

E-RATE FY2025 • ACTION REQUIRED

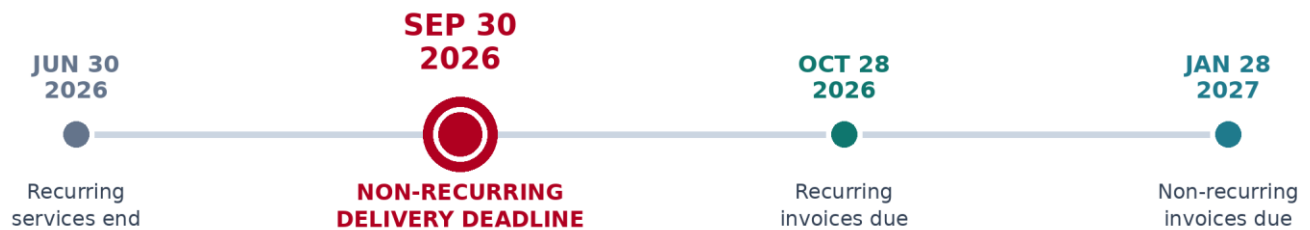
Service Provider Checklist

DEADLINE

SEP 30
2026

NON-RECURRING SERVICE DELIVERY • FUNDING YEAR 2025 • FCC FORM 500

Why this matters. Every FY2025 non-recurring order — Category Two equipment, internal connections, installation labor — must be delivered *and installed* by September 30, 2026. An FRN is complete when the work is finished, not when the hardware ships. You have no independent filing path: if an install will slip, the applicant must file the FCC Form 500 on or before September 30, which means they need to hear from you well before then.



You cannot file a Form 500. Notify your applicant early enough for them to file and certify.

STEP 1 • AUDIT OPEN ORDERS

- | | |
|--------------------------|---|
| ☐ | Audit all open FY2025 non-recurring orders by applicant and by FRN |
| ☐ | Identify every order not yet fully delivered AND installed, including partials |
| ☐ | Build a completion schedule for everything achievable before September 30, 2026 |

STEP 2 · NOTIFY & DOCUMENT

☐	Notify affected applicants in writing of at-risk FRNs as early as possible
☐	Identify which extension criterion applies to each at-risk FRN
☐	Provide applicants with supporting documentation for their certification — POs, allocation notices, carrier delay correspondence
☐	Follow up to confirm the applicant actually filed and certified the Form 500 before September 30

STEP 3 · RECORDS & INVOICING

☐	Retain delivery receipts, packing slips, serial numbers, site assignments, install dates, and customer sign-offs
☐	Verify your FCC Form 498 is current and your UEI and SAM.gov registration are active and matching
☐	Confirm remittance and banking information on file with USAC is correct
☐	Submit SPI invoices as work completes rather than batching at the deadline
☐	Calendar the invoice deadlines: October 28, 2026 (recurring) and January 28, 2027 (non-recurring)
☐	Reconcile final quantities and amounts with any applicant canceling or reducing an FRN, before they certify
☐	After an RFCDL is issued, confirm your invoices match the revised commitment amounts

WHICH DELAYS QUALIFY FOR AN EXTENSION

Two provider-side circumstances support a Form 500 request: you are **unable** to complete delivery and installation for reasons beyond your control — supply chain disruption, manufacturer allocation, carrier delay — or you are **unwilling** to finish because USAC withheld invoice payments for more than 60 days during a compliance review. Approved requests extend the deadline of one year, to September 30, 2027.

Extensions tied to a late FCDL or to a SPIN change or service substitution approved on or after March 1 of the funding year are granted automatically, with no filing required.

WHAT THE APPLICANT NEEDS FROM YOU

The applicant certifies a specific reason on the Form 500 under penalty of perjury, so the request is only as good as the evidence behind it. Send the affected FRN number, the equipment or service at issue, a plain statement of the cause, the expected completion date, and the documentation that substantiates the cause. A certification the applicant cannot support is worse than no filing at all.

Do not wait until late September. The applicant needs time to review, prepare, and certify the form in EPC before the deadline closes.

REFERENCES & RESOURCES



Prepared by Kellogg & Sovereign Consulting

Questions about your FY2025 funding requests, a Form 500 filing, or a service delivery extension? Reach out to us before the September 30 deadline.

- **FCC Form 500 Filing** — usac.org/e-rate/applicant-process/before-youre-done/fcc-form-500-filing/
- **Service Delivery** — usac.org/e-rate/applicant-process/before-youre-done/service-delivery/
- **FCC Form 486 Filing** — usac.org/e-rate/applicant-process/starting-services/fcc-form-486-filing/
- **Program Deadlines calculator** — apps.usac.org/sl/tools/deadlines/Default.aspx
- **E-Rate Productivity Center (One Portal)** — forms.universalservice.org/portal