assesses specific payments made to beneficiaries in all four programs to determine if these payments were made in accordance with FCC rules. Using results of these assessments, USAC calculates estimates of improper payment rates and provides this information to the FCC.

QUARTERLY DISBURSEMENT REPORT

A report issued by USAC to the applicant detailing all invoicing activity (BEARs and SPIs) for all funding years that occurred during the previous quarter.

REVISED FUNDING COMMITMENT DECISION LETTER (RFCDL)

A letter issued by USAC to applicants and service providers when post-commitment changes occur to a funding commitment.

RECOVERY OF IMPROPERLY DISBURSED FUNDS (RIDF)

An RIDF is required when there has been a COMAD but funds have already been disbursed in excess of the revised commitment amount.

RED LIGHT RULE

A requirement that the FCC withholds action on an application, payment, and/or other requests for benefits when the universal service program participant is delinquent in non-tax debts owed to the FCC or other federal governmental agencies.

RED LIGHT STATUS

An entity is considered in Red Light status when the Red Light Rule goes into effect (the entity is delinquent). USAC will not make any disbursements until the delinquency has been satisfied or payment arrangements are made.

REMAND

Action taken by the FCC to return applications to USAC for further review.

SERVICE SUBSTITUTION

A change in the products and/or services originally requested in an FRN.

WHISTLE BLOWER ALERT/ "CODE 9 CALL"

This hotline allows members of the public to report suspected violations of program rules to USAC. These reports can be made anonymously and toll free by calling (888) 203-8100.

Acronym/Term	Program	Description
28-Day Posting Period	SL RHC	The amount of time an applicant is required to wait after posting the FCC Form 465 (RHC) or FCC Form 470 (SL) before entering into any contract with a service provider. The purpose is to ensure a fair and open competitive bidding process for service providers.
Allowable Contract Date	RHC SL	The earliest date an applicant may choose a service provider and sign a contract. This date must be at least 28 days after the applicant has posted an FCC Form 465 (RHC) or FCC Form 470 (SL).
Beneficiary and Contributor Audit Program (BCAP)	USAC	Run by USAC and carried out by auditors trained in USF and support mechanism audit requirements, these audits of beneficiaries and contributors serve to identify areas of noncompliance with program rules and amounts of recoverable funds.
common carrier	USAC	An organization recognized by a regulatory authority to provide telecommunications services to all requesting parties, or an organization that holds itself out to provide such services generally to the public for a fee.
competitive bidding process	RHC SL	A requirement of participating in the RHC or SL programs, this process must be a fair and open competitive procurement. The applicant conducts the process to select a service provider and order products and/or services.
contract award date	RHC SL	The date the contract is awarded to the service provider and signed by the applicant. Program rules state that this must be at least 28 days after an applicant posts an FCC Form 465 (RHC) or FCC Form 470 (SL).
contract expiration date	RHC SL	The date a contract between the applicant and service provider ends.
Debt Collection Improvement Act (DCIA)	HC LI RHC SL	A law that requires federal agencies to transfer delinquent debts or claims to the Secretary of Treasury (Treasury) for further collection action. Unpaid obligations to the USF are subject to the DCIA. In the event that a balance becomes over 90 days past due, USAC will transfer the debt to the Treasury for further collection and enforcement actions.
E-File	USAC	USAC's online forms submission tool, available at https://forms.universalservice.org .
Eligible Services List (ESL)	RHC SL	An FCC-released annual list of products and services approved for funding under the Rural Health Care and Schools and Libraries programs. The FCC seeks public comment on these lists each year.
eligible telecommunications carrier (ETC)	HC LI	A designation given to telecommunications service providers by their state public utility commissions or the FCC, enabling them to participate in the High Cost and/or Lifeline programs.

