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## Schools and Libraries News Brief

February 29, 2008

**TIP OF THE WEEK: If you are filing a program form on paper, check to make sure you are using the current version of the form.** Specifically, we will only accept the April 2007 versions of Forms 472 (BEAR), 473 (SPAC), 474 (SPI), 486, and 500.

### Commitments for Funding Year 2007

**Funding Year 2007.** USAC will release FY2007 Wave 40 Funding Commitment Decision Letters (FCDLs) March 4. 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 29, FY2007 commitments total just under \$1.97 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.

### Online Item 21 Attachment System Timeouts Resolved

Over the last few weeks, some applicants have had difficulties using the online Item 21 Attachment system. In some cases their work was interrupted in midstream. In others, they could not gain access to the system at all.

USAC has updated the system to improve access and stabilize connections. Applicants are encouraged to use their Form 471 application numbers and security codes to re-enter the system and work on their Item 21 Attachments.

**NOTE:** Each time you progress from one page to the next, the system identifies your session as active. *You will experience a timeout message if your session is inactive for more than 15 minutes.* This means that if you are typing a narrative description of services on page 3 of 4 and you don't push "Continue" for 15 minutes, the system will time you out. So, if you have a long narrative or you are a slow typist, we suggest that you prepare your narrative in advance using a word-processing program and simply copy and paste the prepared text in the field for the narrative description to avoid a timeout.

For more information about filing Item 21 Attachments online, refer to the [February 15 SL News Brief](#) and the [Item 21 Attachments guidance](#) on the USAC website.

### Highlights of the RAL Correction Process

After you have submitted and certified a Form 471 and USAC has determined that the form is in-window, USAC will issue you a [Receipt Acknowledgment Letter \(RAL\)](#). This letter contains a summary of the data you reported on the Form 471 and gives you an opportunity to submit corrections to the information contained in many of the fields on the form.

If you find that the information on your RAL differs from the information that you believe you supplied on your form, follow the instructions in the RAL to submit corrections. In addition to the instructions in the RAL, review the [RAL guidance](#) on the website for information on where to submit your corrections.

Here are a few tips for the RAL correction process:

**Compare the data in your RAL and in the [Form 471 Display](#) with the data in your file copy of the Form 471 to make sure that all of your entries are correct.** The RAL includes most of the entries currently in our system, but you must use the Form 471 Display to view the information in Block 4 worksheets. Because Program Integrity Assurance (PIA) uses all of this information in its review of your application, it is important that you verify its accuracy.

- If incorrect information appears on the RAL, you can mark a line through the incorrect information and supply the correct information to the right of the error. Note that the RAL

correction process cannot be used to correct Billed Entity information.

- If the incorrect information appears on the Form 471 Display but not on the RAL – for example, if the incorrect information is in (or missing from) a Block 4 worksheet – follow the instructions in the RAL for correcting that information.

**If all of the information matches, DO NOT submit a RAL correction.** There is no need for you to sign and submit a copy of the RAL if there is nothing to correct. Submitting a RAL with no corrections only delays the review of your application.

**If you submit a RAL correction, make sure you supply all necessary information.** You don't need to include the first two pages of the letter or any pages of the letter that do not contain corrections in your RAL correction submission. However, to make corrections to a Block 4 worksheet, you will need to include a copy of the worksheet and/or a separate sheet listing entities to be added or deleted.

**Remember that not all errors can be corrected using the RAL correction process.** For example, corrections to Billed Entity names, addresses, and phone and fax numbers must be made through the Client Service Bureau.

**Submit your RAL corrections as soon as possible.** