



Ronald E. Richter
Commissioner

MEMORANDUM

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DATE: December 17, 2012
TO: *EarlyLearn Contractors*
FROM: Jose Mercado *JM*
SUBJECT: **E-Rate Discounts for Head Start and Dual Programs
(EL Numbered Memorandum #1)**

This memorandum is sent to inform your agency of a program administered via the Federal Communications Commission (FCC) known as E-Rate. E-Rate provides discounts for telecommunication services such as local and long-distance calling, high-speed lines, Internet access, and internal connections (the equipment to deliver these services). The discounts and reimbursement available through E-Rate can be useful resources for EarlyLearn Delegate Agencies (Head Start only) and EarlyLearn Dual Programs (Head Start/Child Care). E-Rate discounts or reimbursement become available after listed services have been received and paid. Your agency may be eligible for discounts ranging from 20 to 90 percent on the costs of services provided by vendors. The applicable discount is determined using a matrix designed by the FCC.

For additional information, contractors are encouraged to review the E-Rate Toolkit via the following link:

<http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/Fiscal/erate-toolkit>

The E-Rate application process is complex and must be done annually. For assistance with the application process, it is probably best that your agency research and hire a reputable consulting agency (e.g. use Google to search for an 'E-Rate consultant'). Prior to hiring a consultant for E-Rate your agency should determine the method of payment required by the E-Rate consultant. Savings obtained through E-Rate can be used to pay for E-Rate consultant services (e.g., consultant is paid a percentage of the savings).

For additional questions, please feel free to contact Arturo Best via email at Arturo.Best@dfa.state.ny.us or you can call him at (212) 676-9127.