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Schools and Libraries News Brief

December 22, 2006

FY2007 WINDOW COUNTDOWN

Days to window close	47
Forms 470 filed to date	20,667
Forms 471 filed to date	1,546

TIP OF THE WEEK: Put all of your documentation in order before you leave for the holidays, especially if you have not yet filed your FY2007 Form 470. It will be easier for you to pick up where you left off when you return.

Commitments for Funding Year 2006

Funding Year 2006. USAC released FY2006 Wave 36 Funding Commitment Decision Letters (FCDLs) December 20. This wave included commitments for approved Internal Connections and Basic Maintenance funding requests at 87% and above, and denials for threshold at 79% and below. (Denials for threshold occur when USAC knows that funding is not sufficient to make commitments at or below a certain discount percentage. These funding requests are generally not reviewed, so a denial for threshold does not provide you with any information on their merits.)

USAC will release FY2006 Wave 37 FCDLs December 27. This wave will include commitments for approved Internal Connections and Basic Maintenance funding requests at 87% and above. As of December 22, FY2006 commitments total just under \$1.6 billion.

USAC will continue to issue weekly funding commitment waves. After noon on the date that the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

However, please note that USAC will NOT issue funding waves for FY2006 or FY2005 during the first week of January 2007.

Contact Procedures and Holiday Hours

During the next two weeks, some staff functions at USAC will be unavailable and our normal contact procedures will change. We are providing the following information to assist you if you want to contact us during this time.

Requests for information

As we reported in the [December 15, 2006 News Brief](#), winter contact procedures are now in effect.

What does this mean? During most of the year, if USAC requests information on a review process or informs you of a problem with an online or paper form, you have 15 days to provide us with a response before we continue the processing of your form or request without the benefit of your additional input. If we have not heard from you by the seventh day after our initial contact, we send a reminder via your preferred mode of contact and also notify your state coordinator that we are having difficulty contacting you.

During the summer and winter periods when many schools are closed, we do not start the 15-day clock on your [deadline for responding to a request](#) until we make a live two-way contact with you.

What is a live two-way contact? We define a live two-way contact as an answer or a return contact by voice, fax, or email from a person who is capable of responding to our request. For example, if the front-desk librarian at a library answers USAC's telephone call and says that the library's E-rate contact person is not available for a week, USAC has NOT made a successful two-way contact and the 15-day clock will not start.

Also, if your deadline for response falls within the winter contact procedure timeframe – which this year is December 15, 2006 through January 5, 2007 – USAC will suspend your 15-day clock and resume contact on or after January 8.

However, please respond as promptly as possible to any requests, as the processing of your form or request may otherwise be delayed.

Reviews of forms and requests

These processes will be on a greatly reduced schedule starting December 21, 2006 and continuing through January 2, 2007. While some staff members will be available, most of the reviewers will not. Consequently, if you are in the process of responding to questions on a review or request, you will likely not be able to talk to a person until January 3 at the earliest. (Telephone numbers for reviewers feature a 973 area code.)

Please continue to send in any requested information by email or fax. You may also leave a voicemail message at your reviewer's telephone number.

The following is a partial list of processes that will be affected:

- Application review
- Invoice review
- SPIN change requests
- Service substitution requests
- Invoice deadline extension requests
- Service delivery extension requests
- Appeals

Processing of paper forms and certifications

These processes will continue to run during the next two weeks. Winter contact procedures are in effect. Staff will be unavailable on two days only: December 25, 2006 and January 1, 2007. If information is needed to process your paper submission, you will be contacted using your preferred mode of contact, but the 15-day deadline for a response will not be enforced until January 8.

Submit a Question and other website functions

In general, the website will be up and available during this period. If system maintenance is necessary, we will try to schedule it during evening and nighttime hours on weekends. You can continue to use the [Submit a Question](#) feature, but staff will not be available to respond to questions on December 25, 2006 or January 1, 2007.

Client Service Bureau

The Client Service Bureau (CSB) will be closed on December 25, 2006 and January 1, 2007. Otherwise, CSB will maintain its normal business hours of 8:00 a.m. to 8:00 p.m. EST.

Escalated issues

USAC's Washington, DC office will be open except for December 25, 2006 and January 1, 2007. However, many staff members will be taking time off during this period, so please take that into account if you have an urgent issue.

New Options for RNL Corrections

If you would like to correct ministerial or clerical errors on your Form 470, you can mark up your copy of the [Form 470 Receipt Notification Letter \(RNL\)](#) and mail it back to USAC. The RNL includes detailed instructions and the mailing address for submitting any corrections.

We now have both email and fax options if you prefer to use them to submit corrections.

- To **email** corrections, scan the appropriate pages of the RNL and email the resulting document to: **470RNLcorrections@sl.universalservice.org**

Remember to sign and date the pages of the RNL. Also, in the text of the email, include your Form 470 Application Number, your Billed Entity Name and Billed Entity Number, and your name and contact information (email, fax, and/or phone).

- To **fax** corrections, use the following fax number: **(973) 599-6526**

Remember to sign and date the pages of the RNL. Also, on the fax cover sheet, include your Form 470 Application Number, your Billed Entity Name and Billed Entity Number, and your name and contact information (email, fax, and/or phone).

USAC will NOT issue a Schools and Libraries News Brief on Friday, December 29, 2006. Have a happy and safe holiday season!

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