

# June 2021 E-Rate Applicant Conference Call

Presented by:  
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## Tips for a Successful Call

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- Today's presentation will be recorded and can be accessed on our website, [www.kelloggllc.com](http://www.kelloggllc.com) on the "training page".
- Utilize the "chat" function and one of our organizers will assist.
- Our next call will be Thursday, July 8, 2021 at 9:30 a.m. CST

# E-RATE APPLICANT WORKSHOPS/WEBINARS

*Tentative Dates*

*Moderated by: Debi Sovereign*

## **Client Workshop**

July 20<sup>th</sup>, 2021 in Norman, Oklahoma

## **Webinars**

E-Rate Beginners Webinar – July 13<sup>th</sup> 2021

E-Rate Webinar (More in-depth) – July 27<sup>th</sup> 2021

# What We Need From You

## CIPA DOCUMENTS

- -CIPA Certification
- -Filter Screenshot
- -Filter Invoice

## FEE SCHEDULE/LOA

- -Return your Fee Schedule so we will be ready to do your 2022-23 filing
- -Make sure the LOA is on your school's letterhead
- Return to [clarge@kelloggllc.com](mailto:clarge@kelloggllc.com)

## FORM 498

- -If you haven't done this or if any information **has** changed, should complete ASAP

## BOARD AGENDA

- -Return signed Board Agenda with meeting minutes to [agodwin@kelloggllc.com](mailto:agodwin@kelloggllc.com)
- Pertains to your 2021-22 E-Rate Filing



# FY 2021-22 REMINDERS

## Plan for start of FY2021

- Send disconnect notices to your service providers in writing 30 days in advance (**copy your account manager**)
- Contact service provider to begin service July 1. *Copy your account manager.*
- If upgrading/changing service provider – Cut over date is critical.
- Please send over updated Network Diagram
- 21-22 CIPA Certification Needed

## General Financial Contact

- Change in General Financial Contact or banking information requires completion of a new FCC Form 498 in the [USAC EPC Portal](https://portal.usac.org/suite/)  
<https://portal.usac.org/suite/>
- Instructions  
[http://www.kelloggllc.com/docs/app/Erate\\_Form%20498%20instructions.pdf](http://www.kelloggllc.com/docs/app/Erate_Form%20498%20instructions.pdf)

**VERY IMPORTANT!** Add your KSLLC account manager and team users to your EPC portal: also include Riley Harpole. Don't create new users, manage users to add us!



# Emergency Connectivity Fund

- **SIGN UP TO FILE TODAY!**
- \$400 per connected device
- \$250 for Wi-Fi hotspots
- Duplicate support prohibited
- CIPA compliance required
- Audit requirements
  - Must record specifics about service & equipment
    - Type of service
    - Service plan details (bandwidth)
    - Name of recipient OR person responsible for managing
    - Address of recipient
    - Intended service area
    - Install date & last date of service
    - Device or equipment type (make/model & serial number)
    - Name of recipient OR school person responsible for managing
    - Date loaned & date returned OR date missing/lost/damaged
- Limits
  - Service Locations-one address
  - Recipients-one device

# Sign up for the ECF TODAY! Use the QR code or hyperlink.



- [https://forms.office.com/Pages/ResponsePage.aspx?id=1vY8Y40bA0aXFSAbWONS4BZ97X7v\\_5NLgMFZx-ZDyr9UMzBQNFpOSjIDNk1VUjdSRzJQSUhDV1pBQS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=1vY8Y40bA0aXFSAbWONS4BZ97X7v_5NLgMFZx-ZDyr9UMzBQNFpOSjIDNk1VUjdSRzJQSUhDV1pBQS4u)





## July Monthly Conference Call

When: July 8<sup>th</sup> , 2021 at 9:30 AM

## Register today:

[https://us02web.zoom.us/meeting/register/tZAKc2vqjgrE9yhMnnL15Dqg-5T4Q-SBgp-](https://us02web.zoom.us/join/zoom-join?from=addon&url=https%3A%2F%2Fus02web.zoom.us%2Fmeeting%2Fregister%2FtZAkc2vqjgrE9yhMnnL15Dqg-5T4Q-SBgp-)

