

Navigating E-rate, FY 2021



Step 1: Form 470

The first form, Form 470 sets the stage. No information on service providers, or cost. Just generalities on the services you are requesting. Wait a minimum of 28 days before filing the next Form 471.

Step 2: Form 471

The second form, Form 471 sets the service provider and the cost for each service. Be sure you have your service provider's SPIN and a copy of your highest bill.



Step 3: PIA Review

This step is not required, and many are not chosen for Program Integrity Assurance (PIA) review. You may be contacted by PIA to provide additional information, clarify your request, or provide other information about your Form 471. They typically contact by e-mail, and you have 15 days to respond. Respond quickly but only provide information on exactly what they request information on.

Step 4: Funding Commitment Decision Letter

Once PIA review is over, you will receive notice that your Funding Commitment Decision Letter is available through the portal. This will tell you if you have been fully funded, partially funded, or denied.



There is no deadline for this, and FCDLs come out in waves. Don't worry if you're not in the first wave or two!

Step 5: Form 486

The third form, Form 486 is filed after you receive your FCDL. This is to verify that you wish to continue with the program. This is the easiest of the four forms.

The deadline for this form is 120 days after your service start date or the date of your Funding Commitment Decision Letter, whichever is later.

Step 6: Form 472 / Discounted Bill

You have two options for your funding: to request reimbursement from the SLD (BEAR form), or to receive a discounted bill from your service provider (SPI method). If you receive a discounted bill, there are no more forms to fill out. If you request reimbursement, the final form is Form 472 (BEAR). This form can be filed as often as you care to submit it: monthly, quarterly, annually – it is up to you.



This will require you to calculate your bills into a single total and you cannot ask to be reimbursed for more than you paid or for more than you were funded. The deadline for this is 120 days after your service end date. If your service end date is June 30, 2021, then your deadline to file Form 472 is October 28, 2021.