

A background image showing three young people sitting together, smiling and using devices. The person on the left is holding a laptop, the person in the middle is holding a laptop, and the person on the right is holding a smartphone. They are all looking at their devices and smiling.

#

E-RATE

How To File the E-Rate Form 500

(Funding Commitment Adjustment Request Form)

Lorrie Germann, State E-Rate Coordinator

FCC Form 500 Overview

- The FCC Form 500 (Funding Commitment Adjustment Request Form) is used to submit changes to funding requests after USAC has issued commitments for those requests.
- You must also file an [FCC Form 486](#) (Receipt of Service Confirmation and Children's Internet Protection Act Certification Form) to notify USAC that services have started, and invoices can be processed.

Purpose of the FCC Form 500

Applicants file an FCC Form 500 to accomplish one or more of the following:

- To adjust the funding year service start date reported on a previously filed [FCC Form 486](#);
- To adjust the contract expiration date listed on the [FCC Form 471](#);
- To cancel a Funding Request Number (FRN);
- To reduce the amount of an FRN;
- To request a service delivery extension for non-recurring services;
(when the delay is out of the service provider's control such as supply chain issues)
- **NEW – Change Invoice Mode**

Deadline for Filing Form 500

The FCC Form 500 should be filed as soon as the applicant is aware of new circumstances that require adjustment to one or more FRNs after the FCDL has been issued.

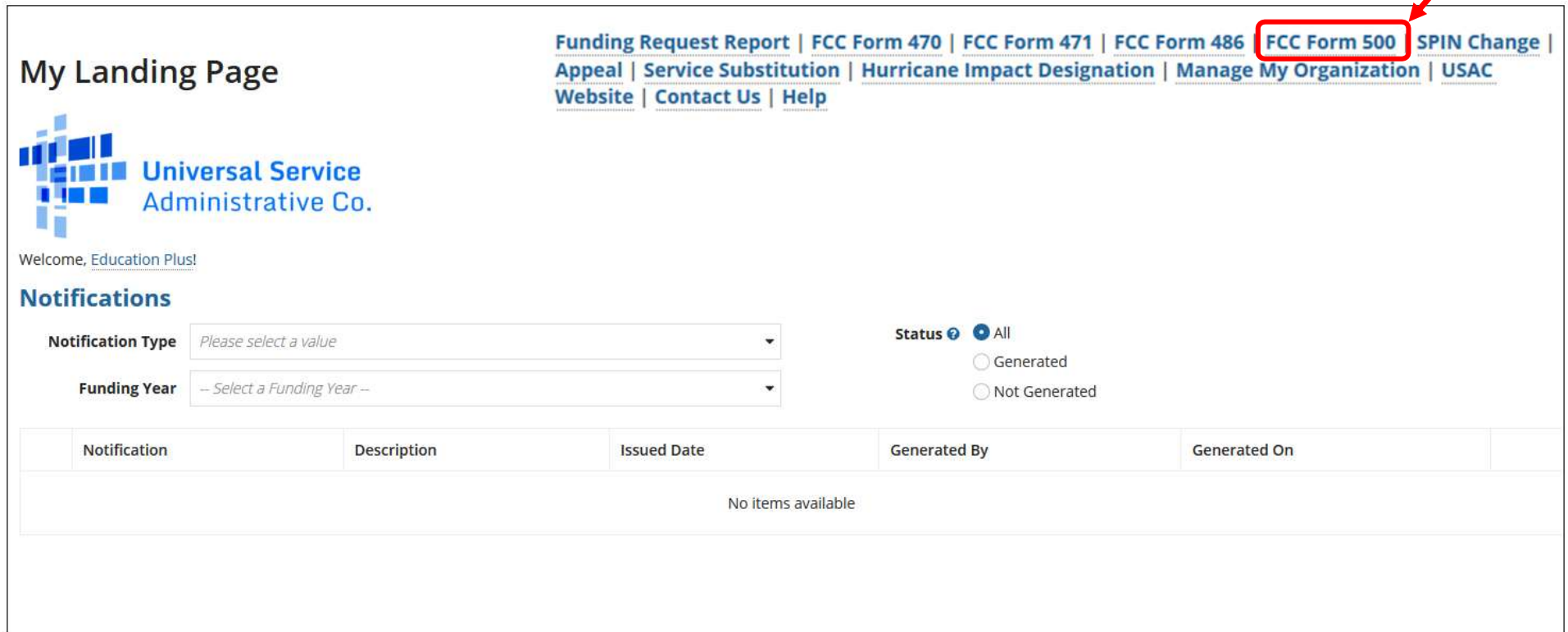
Deadline: Changes that result from filing an FCC Form 500 will affect other parts of the application process, so the FCC Form 500 must be filed before those changes can occur.

