

## Questions Log: Form 470

Q: When will the ePlan site close for the summer?

A: we may not close ePlan; the STaR Chart will close tomorrow morning and hopefully only be down until noon

Q: What was that phone # she referenced to get a new entity #?

A: Client Service Bureau at SLD 1 888-203-8100 can help you get an entity number.

Q: If an entity has two numbers, how do you know which is the BEN?

A: Entities should only have one entity number. The BEN is the location that the bills go to -- Billed Entity Number.

Q: If you roll over your tech plan for updating and revision, and print it from the site, with the printing date showing on the bottom of the plan, would that be a sufficient proof of date? If not, could the E-Plan site add a feature showing the date the plan was printed?]

A: You can go to reports and there is a printer friendly version that you can print/save as and then e-mail it to yourself and the date will be then recorded in your e-mail. The ePlan system also documents the date that the plan was submitted and it is a part of the record keeping in E-Plan.

Q: Does the tech plan have to be certified prior to filing the 470 or if it is written, but not yet certified, can you submit?

A: The ePlan must be submitted/written before you file a Form 470. The plan will be approved prior to July 1; provided you submit to the system in plenty of time for the peer review through your ESC and the final review and approval before July 1. If you are late in submitting the plan and TEA approves your plan after July 1 the TEA approval date becomes the "new start of service date". You should try to submit any new plan that requires review by March 31 of each year.

Q: Concerning the STAR chart, if it is completed by the teachers and campus in the Spring does it apply to the following funding year or the current one?

A: Teacher and Campus STaR Charts must be completed each school year; if the survey was completed in the spring that counts toward the 2008-2009 school year. We find that most districts try to have the STaR Charts done in the fall...so that if an ePlan must be submitted then the STaR Chart piece is complete.

Q: I understood the answer to my question. The one I didn't understand asked if the tech plan had to be certified prior to filing the 470. The answer used the language "written/submitted". I understand that it doesn't have to be certified. I'm asking if it has to be submitted. In other words, is "written/submitted" short for "written and submitted" or "written or submitted"?

A: We do not use "certified" except for the ePlan cert page form that must be faxed from your end to affirm that all elements are correct....We use the word "approved by TEA" so maybe I did not understand what you mean by "certified"

Q: Your answer said "written/submitted". Is it enough to have a draft plan written but not submitted for approval before you file the 470, or must we finalize the plan and submit it for TEA approval before filing the 470?

A: You can have a written plan; that you can prove was "written" before the 470 is filed....or you can have submitted which has a system date stamp that is part of the permanent record. Hope this helps

Q: Do you know when the STAR chart will be open for the 2009-2010 school year for the teachers and campuses to complete?

A: We are closing the STaR Chart first thing tomorrow morning (Friday) and should have re-opened by noon tomorrow for the 2009-2010 year.

Q: Item 20. Which button should be chosen by most schools? Individual technology plans or Higher-level technology plan.

A: Higher-level plan

Q: We will have a new superintendent beginning in August. Do I need to "cancel" our former superintendent's pin?[Christine Wilkins]

A: I would suggest you go in and inactivate it for your district.

Q: Texting on a cell phone goes under which category of service?

A: Internet Access

Q: Accessing the Internet on a cell phone goes under which category of service?

A: Telecommunications

Q: We will no longer have a separate middle school. For the 2009-2010 school year, we will have an elementary campus (K-6) and a secondary campus (7-12). Are there any specific steps that I need to follow before I submit our Form 470 for Year 13

A: What will happen is - middle school entity number never be used again unless open again, will be dormant... Elem and 7-12 will be changes because numbers of students and NSLP be different; you can note on form that you have combined

schools; still may get questions from PIA.

Q: If the district pays administrators stipend for their personal cell phones, can that be reimbursed?

A: Not within the E-Rate program.

Q: what category does blackberry service fall under?

A: File both in the 470.

Q: FYI about online interview process: Cathey, I've used the 'online interview' process for all my forms and have had no problems at all. Sometimes I get confused because all items I think will show (from looking at hard copies in the notebook) don't show. When I called CSB, a rep. told me it's because that portion is not applicable to my needs based on my responses or on the time frame. I even do the Attachment 21 online. Our district is only entitled to Priority I services, so that may make a difference.

A: If you only get Priority 1, it may work great for you. Remember, using the paper copy to fill out the Interview may be hard to follow since all the questions will not show up on the Interview.

Q: If you do a voluntary extension, do you have to do a new 470 the following year or can you reference the original 470?

A: CG answered on air - If you do multiyear contract and make extension you must mention that.

Q: Is it best to do separate 470 forms when you want priority1 and Priority2 services?

A: Cathey has always advised to do one Form 470, as it is easier to keep up with one 15-digit number than several. If you forgot something, don't hesitate to file another Form 470.

Q: What is the difference between choices A and B on Block 5, item 20?

A: Item 20 a: That's for MTM services; Item 20 b: That's for the date of the contract expiration.

Q: What is I've gotten a PIN, but cannot remember it?

A: Submit another 470, 471, or 486 with you signature and SLD will send another PIN.

Q: I have done paper certification for the last few years, since I took erate over. Never got a pin. Cathy said that if you do paper certification, they automatically send you one, but I've never gotten one.

A: Contact the Client Service Bureau 888-203-8100.

Q: Can VOIP go under Internet Access?

A: Either telecommunications or internet access.

Q: I am not sure I understand. The Tech Plan you used last year can be used for the upcoming year, or do you need to update or create a new tech plan each year?

A: If you have an approved two or three year tech plan, you may do an update for year two and year three. If you have an approved one year plan, you must create a new plan the next year.

Q: When is a good date to start submitting 470's, is there a opening date to start the 470?

A: You may submit your 470 at any time during the year, 365 days year. No opening date; deadline 29 days before close of 471 window.

Q: Can a school still file a 472 to recoup funds from 2007-2008?

A: You will have to be granted an invoice deadline extension first. If granted, you can then pursue the 472.

Q: Do blackberry devices belong under telecom or internet?

A: The services provided by the blackberry should be filed under both.

Q: How do you cancel a Pin?

A: On the USAC website, the option to cancel the PIN.

Q: I want to request infrastructure services throughout my entire district, do I use the district entity number or each entity number for each school (Middle School, Elem School), High School

A: Most districts file everything under the BEN, district number. Then, when you work within Block 5, you select what entity(s) receive the services.

Q: We're encouraging STaR Charts to be done early fall, Tech Plans written by Thanksgiving & submitted before Christmas.. that way we know for sure they have a written plan before 470s go in & 471 deadline comes. Is this still what you'd recommend?

A: campus star charts should try to do in fall time frame; try to submit tech plan before do the 470; if district cannot submit have the district print out as written and have the supt. sign that was written before form 470 filed.