Acronym/Term	Program	Description
FCC Form 498	HC LI RHC SL	The Service Provider Identification Number and Contact Information Form is an FCC form that service providers must fill out in order to participate in any of the universal service programs. The form is used to collect contact, remittance and payment information for service providers that receive universal service support.
FCC Form 498 Company Officer	HC LI RHC SL	The officer of a service provider company who is authorized to certify that the data set forth in the FCC Form 498 is true, accurate, and complete. The latest Company Officer on file has access to certify forms through the E-File system.
FCC Form 498 delegated users	HC LI RHC SL	The employee(s) of a service provider company authorized to enter and modify company information on FCC Forms 498 through the E-File application. Also known as “authorized users,” these individuals are established by the Company Officer or General Contact.
FCC Form 498 General Contact	HC LI RHC SL	The employee of a service provider company who filled out the FCC Form 498. This individual is listed on Line 8. The latest general contact on file has access to submit and modify data in the E-File system, and to create delegated or authorized users.
FCC Registration Number (FCC RN)	RHC SL	A 10-digit number that the FCC assigns to a business or individual registering with the FCC, which is required for participants in the Rural Health Care and Schools and Libraries programs.
Federal Communications Commission (FCC)	USAC	The U.S. government agency that regulates interstate and international communications and oversees the universal service fund. In 1997, the FCC designated USAC to be the independent not-for-profit corporation to administer the universal service fund in accordance with its rules.
Funding Request Number (FRN)	SL RHC	A unique number that USAC assigns to each funding request in a completed FCC Form 466 (RHC) and FCC Form 471 (SL) application. This number can be found in an applicant’s FCDL or FCL.
Improper Payments Elimination and Recovery Act (IPERA)	USAC	A law passed in 2010 to amend IPIA and enhance the federal government’s practices to measure and recover improper payments.
Improper Payments Information Act (IPIA)	USAC	A 2002 law that requires USAC to provide the FCC with accurate, timely information about improper payments to support mechanism beneficiaries. To comply, USAC created its Payment Quality Assurance (PQA) Program, which assesses specific payments made to beneficiaries in all four support mechanisms to determine if these payments were made in accordance with FCC rules. Using results of these assessments, USAC calculates estimates of improper payment rates and provides this information to the FCC.
Internet service provider (ISP)	RHC SL	A company that provides Internet access service (also referred to as a service provider).

Acronym/Term	Program	Description
invoice	RHC SL	A statement or document that service providers submit to USAC after they have provided or completed service to the applicant. Invoices are submitted using FCC Form 474 (SL) or an invoice template (RHC).
Invoice Status Report	RHC SL	A USAC-generated report sent to service providers upon receipt of the service provider's invoices. The report breaks out which invoice line items were accepted and denied.
Office of Management and Budget (OMB)	USAC	Part of the Executive Office of the President, OMB reviews and approves FCC forms that are used by USF contributors and universal service program participants, contributors, and service providers.
Payment Quality Assurance (PQA) Program	HC LI RHC SL	USAC's own program, created to comply with IPIA, which assesses specific payments made to beneficiaries in all four support mechanisms to determine if these payments were made in accordance with FCC rules. Using results of these assessments, USAC calculates estimates of improper payment rates and provides this information to the FCC.
Red Light Rule	HC LI RHC SL	A requirement that the FCC withholds action on an application, payment, and/or other requests for benefits when the universal service program participant is delinquent in non-tax debts owed to the FCC or other federal governmental agencies. This rule extends to applications for support and disbursements from the universal service fund, and requires that USAC suspend support to any company who shares a Tax Identification Number with a company that has a delinquent debt.
Red Light status	HC LI RHC SL	An entity is considered in Red Light status when the Red Light Rule goes into effect (the entity is delinquent). See "Red Light Rule." USAC will not make any disbursements until the delinquency has been satisfied or payment arrangements are made. USAC takes into consideration the Red Light status of each entity at the FCC and will hold disbursements until the Red Light status is resolved.
Request for Proposal (RFP)	SL RHC	A form of solicitation for products or services that provides detailed information regarding those products or services and any additional details necessary for potential bidders to respond. Program applicants may incorporate RFPs in addition to the FCC Form 465 (RHC) or FCC Form 470 (SL).

