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## Schools and Libraries News Brief

August 31, 2007

**TIP OF THE WEEK:** If you are changing a service start date or a contract expiration date or reducing or canceling a funding request by filing a [Form 500](#), remember to use the April 2007 version of this form. The earlier version of this form should not be used after July 31, 2007.

### Commitments for Funding Year 2007

**Funding Year 2007.** USAC will release FY2007 Wave 18 Funding Commitment Decision Letters (FCDLs) September 5. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 83% and above. As of August 31, FY2007 commitments total just under \$1.22 billion.

On the day after the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

### Service Provider Call-in Number Change

USAC holds a service provider call on the second Wednesday of each month from 3:00 p.m. – 4:00 p.m. ET. All service providers with an interest in the Schools and Libraries Program are welcome to attend and to submit questions in advance of the call. Starting September 12, 2007, the call-in number will change.

Here is the information for the call from September 12 forward:

Date:	Second Wednesday of each month
Time:	3:00 – 4:00 p.m. ET
Call-in number:	1-888-453-8320
Passcode:	1390177#

The call is toll-free. If for some reason the toll-free number is not available, you can also connect to the call by dialing 1-630-424-4735.

If you have a question you would like to submit for the call, please send it through [Submit a Question](#) by 5:00 p.m. ET on the Friday before the call. To submit a question, follow the link to the Submit a Question area from any Schools and Libraries webpage and:

- Choose "Service Provider Conference Call" from the Topic Inquiry menu and click "GO"
- Choose "I would like to submit a question" from the Specific Inquiry menu and click "Continue"
- Provide your contact information and click "Continue"
- Enter your question and click "Submit"

USAC will send an email to the email address you provide confirming receipt.

### Sample Form 486 Notification Letters Updated

USAC posts sample versions of current applicant notification letters under the heading "Letters (Samples)" in the [Reference Area](#) of the website. These samples allow program participants to review the text and layout of notification letters so that they know in advance what information is included in the letter and where it is located.

When a new version of a notification letter is issued, USAC updates the website so that only the current version of the letter appears. USAC recently made some minor changes to the [applicant version of the Form 486 Notification Letter](#) and has posted the updated version for reference.

Beginning with this letter, USAC will also post a sample of the service provider version of a notification letter in addition to the applicant version. If you visit the Sample Letters section of the Reference Area, you can also view a sample [service provider version of the Form 486 Notification Letter](#).

### **Fall Training Update – Beginner Training Oversubscribed**

The response to the beginners presentation for the fall training sessions has been overwhelming. Because of this fact – and also to encourage beginners to ask questions – we must limit attendance at these presentations to registrants with less than two years' experience in the program.

Registrants for the beginners session who have less than two years' experience will therefore receive by email an invitation to attend that session at 8:00 a.m. on the first day of the training. Those that registered for the session but do not meet the above criterion will receive by email a request to plan to start the first training day with the opening session at 9:00 a.m. For those of you that will not be attending this session, we thank you in advance for your understanding.

### **Training registration information**

Below is a list of the seven training sessions with the numbers of registrations and hotel room availability as of 5:00 p.m. EDT yesterday.

City	Dates	Registrants	Hotel Cutoff Date
Washington, DC	September 13–14	250	No rooms available
Orlando, FL	September 18–19	250	No rooms available
Boston, MA	September 27–28	192	September 5
New Orleans, LA	October 2–3	225	September 8
Cleveland, OH	October 9–10	216	September 15
San Francisco, CA	October 17–18	250	September 21
Phoenix, AZ	October 24–25	250	October 2

Once a session has reached 250 registrants, USAC starts a waiting list. If you find that you cannot attend a session after you have registered, please remember to cancel your registration to open a slot for someone else.

You can put your name on a waiting list even though a training session is full. However, we recommend picking a second-choice training session and registering for that as well in case your first choice remains unavailable.

Remember also that registering with USAC for the training does not automatically reserve a hotel room. You must follow the hotel reservation instructions linked to the training session you want to attend in order to make a hotel reservation. Note that in some cases, the conference room rate may no longer be available.

If you have questions, you can direct them to the email address or the telephone number provided on the [2007 Training announcement](#) under "How to Register."

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