

[Back](#) [header](#)

Schools and Libraries News Brief

February 24, 2006

Remember that you can still [file Item 21 attachments online](#) using your Form 471 Application Number and security code. The sooner you submit your Item 21 attachment, the sooner USAC can start reviewing your Form 471.

Funding Year 2005 Waves

USAC will release Wave 36 funding commitment letters on March 2. Wave 35 letters were released on February 23. As of February 24, FY2005 commitments total over \$1.32 billion. See [Automated Search of Commitments](#) for more information.

Review Your RAL Now

USAC issues a Form 471 Receipt Acknowledgment Letter (RAL) to the applicant and service provider(s) featured on each Form 471 that was certified within the window. You should review the "Form 471 Block 5 Funding Request Report" included with each RAL to be sure the information on it is correct. The RAL includes instructions for submitting the following corrections:

- **Update Block 1 contact information.** If the contact person or the information for the contact person (e.g., new phone number, new email address, etc.) has changed, use the RAL to provide current information to USAC for that form.
- **Correct the Block 4 worksheet for shared services.** If the service requested on a Funding Request Number (FRN) will be shared, use the "Display" function to [review your Form 471 Block 4 Worksheet online](#) and make sure you have listed the correct recipients of service. If you need to make changes because you listed the wrong recipient or entered the Entity Number incorrectly, submit corrections using a printout of the worksheet and the RAL. Remember that USAC will not increase your discount as a result of any corrections.
- **Cancel or reduce an FRN.** Has there been a change in your budget or requirements for service? Have you received an approval of a previous year's request that makes this FRN obsolete? Has there been a change in your ability to secure the ineligible products and services necessary to make use of services requested on your funding request? If so, use the RAL to cancel or reduce the affected FRN(s) to speed USAC's review of your Form 471. Remember that USAC will not process a request to increase funds for an FRN.
- **Correct the Form 470 Application Number (New for FY2006).** The Form 470 is crucial to the competitive bidding process for all funding requests. You should review the Form 470 Application Number in Item 12 of **each FRN**. If the Form 470 Application Number is incorrect (e.g., digits were transposed, the Form 470 was posted for a different category of service or for different entities, etc.), submit a correction using the RAL. Remember that if program requirements have not been met, USAC will deny the FRN.
- **"Split" or unbundle an FRN.** If you combined services in one funding request, you may now realize that you need to split your FRN because –
 - different service providers bill you for the services, or

- o the services requested are in more than one category of service (e.g., Telecommunications Services and Internet Access), or
- o the services will be provided by one service provider during the beginning of the funding year and a different service provider during the remainder of the year.

Please work with your service provider(s) to determine if a split is necessary and then use the RAL to request a correction.

- **Correct the SPIN.** USAC must have the correct Service Provider Identification Number (SPIN) to commit and disburse funds properly. Service providers may also track funds based on the SPIN. Check with your service provider to be sure you have listed the correct SPIN. Use the RAL to make a correction if you encounter one of the following situations –
 - o your service provider has multiple SPINs and you entered the wrong one,
 - o your service provider did not have a SPIN at the time you filed your Form 471,
 - o you made a data entry error when you entered the SPIN.
- **Correct the Site Identifier (Entity Number).** Review the Site Identifier (Entity Number) for each site-specific FRN. Does the Site Identifier belong to a different recipient of service than the one you listed? Has there been a change in the recipient of service that is allowed under program rules? If so, use the RAL to correct the Site Identifier and avoid delays during application review and invoice processing.
- **Correct your budget calculations (Block 5, Item 25).** The online system calculates most fields in Item 25. If Item 25 contains data entry errors or your approved budget has changed since submitting your Form 471, you can correct certain amounts in Item 25. Making these corrections now can speed up USAC's review of your application.

If you need to make any allowable corrections using the RAL, review the "Allowable Corrections Using the RAL" section of the letter and follow the instructions for submitting a correction. You can also review these instructions in the [sample Form 471 RAL](#). **Remember that corrections must be signed and must be submitted within three weeks of the date on the RAL.**

Follow-up for Paper Submissions

The majority of program forms and certifications submitted on paper require applicant contact because of missing, incomplete, or inaccurate information. If you submitted a paper form or certification, USAC's Problem Resolution team may ask you for information and set a deadline for receipt of the information. Please respond promptly so that USAC can continue data entry.

New Tip Sheets Posted to Website

USAC has posted one-page Tip Sheets in the [Outreach and Training section of the website](#) to provide helpful summary information on the following topics –

- the application process,
- technology planning requirements, and
- invoice processing.

[Look for more Tip Sheets to be posted in the coming months.](#)

Notice to Service Providers

See [USAC's February 10, 2006 Latest News](#) for information on proposed changes to the *Service Provider Identification Number and Contact Information Form* (Form 498) and Instructions.

Please note that USAC did not issue a News Brief on February 17 due to the FY2006 window close.

You may download and print copies of [Schools and Libraries News Briefs](#) on USAC's website. You may [subscribe](#) to or [unsubscribe](#) from this news brief. For program information, please visit the [Schools and Libraries area](#) of the USAC website, [submit a question](#), or call us toll-free at 1-888-203-8100. Feel free to forward this news brief to any interested parties.

Please do not reply to this email directly, as it was sent from an unattended mailbox.

1997-2006, Universal Service Administrative Company, All Rights Reserved.

[Back](#)