



Dear Philadelphia schools staff,

To demonstrate [Affordable Connectivity Program](#) qualification under the [Community Eligibility Provision criterion](#), **families will need to upload a completed version of the below letter template.** *Families should use this letter if your school is designated a Community Eligibility Provision school. Check your school's status [here](#).*

To be accepted in the ACP application, letters must include the following:

- School letterhead
- Mail merged (ideally; otherwise typed) student, school, and guardian name
- School contact information

We have seen letters with hand-written entries rejected in the past, so the above recommendations ensure families' applications will be accepted.

Important note: there are other ways families can demonstrate eligibility that do not include a document upload. For example, if a family participates in SNAP and enters their Social Security Number in their ACP application, they will oftentimes receive an automatic qualification in the portal.

Please email phlconnected@phila.gov for questions.

Sincerely,

The PHLConnectED team

ACP Community Eligibility Provision Letter

Dear [Guardian Name],

Date

[School Name] would like to make you aware of the Affordable Connectivity Program (ACP), the Federal Communications Commission's program that can help families keep their internet.

Eligible households can receive:

- A discount of up to \$30 per month towards broadband service; and
- A discount of up to \$100 to buy a laptop, desktop computer, or tablet from participating providers. A household must contribute between \$10 and \$50 toward the device cost.

Internet access has become an important part of fully participating in school and we want to make sure [student's name] has reliable, affordable access at home. ***Because your student(s) attends a school that participates in the U.S. Department of Agriculture's Community Eligibility Provision (CEP), your household is automatically eligible to receive the ACP benefit.***

As a part of the ACP application process, you will need to provide identification and eligibility documentation. This letter, which can be used to prove eligibility during the application process, confirms that the following student(s) in your household attend(s) a CEP school during the 2023 - 2024 school year:

Student Name:

School Name:

Student Name:

School Name:

Student Name:

School Name:

When you are ready to apply for the Affordable Connectivity Program benefit, you can submit your application online at AffordableConnectivity.gov, mail-in a paper application, or contact a participating internet service provider.

We are here to support you regarding the ACP benefit, as well as with any other questions or concerns you may have.

Best Regards,

[[School Official's Name and Title]]

School Name

School Address

School Contact Information (Phone and/or Email)