

TIME SENSITIVE

Kellogg & Sovereign® Consulting, LLC

E-Rate 2019-20 Documents Needed for Discount Rate

Due: 12/14/2018

Please send us the following documents so we can determine your E-Rate discount rate for your 2019-20 E-Rate application:

1. [NSLP Certification](#) Prepare the NSLP certification form on your school letterhead.
2. [Enrollment by Site and # of Free/Reduced Students by Site](#)
Send us the official forms you use to submit total enrollment and # of free/reduced lunch students by site to your state department of education as follows:

Oklahoma (two different forms)	Texas	Connecticut
1. Enrollment pages from your WAVE Oct 1 Student Enrollment Count Report	Fall 2018 TSDS PEIMS Report: PDM1-120-001 (Economically Disadvantaged Students by Sex and Ethnicity) for EACH site – all pages)	Site Reimbursement Claim Form submitted to CT State Dept of Education (Oct 2018) for EACH site
2. Fall 2018 low income student count form (SIGNED)		
All Other States: Official forms submitted to your state department of education used to report total enrollment and total # of students eligible for free/reduced lunch BY SITE .		

3. **OPTIONAL:** [Household Income Survey Results](#)
4. **OPTIONAL:** [Community Eligibility Provision](#)
If your school participates in CEP, please provide the documentation on your direct free % by site from your state department of education. Be sure to clearly state exactly which sites your district is using CEP =OR= if you are using the aggregate district %
5. **OPTIONAL:** [Special Sites Form](#) Complete the spreadsheet to report all Non-Instructional Buildings, Special Programs, and New Entities.

****BE SURE TO NOTIFY US OF ANY NEW SITES FOR 2019-20****

Note: Forms listed are available on our web site: kelloggllc.com

TO RETURN COMPLETED DOCUMENTS:
UPLOAD TO YOUR KSLLC SHAREPOINT ACCOUNT
or EMAIL TO: nslp@kelloggllc.com

QUESTIONS? CONTACT YOUR KSLLC ACCOUNT MANAGER (580) 332-1444