For example:

- An applicant wants to cancel or reduce an FRN to return funding to its Category Two budget to be eligible to receive a C2commitment for an FRN in another funding year. The first FRN must be canceled or reduced before USAC can consider funding the second FRN.
- An applicant is requesting an extension of the deadline for delivery and installation of non-recurring services because of a situation out of the control of the Service Provider. You must submit this request to USAC on or before September 30 following the close of the funding year.

Finding the Form 500 in EPC

Go to the USAC webpage at <https://www.usac.org/e-rate/>, and log into EPC. From your Landing Page, click on FCC Form 500 in the upper right corner.



The screenshot shows the 'My Landing Page' of the Universal Service Administrative Co. (USAC). In the top right navigation bar, the link 'FCC Form 500' is highlighted with a red rectangular box, and a red arrow points to it from the right. Other navigation links include 'Funding Request Report', 'FCC Form 470', 'FCC Form 471', 'FCC Form 486', 'SPIN Change', 'Appeal', 'Service Substitution', 'Hurricane Impact Designation', 'Manage My Organization', 'USAC Website', 'Contact Us', and 'Help'. The main content area features the USAC logo, a welcome message 'Welcome, Education Plus!', and a 'Notifications' section. This section includes two dropdown menus for 'Notification Type' (with the placeholder 'Please select a value') and 'Funding Year' (with the placeholder '-- Select a Funding Year --'). To the right of these are 'Status' filters: 'All' (selected), 'Generated', and 'Not Generated'. Below these filters is a table with columns: 'Notification', 'Description', 'Issued Date', 'Generated By', and 'Generated On'. The table is currently empty, displaying the message 'No items available'.

My Landing Page

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | **[FCC Form 500](#)** | [SPIN Change](#) | [Appeal](#) | [Service Substitution](#) | [Hurricane Impact Designation](#) | [Manage My Organization](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

 **Universal Service Administrative Co.**

Welcome, [Education Plus!](#)

Notifications

Notification Type *Please select a value* ▼

Funding Year *-- Select a Funding Year --* ▼

Status  ☒ All
☐ Generated
☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

Nickname/Contact Name

Create FCC Form 500 - Funding Year 2021

School District 10997 (BEN: 10426)

General Information

Detailed Information

Certification

> Paperwork Reduction Act

Submitting Organization Details

School District 10997
1 Main Street
Chillicothe, OH 45601
740-555-1212
school_dist_10997@mailinator.com

BEN: 10426

FCC Registration Number: 0123456789

Form Details

Is this FCC Form 500 being filed to request a change to an FRN filed for FY 2015 and prior?*

YES

NO

Answer "No" in most cases

Nickname *

FY2026 Invoice Mode

Funding Year *

2026

Select the Funding Year

Nickname: This is something you make up.

Contact Information

Main Contact Person *

FirstName LastName x

Please select a main contact person by typing the contact person's name or email address.

Jane Doe

school_dist_10997@mailinator.com

740-555-1212

Select an EPC user by typing the first few letters of the person's first name.

Filters

Application Number

Category of Service

---Please Select A Category---

Application Nickname

Enter part/all of FCC Form 471 Application Nickname

All Form 471s filed for the selected funding year will be listed below.

Scroll down to see the results.

