

There have been many requests for USAC to provide guidance with respect to what information should be included in your appeal. Below is a checklist that may be helpful. In addition, retaining this type of information will be very helpful if USAC requests this information in the future. This example is not mandatory or intended to serve any other purpose than to respond to requests for guidance.

Appeal Checklist

When appealing a USAC decision, use the following checklist to ensure that the necessary information has been provided.

Did you remember to provide....?

- Current appellant contact information
- An alternate contact person and/or information (if applicable)
- The Billed Entity Number (BEN) and SPIN
- Application Number(s) for each decision appealed and the Fund Year
- The Funding Request Number(s) (FRNs) for each decision appealed.

NOTE: If you choose not to appeal a denied or modified FRN, still list FRN and indicate 'Do not wish to appeal'.

- For each FRN that you are appealing, indicate:
 - Your requested outcome for each decision appealed.
 - A concise and clear explanation of why you disagree with the decision.
 - Clearly labeled support documentation for each decision appealed.
- Appellant signature and title
- Submit your appeal within 60 days

For more information, search "appeals" on the USAC website.