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Schools and Libraries News Brief

February 22, 2008

TIP OF THE WEEK: If you do not have any corrections to your Form 471, DO NOT submit a copy of your RAL to USAC. If you do have corrections to report, be sure to clearly indicate the corrections, sign your RAL, provide contact information, and submit a copy of your RAL to USAC by one of the methods described in the [Receipt Acknowledgment Letter](#) guidance.

Commitments for Funding Year 2007

Funding Year 2007. USAC will release FY2007 Wave 39 Funding Commitment Decision Letters (FCDLs) February 26. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 83% and above and denials at 79% and below. As of February 22, FY2007 commitments total over \$1.95 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.

"471 No Cert" Letters Issued Yesterday

Yesterday, USAC issued approximately 2,000 letters to applicants that submitted an FY2008 Form 471 online before the close of the window but neglected to certify the form. This letter, titled "Notification of Form 471 With No Certification," gives applicants until March 12, 2008 to postmark a paper certification in order to allow the Form 471 to be considered in-window.

If you receive this letter, you should take the following steps:

Check the status of your Form 471 online. To check the status of all Forms 471 you submitted for FY2008, go to the Search Tools menu, select the [Form 471 Application Status](#) tool, and enter your Billed Entity Number and choose the 2008 Funding Year. You will then be able to view a table that shows the status of each of your forms. Below is a list of the possible form statuses for FY2008 Forms 471 at this point in time:

- "Certified - In Window" - We have successfully processed either your timely filed paper Form 471 or the certification for your timely submitted online Form 471. If you certified on paper it is likely that your certification and our letter crossed in the mail.
- "Certified - Out of Window" - You either certified your form online after the window closed or you postmarked a paper form after the window closed. In the first case, your form can still be considered in-window (see below); in the second case, your form is considered outside the window.
- "Complete" - Your form has been submitted online but not certified. If you submitted your form online before the close of the window, you now have an opportunity to certify your form on paper and have it considered in-window.
- "Incomplete" - You started a form online but did not submit it, or we have started but not completed data entry of your paper form. In the first case, your form cannot be considered in-window; in the second case, your form can be considered in-window if it was postmarked before the window closed.
- "Canceled" - You requested that we cancel your form. You will not be able to certify your form and it will not be considered in-window.

If the status of your form is "Complete" but you have already mailed in a paper certification, call the Client Service Bureau (CSB) at 1-888-203-8100. CSB is still processing paper certifications and may be attempting to reach you to add or correct entries on your certification so that it can be successfully data entered. CSB can also confirm that your certification has been received.

If the status of your form is "Complete" and you have NOT mailed in a paper certification, do so as soon as possible but no later than March 12, 2008. CSB will process your paper certification and your status should then change to "Certified - In Window" as long as your form was submitted online before the window closed.

If you submitted your form online before the window closed but certified it online after the window closed, your form can still be considered in-window. These forms – if they are certified online after the close of the window but on or before the March 12 deadline – will be moved to a "Certified - In Window" status soon after the deadline has passed. To avoid worrying about your certification status, however, we suggest that you certify on paper.

Updated Service Provider Terms and Conditions for Online Users

Applicants and service providers that perform certain program activities online must agree to Terms and Conditions for this online access. Applicants agree to a set of Terms and Conditions the first time they use a Personal Identification Number (PIN) to certify a program form online; service providers agree to a different set of Terms and Conditions the first time they use a UserID and Password to log into the [E-file System](#). If the Terms and Conditions for online access are revised, online users must agree to the revised Terms and Conditions the first time they log in after the revision occurs.

Last weekend, revised Terms and Conditions for service providers were uploaded to the E-file System. All authorized users – not just the Company Officer and the General Contact – must agree to the revised Terms and Conditions. Any users that accepted an earlier revision will have to accept the most recent revision before they can successfully log into the system.

The Terms and Conditions for service providers are divided into three sections:

- **FOR ALL ACCOUNT USERS.** All users must attest to the statements in this section. In brief, the user attests that he or she is the person assigned to the account. The user agrees to keep account information confidential and to request deactivation of the account if appropriate – for example, if the user is no longer authorized to use the account. The user also agrees to review and comply with the E-File Application User Manual.
- **FOR ACCOUNTS ALLOWED TO ELECTRONICALLY SIGN AND SUBMIT FORMS.** Users that are authorized to sign and submit forms electronically must attest to the statements in this section. This includes the General Contact, the Company Officer, and anyone else they have authorized to sign and submit forms. In brief, each user attests that he or she is authorized to sign and submit forms electronically, that the electronic signature is equivalent to a handwritten signature, and that he or she is making the certifications contained in the form.
- **FOR ACCOUNTS ALLOWED TO CREATE OR WHO HAVE CONTROL OVER AUTHORIZED USERS.** At this point in time, only the Company Officer and the General Contact can authorize additional users for online accounts. However, this section applies to anyone who can create accounts or who has control over authorized users and everyone with this authority must attest to the statements in this section. In brief, each user attests that he or she will create accounts only for authorized users and accepts responsibility for accounts over which he or she has control.

To see the full text of the most recent Terms and Conditions:

- If you have not logged into the system recently, you will be presented with the most recent Terms and Conditions the next time you attempt to log in.
- If you have already accepted the most recent Terms and Conditions, you can log into the E-file System and then choose the "Terms and Conditions" link at the bottom of the menu on the main page.

As a reminder, each time the Terms and Conditions for the use of an online account are revised, all users will be required to accept the revised Terms and Conditions.

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