



# Broadband Program

## Broadband Reimbursement Policy and Procedures

### PURPOSE

To provide school districts an introduction to the policy and procedures of the broadband reimbursement program.

### STATEMENT

As stated in [Idaho Code § 33-5602 through 33-5605](#), the State Department of Education (SDE) is responsible for reimbursing E-rate eligible entities for the after E-rate discount portion of the cost of approved broadband services. Broadband services includes both internet access and wide-area networks (WANs). The Education Opportunity Resource Committee (EORC) determines the reimbursement methodology.

### POLICY

To receive broadband reimbursement, entities **must**:

1. Be an E-rate eligible entity as defined in [Idaho Code § 33-5602\(1\)\(c\)](#)<sup>1</sup>
2. Make a good-faith effort to apply for and receive E-rate funding
3. Follow applicable state procurement law and E-rate competitive bidding requirements
4. Supply all requested broadband information and documents to SDE
5. Make a good-faith effort to provide bandwidth utilization data to SDE

### PROCEDURES

The broadband reimbursement process consists of the following steps:

1. Eligible entities apply for E-rate funding
2. SDE collects broadband information and copy of signed contract(s)

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<sup>1</sup> E-rate eligible entities include Idaho public schools, Idaho Digital Learning Academy, Idaho Department of Juvenile Corrections education programs, the School for the Deaf and the Blind, and the Idaho public libraries. Public libraries receive their reimbursement through the Idaho Commission for Libraries.

3. (December) Submit July – December (if available) broadband invoices to SDE
  - a. After review, SDE issues broadband reimbursement for July – December
4. (May) Submit remaining invoices to SDE
  - a. After review, SDE issues broadband reimbursement for January – June

### Bandwidth Levels Eligible for Reimbursement

The EORC determines the minimum and maximum amounts of bandwidth eligible for reimbursement, which is calculated on a per-user basis. For traditional brick-and-mortar entities, users are the total number of students and district employees. Online entities must use the average number of daily on-site users.

- Minimum: 0.025 Mbps per user
- Maximum: 1 Mbps per user

Entities below the minimum or over the maximum must appeal to the EORC.

### Appeals

An entity whose broadband reimbursement is denied or adjusted may appeal the decision to the EORC. The appeal must be in writing, include any necessary documents, and be submitted to SDE prior to the next meeting. If the initial appeal is denied, an entity may make an in-person or phone appeal to the EORC at the next scheduled meeting.

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#### For Questions Contact

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