Managing E-Rate

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Agenda

- The Top E-Rate Management Tool
- How to Keep Track of Things
- Tips and Tools

What Should Be Foremost On Your Mind

- AUDITS

  Top E-Rate Management Tool

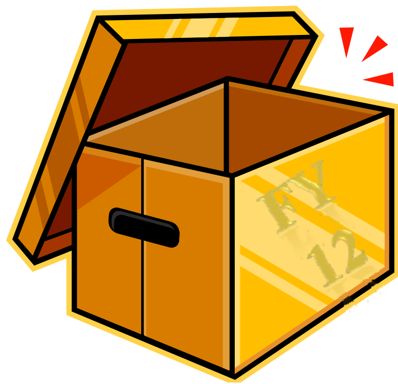
  If you are ready for an audit,
  you have managed your E-Rate portfolio.

- Kinds of Audits:
  - USAC Internal Audits
  - Federal Office of Inspector General (OIG) External Audits

Document Retention for Audits

- Rules require all applicants and service providers to retain ALL E-Rate and related documents for 5 years from last day of service in a particular funding year.
- If an auditor visits in 4 years, for example, and documents are missing, it could be the basis to recover all funding from that funding year.
- Document and keep everything remotely related to E-Rate.

Put Everything in the E-Rate Box!



Or E-Rate manual as the case may be…

Reasons to keep good records:

- To prove your district has complied with program rules
- Protect your district in the event of disputes
- Prepare appeals if necessary
- Archive for successors

Maintain an "E-Rate manual"

- TPESC sells an E-Rate manual for each year that assists with this important task.
  - Tabs indicating what needs to be 'in the box' or 'manual'

- To order your FY 12 E-Rate Manual

  http://tpesc.esc12.net/erate/workshops.html

Documents to Retain - 5 full years!

- Tech plan and approval letter
- Consultant agreements
- RFP and proof of publication date
- All vendor correspondence
- Winning and losing bids
- Professional development records
- Bid evaluation documentation
- Proof of authorization to sign E-Rate forms
- NSLP forms
- CIPA: Filtering, AUP and proof of public hearing
- Filtering logs and payments
- Faculty Development training logs
- Signed contracts
- NSLP documentation
- Budgets (tech plan)
- Purchase orders
- Packing slips
- Asset or inventory records
- Installation records
- All Invoices
- Front and back of checks as proof of payment to vendor (non-discounted share)
- Proof of receipt of payment from vendor (BEAR checks)
- Proof of deposits of BEAR checks

Tips and hints…

- Create an E-Rate Team
  - Make sure you have an "E-Rate TEAM" in your district that understands the role they play. More eyes on the project means fewer errors.

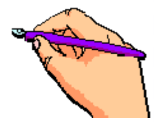
    For example:

Superintendent	**Assistant Superintendent**
Business Manager	**IT Staff**
Director of Technology	**Account Payable / Receivable**
Curriculum Director	**Food Service Manager**

Tips and hints…

- E-Rate Team (suggestions)
  - **Superintendent** – Oversees the program
  - **Asst. Superintendent** – Oversees the program
  - **Business Manager** – Oversees the invoicing/payment process
  - **Director of Technology** – Oversees E-Rate process
  - **IT Staff** – assists with RFP or purchases
  - **Curriculum Director** – Manages the Tech Plan process
  - **Accounts Payable / Receivable** – tracks invoices and payments
  - **Food Service Manager** – Manages accurate NSLP figures

Tips and hints…



- Keep each year's information separate from all other years.
  – Mark all correspondence for each year clearly so that you know the year for which it pertains.
  – Documents from USAC are different colors for different years.
  – Make sure all '**same year**' documents and information stay together in your filing system.

E-Rate years are totally separate from each other.

Tips and hints…

- Keep all information no matter how insignificant it might seem:
  – All faxes (to and from you)
  – All correspondence from anyone
  – All CSB/SLD communications (emails/phone calls)
  – Discount evaluation worksheets
  – Bid evaluation worksheets
  – Entity moves/name changes
  – Equipment delivery slips
  – Etc.

Tips and hints…

- PIA Communications:
  - Make sure you have listed a good alternate contact number on your 471 so PIA can reach you
  - When replying to PIA, ONLY give them the information requested, nothing more (*they don't want anything other than what they request*)
    - IE: phone bills
  - Respond to PIA within the first 7 days.
  - If you need an extension, ask for one, giving your reason for the request

Tips and hints…

- Attend training each year to make sure you're keeping up on all the latest changes.
  - *Be careful of vendor trainings that there's no conflict of interest here.*
- Know your resources and use them frequently as needed.
  - IE: TPESC staff and website (funding analysis page), USAC website, consulting services, other districts, vendors (after the contracts are signed), etc.

Contact Information

- E-Rate Support
  erate@esc12.net 254-297-1123
- Technology Planning
  eplan@esc12.net 254-297-1275
- STaR Chart Support
  starchart@esc12.net 254-297-1275

Questions?