Guide to Updating Category 2 Budget Data & Requesting Replacement Budget for FY 2024

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Category 2 Budget Calculation Data

- Schools can use different enrollment figures for their Category 2 budget calculations than what is used in the discount calculation data
- Then, in future years that C2 enrollment data will remain the same unless the enrollment increases in which case they can update the data to claim a higher Category 2 budget for the remainder of the current C2 budget cycle (FY 2021 – FY 2025)
  - However, if the enrollment decreases, schools are not required to make any adjustments and the higher enrollment data (and higher C2 budget) will remain

Where to Update C2 Enrollment Data

- Schools enter their Category 2 enrollment data in a new location in EPC – at the bottom of their School District's Manage Organization page in a new section called "Category Two (C2) Budget Information"
  - In this section, districts can enter their district-wide enrollment total, or their school-level enrollments
  - Data entered on a school's EPC profile will NOT be transferred to the C2 budget page
- *Why would a district want to update enrollment at the school building level instead of using the aggregate district-level enrollment?* **$$$**
  - If a district has 10 or fewer schools, and any of those schools has fewer than 150 students, it will be advantageous for the district to enter enrollment data by school so the EPC system will use the "hybrid" method of calculating C2 budgets, thus giving the district a higher budget
  - Districts with 11 or more schools are not eligible to use the hybrid method and have no reason to consider entering their enrollment data by school

Updating C2 Budget Profile

Updating C2 Budget Profile

Manage Organizations

Existing Organizations

☑	Billed Entity Name	City	State
☑	THE BEST SCHOOL DISTRICT - (PARENT ENTITY)	Springfield	PA

CANCEL

MANAGE ORGANIZATION

Updating C2 Budget Profile

Scroll to the bottom of this page until you see this:

Category Two (C2) Budget Information

C2 Budget Information Section

This is the section you're looking for on the Manage Organization Page

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ❓ *

○ One number for my whole district

● A number for each school in the district

Sum of Student Counts of all Schools in the District

5761

School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

[APPLY FILTERS] [CLEAR FILTERS]

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ❓	Eligible for C2 budget?	
109	Plainfield Elementary School	349	N/A	✅	EDIT
10597	Gallaudet Elementary School	234	N/A	✅	EDIT

How to Enter C2 Enrollment Data

A) Select "**One number for my whole district**" if:
1) No schools have < 150 students, or
2) There are more than 10 schools in district
… then enter the district-wide student enrollment in the text box

How does the district report its student count for Category Two budget? ?*

● One number for my whole district

○ A number for each school in the district

District Student Count*

[   ]

B) Select "**A number for each school in the district**" if:
1) At least one school has < 150 students, and
2) There are more than 10 schools in district
… then enter each school's enrollment data in the fields below

How does the district report its student count for Category Two budget? ?*

○ One number for my whole district

● A number for each school in the district

If Entering Enrollment by School (B)

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ❓	Eligible for C2 budget?	
109	Plainfield Elementary School	115	N/A	✅	EDIT

Click 'EDIT' and the enrollment field becomes editable.

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ❓	Eligible for C2 budget?	
109	Plainfield Elementary School	115	N/A	✅	UPDATE
10597	Gallaudet Elementary School	227	N/A	✅	EDIT
10598	Boone Middle School	344	N/A	✅	EDIT
10599	Franklin High School	555	N/A	✅	EDIT
10600	Bluford Middle School	1234	N/A	✅	EDIT
10601	Guggenheim Elementary School	456	N/A	✅	EDIT
10602	Anderson Elementary School	1234	N/A	✅	EDIT

Enter the enrollment data, then click 'UPDATE.'

Don't Forget to 'Submit'

- After entering the district-wide enrollment or the school building enrollment data, be certain to click the Submit button at the bottom of the page:

  SUBMIT

- If the data isn't 'submitted,' it won't be captured by the system and used to calculate your C2 budget

Alternative Method of Entering C2 Data

- If using option B (entering enrollment by school), and if also updating each school's enrollment and NSLP data for the year, applicants can update their C2 enrollment at the bottom of each school's EPC profile page
  - This data is then updated on the district's Manage Organization page for that school
  - Entering the enrollment in the discount calculation section will NOT update the C2 enrollment data
    - Those two datasets are not linked

How to See Updated C2 Budget $

- Use USAC's C2 Database at: https://opendata.usac.org/E-rate/E-rate-C2-Budget-Tool-FY2021-/8z69-hkn7
- Updated nightly
- Use filters and enter

Billed Entity Number (BEN)

C2 Budget

BEN	Bille...	City	State	Appli...	Cons...	C2 B...	Child...	C2 B...	Full T...	Libra...	Scho...	Libra...	C2 B...
125326	ALBERT G...	UNIONTO...	PA	School DI...	Intermedi...	FY2021-2...	8	Per Site B...	3,317		$167.00		$553,939....

Requesting a C2 Budget Recalculation

- After the enrollment has been updated for the school district, or individual schools, return to the EPC Landing Page, and select the name of the district:

- Then select Category 2 Budget:

Requesting a C2 Budget Recalculation

- You will see the C2 budget information for your entity.

Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

⌄ **2021 - 2025**

⌄ **2021 - 2023 (Budgeted Entity)**

> Show column definitions

Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
Preliminary	$1,085,834.00	$247,655.65	$0.00	$247,655.65	$838,178.35	Hide Details

Your student count has changed relative to the count used to establish your existing C2 budget. To request a replacement C2 budget in 2024, click **Request Replacement C2 Budget.**

- If your data has changed, there will be a statement below the data where you will request the C2 Replacement Budget

- Select 'Request Replacement C2 Budget' and you will be taken to a page showing what your C2 budget WAS and what you are requesting your C2 budget be modified to. If you agree with the data click on the blue REQUEST REPLACEMENT BUDGET link

REQUEST REPLACEMENT BUDGET