CLEAR SEARCH FILTERS

SEARCH

Select Application and Change Type

Please associate only one FCC Form 471 to this FCC Form 500.

☒	Application Number	↓ Application Nickname	Category of Service
☒	261015621	FY2026 Arlington SD - Cat 1 Bandwidth	Category 1

Selected Application

Application Number
261015621

Application Nickname
FY2026 Arlington SD - Cat 1 Bandwidth

Search results will be displayed. Check the box to select the Form 471 where changes need to be made.

Type of Change

I want to change the service start date. * [\(More Info\)](#)

Complete if you wish to change the Service Start Date you listed on a previously filed FCC

YES NO✓

I want to change the contract expiration date. * [\(More Info\)](#)

Complete if the contract expiration date has changed and you wish to report the change

YES NO✓

Indicate the type of change by clicking on “Yes”. Click on “No” on all the other options. **Note: if you select the wrong answer, click on the selected item again to deselect.**

Click on “Continue”.

I want to request more time to get the services delivered and/or installed. * [\(More Info\)](#)

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES✓ NO

Select this option if you need more time to install **non-recurring** services/items.

I want to cancel one or more of the FRNs. *

YES NO✓

I want to change the Invoicing Method. * [\(More Info\)](#)

Complete this section if you wish to change the invoicing method (BEAR/SPI) approved for the FRN. This request must be received before the invoice filing deadline.

YES✓ NO

Select this option if you need to change the Invoice Mode (BEAR or SPI)

Has any funding been disbursed for the FRN? *

YES NO✓

Indicate if a BEAR or SPI has been filed yet

I want to partially reduce the funding in one or more of the FRNs. *

YES NO✓

When you click on “Continue” the questions you’ll receive next will be based on the type of change you selected.

CANCEL

CONTINUE

Select FRN to Extend Delivery/Install

Filters

FRN

FRN Nickname

SPIN Name

☐	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
☐	2199025917	211018963	FY2021 - Cat 2	FY2021 - CDW-G	Category 2	143005588	CDW Government LLC

Selected FRNs

☐	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
☐	2199025917	211018963	FY2021 - Cat 2	FY2021 - CDW-G	Category 2	143005588	CDW Government LLC

Service Provider Questions

Was the service provider unable to complete delivery and installation for reasons beyond their control?

Was the service provider unwilling to complete delivery and installation after USAC withheld payment for more than 60 days on an invoice for those services?

Please provide an explanation of why you are requesting the more time to deliver non-recurring services.

Due to supply chain issues, the equipment is on backorder and will not be available to complete the installation by Sept. 30, 2022. We are currently being told the equipment will arrive in 6 -9 months. We request an extension until 9/30/2023.

63 out of 2000 characters

Upload supporting documentation

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			

Changing Invoice Mode

ADD ALL (1) FRNS

Select FRN where the Invoice Mode needs to be changed.

CLEAR SEARCH FILTERS

SEARCH

☐	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
☐	2699019281	261015621	FY2026 Arlington SD - Cat 1 Bandwidth	FY2026 - Internet Access	Category 1	143024461	Northwest Computer Services

Selected FRNs

ADD (0) FRNS

☐	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name	New Invoicing Method
☐	2699019281	261015621	FY2026 Arlington SD - Cat 1 Bandwidth	FY2026 - Internet Access	Category 1	143024461	Northwest Computer Services	-- Select a value --

Click on the pull-down to select the mode you want to change to

REMOVE (0) FRNS

Please provide an explanation for why you are requesting the modification of your invoicing method. ?

Provide an explanation such as:

A clerical error was made on the Form 471 when selecting the Invoice Mode.

0 out of 2000 characters

Please provide documentation confirming that your service provider has agreed to this invoicing method change. ?

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			

Upload Document

If switching from BEAR to SPI, you must upload confirmation from your service provider agreeing to the change. It can be a copy of an email.

No document is needed if switching from SPI to BEAR.

Please upload supporting documents

CANCEL

BACK

CONTINUE

How to Reduce FRN Amount

Selected FRNs

To complete the Reduce FRN details for the listed FRN(s), please click on the FRN number hyperlink.

