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## Schools and Libraries News Brief

November 16, 2007

**TIP OF THE WEEK:** If you are appealing a USAC decision to the FCC, submit your appeal either electronically or on paper. The FCC will no longer accept appeals submitted by fax (see below).

**Please note that USAC will not issue a News Brief next Friday, November 23, due to the Thanksgiving holiday.**

### Commitments for Funding Year 2007

**Funding Year 2007.** USAC will release FY2007 Wave 29 Funding Commitment Decision Letters (FCDLs) November 20. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 83% and above.

USAC will release FY2007 Wave 30 FCDLs November 27. This wave will include denials for Internal Connections and Basic Maintenance requests at 79% and below. USAC has determined that funding is not sufficient to fund Priority 2 services at 79% and below.

As of November 16, FY2007 commitments total over \$1.71 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.

### Look for Your Form 471 Receipt Acknowledgment Letter

Yesterday USAC issued the first FY2008 Form 471 Receipt Acknowledgment Letters (RALs) to applicants and service providers. USAC issues a RAL when a timely Form 471 is certified either online or on paper.

Applicants can make corrections to most fields on the Form 471 using the RAL correction process. Both applicants and service providers should review each RAL carefully to verify that the information contained in the RAL is accurate.

- Note that some information must be reviewed and corrected by printing out and marking up a portion of the actual application. For example, if an applicant wants to add or subtract entities from a Form 471 Block 4 worksheet, the applicant must print out a copy of the worksheet using the [Form 471 Display](#) function, mark the corrections on the worksheet, and include a copy of the marked-up worksheet to complete the submission for the RAL correction process described in the RAL.

### Invoice Deadline Extensions for Certain BEAR Forms

October 29, 2007 was the deadline for filing an invoice (BEAR Form 472 or SPI Form 474) for FY2006 recurring services. As of the deadline, a number of BEAR Forms filed online were still awaiting approval by service providers. Some of these online BEAR Forms were for FY2006 recurring services, but others were for FY2006 non-recurring services or services from other funding years.

To simplify the procedures applicants and service providers must follow, USAC has automatically extended the invoicing deadline for BEAR Forms that were in a PENDING VALIDATION status (i.e., were submitted online by the applicant and were awaiting online approval by the service provider) as of October 29. The new deadline is February 27, 2008.

If you believe that your BEAR Form is in this status, please do the following:

#### Applicants

- Look up your FRN on the [FRN Extension Table](#). If the date in the column labeled "Last Allowable Date for an Invoice" is 02/27/2008, your deadline has been extended
- Contact your service provider and ask that your BEAR Form be reviewed as soon as possible.
- Remind your service provider that simply filling out the information at the bottom of the form and clicking "Certify" will cause all line items to be rejected. Service providers must either check the box to the right of each line item they approve or check the box that approves all line items on the form.
- If your service provider is not familiar with the E-file System or the [E-file Login screen](#), suggest that your service provider call USAC at 1-888-641-8722, select the prompt "Form 498" (currently option #4), and ask for more information.

### Service providers

- Login to the E-file System from the [E-file Login screen](#) using your email address and password.
- Click on the link to review BEAR Forms.
- Review and approve any pending BEAR Forms as appropriate. To approve a specific line item, check the box to the right of that item. To approve all line items, check the box that approves all line items.
- If you are not familiar with the E-file System, call USAC at 1-888-641-8722, select the prompt "Form 498" (currently option #4), and ask for more information.

Applicants that did not have an online BEAR Form awaiting service provider approval on October 29, 2007 and service providers that did not submit a SPI Form 474 by the deadline must submit an [invoice deadline extension request](#). Again, check first on the FRN Extension Table to verify that you have missed the deadline. After your deadline extension request has been approved, you can submit any remaining invoices.

### Updates to Website Documents

The following documents on the website have been recently updated. The updated information is in bold.

#### [Appeals Procedure](#)

Program beneficiaries that disagree with a USAC decision can appeal to USAC or to the Federal Communications Commission (FCC). An appeal must be postmarked or received within 60 days of the date of the USAC decision. This document provides detailed information on how to prepare and file an appeal.

- If you appeal to USAC, you can file your appeal electronically, by fax, or on paper.
- If you appeal to the FCC, you can file your appeal electronically or on paper. **The FCC will no longer accept appeals submitted by fax.**

#### [Step 8: Service Category Adjustments](#)

This document discusses the importance of indicating the correct category of service on each Form 471 Block 5 Discount Funding Request. The categories of service are:

##### Priority 1

- Telecommunications Services
- Internet Access

##### Priority 2

- Internal Connections
- Basic Maintenance of Internal Connections

**If an applicant's Funding Request Number (FRN) includes both Priority 1 and Priority 2 categories of service, the applicant can now "split" the FRN in two – one FRN containing only Priority 1 services and the other containing only Priority 2 services. This will allow USAC to make a funding decision on the Priority 1 services before the threshold for Priority 2 commitments is set. The FCDL comment for the new FRN will reference the original FRN.**

#### [Step 7: Item 21 Attachments for Form 471](#)

This document contains both general guidance and specific examples of the detailed description of services required on the Form 471 Item 21 (the "Item 21 Attachment").

**[An example of an Item 21 Attachment for Basic Maintenance of Internal Connections](#) has been added to the other examples linked to this document.**

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