Acronym/Term	Program	Description
service provider	HC LI RHC SL	A company that participates in one of four universal service programs and provides telecommunications or Internet services, equipment, hardware, or software. Types of companies include but are not limited to: competitive access/competitive local exchange carriers (cellular, personal communications, or specialized mobile radio providers), incumbent local exchange carriers, interexchange carriers, Internet service providers, interconnected VoIP, local resellers (coaxial cable, non-traditional, operator, paging, messaging, payphone, prepaid card, private and satellite service providers), shared-tenant service providers or building local exchange carriers, SMR (dispatch), toll resellers, or wireless data providers.
Service Provider Identification Number (SPIN)	HC LI RHC SL	A unique number that USAC assigns to a service provider once that service provider has submitted the FCC Form 498 to USAC. Every service provider is required to have a SPIN in order to participate in any universal service programs and to receive payments from USAC.
Study Area Code (SAC)	HC LI	A unique number that USAC assigns to ETCs that uniquely identifies that company based on its service area. Companies must have at least one SAC per state in which they operate, but can have more than one SAC within a state if they have more than one service area.
Universal Service Administrative Company (USAC)	USAC	The independent not-for-profit corporation created by the FCC in 1997 to administer the four universal service support mechanisms (programs) which help provide communities across the country with access to affordable telecommunications services.
universal service fund (USF)	USAC	Money collected from telecommunications companies and dedicated to fulfilling the goals of universal service. Under the authority of the 1996 Telecom Act, the FCC created the USF as well as the Universal Service Administrative Company (USAC), the organization charged with administering the USF. Companies make contributions to the USF based on revenues from providing international and interstate telecommunications services.

Form Number	The unique identifier assigned to a Program form (form) by the Universal Service Administrative Company (USAC).
Name of Billed Entity (Applicant)	Name of entity from the form.
Billed Entity Address	Includes street address, city, state, and zip code.
Billed Entity Number	A unique identifier assigned by USAC to the Billed Entity.
Preferred Mode of Contact	The name of the contact person from the form.
Contact Information	The preferred mode of contact from the form (phone, fax, email)
Funding Request Number (FRN)	A Funding Request Number is assigned by USAC to each Block 5 of your Form 471. This number is used to report to applicants and service providers the status of individual funding requests submitted on a Form 471.
Funding Status	<p>Each FRN will have one of the following definitions on a report attached to a Form 471 Funding Commitment Decision Letter (FCDL):</p> <ol style="list-style-type: none"> 1. An FRN that is "Funded" is approved at the level that USAC determined is appropriate for this FRN. The funding level will generally be the level requested unless USAC determined during the application review process that some adjustment is appropriate. 2. An FRN that is "Not Funded" is one for which no funds were committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with Program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests. 3. An FRN that is "As Yet Unfunded" reflects a temporary status that is assigned to an FRN when USAC is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for Internal Connections at a particular discount level. For example, if your application included requests for discounts on both Telecommunications Services and Internal Connections, you might receive a letter with funding commitments for your Telecommunications Services funding requests and a message that your Internal Connections requests are "As Yet Unfunded." You would receive one or more subsequent letters regarding the funding decision on your Internal Connections requests.
Category of Service	The type of service ordered from the service provider, as shown on your Form 471.
SPIN Service Provider Identification Number	Unique number assigned by USAC to service providers seeking payment for participating in a USF program. A SPIN is also used to verify delivery of services and to arrange for payment.
Service Provider Name	The legal name of the service provider.
Contract Number	The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on the Form 471.

Billing Account Number	The account number established for billing purposes.
Service Start Date	Date from Block 5, Item 19 of the Form 471.
Service End Date	Date from Block 5, Item 20 of the Form 471.
Contract Expiration Date	Date from Block 5, Item 20b of the Form 471. This will be present only if a contract expiration date was provided on the form.
Site Identifier	The Entity Number listed for this FRN on the Form 471. This will be present only for "site specific" FRNs.
Block 4 Worksheet Number	The number assigned to the Form 471 discount worksheet for a "shared services" FRN.
Number of Months Recurring Service Provided in FY	The number of months of service that has been approved in the funding year. This will only be present for recurring services.
Annual Pre-Discount Amount for Eligible Recurring Charges	Amount approved for recurring charges multiplied by number of months of recurring service provided in funding year.
Annual Pre-Discount Amount for Eligible Non-Recurring Charges	Annual eligible non-recurring charges approved for the funding year.
Pre-Discount Amount	The total eligible recurring and non-recurring charges under the Program for the funding year.
Applicant's Discount Percentage Approved by USAC	The discount rate that USAC has approved for this service.
Funding Commitment Decision	This represents the total amount of funding that USAC has reserved to reimburse the service provider for the approved discounts for this service for this funding year. It is important that the applicant and service provider both recognize that USAC should be invoiced and USAC may direct disbursement of discounts only for eligible, approved services actually delivered and installed.
Funding Commitment Decision Explanation	This entry provides an explanation of the amount in the Funding Commitment Decision area.
FCDL Date	The date on the applicant's Funding Commitment Decision Letter (FCDL).
Wave Number	The wave number assigned to FCDLs issued on this date.