☐ FRN	Status
☐ 2199025917	

REMOVE (0) FRNS

If you indicated you are partially reducing the funding of an FRN, click on the selected the FRN to drill down to the line items.

The line items will be listed that are on the approved Form 471.

Line Items

FRN Line Item Number	Monthly Quantity	Unit	One Time Quantity	Monthly Recurring Unit Cost	One Time Unit Cost	Total Eligible Line Item Cost
2199025917.001	0	Each	25	\$0.00	\$53.55	\$1,338.75
2199025917.002	0	Each	1	\$0.00	\$1,431.79	\$1,431.79
2199025917.003	0	Each	1	\$0.00	\$556.37	\$556.37

Scroll down to the “Revised Line Items” section and click on the item you want to reduce.

Revised Line Items

Click on the FRN Line item link to edit the line item details.

FRN Line Item Number	Monthly Quantity	Unit	One Time Quantity	Monthly Recurring Unit Cost	One Time Unit Cost	Total Eligible Line Item Cost
2199025917.001	0	Each	25	\$0.00	\$53.55	\$1,338.75

Edit Line Item: 2199025917.001 Details

New Monthly Recurring Unit Cost *	New Monthly Quantity *
0	0
New One Time Unit Cost *	New One Time Quantity *
53.55	25
New Unit *	
Each	

SAVE

Edit the quantity and/or cost. Click on “Save”. Continue to correct any remaining line items. When done, click on **SAVE FRN LINE ITEM DETAILS**

You will return to the “Selected FRNs” page where you can give an explanation. Click on “Continue” when done.

FCC Form 500 - Funding Year 2026 School District 10997 (BEN: 10426)

The breadcrumb will indicate the type of change you're requesting.

General Information

Service Delivery Extension

Certification

Billed Entity Information

School District 10997
1 Main Street
Chillicothe, OH 45601
740-555-1212
school_dist_10997@mailinator.com

Billed Entity Number: 129999
FCC Registration Number: 0012327060
Applicant Type: Library System

Certifications

- ☐ I certify that I am authorized to submit this form on behalf of the above-named billed entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☐ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services.
- ☐ I will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request (1) any and all records that I rely upon to complete this form and (2) all documents necessary to demonstrate compliance with the statutory or regulatory requirements for the schools and libraries universal service support program. I recognize that I may be audited pursuant to this application and the applicant must produce such records as required by 47 C.F.R. § 54.516.

Name Jane Doe

Title Technology Coord

Employer School District 10997

Date Aug 26, 2022

Phone 740-555-1212

Email school_dist_10997@mailinator.com

Address 1 Main Street
Chillicothe, OH 45601

CANCEL

BACK

SEND FOR CERTIFICATION

CERTIFY

Click on each box under "Certifications" and click on "Certify" or click on "Send for Certification" if someone else will complete this step.

After Filing the Form 500

USAC will issue both an applicant version and a service provider version of the Revised Funding Commitment Decision Letter (RFCDL) in EPC after the form has been successfully processed.

The RFCDL can be found under the “Notifications” section. Select the funding year for which the change was requested and click on “View Notification”.

My Landing Page

 **Universal Service Administrative Co.**

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [FCC Form 500](#) | [SPIN Change](#)
[Appeal](#) | [Service Substitution](#) | [Manage My Organization](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

> **Pending Inquiries**

Notifications

Notification Type: Revised Funding Commitment Decision Letter

Funding Year: 2026

Status  ☒ All
☐ Generated
☐ Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	Revised Funding Commitment Decision Letter	School District 10997 - Wave 55	7/26/2022	EPC System	7/26/2022 1:35 PM EDT	View Notification



Do you have questions?

Contact Information



**For E-Rate Support and Information,
please contact:**

Lorrie Germann: 740-253-1153

E-mail: lorrie.germann@education.ohio.gov

*To subscribe to the E-Rate list, send an email with
no message to join-erate@list.em.ohio.gov.*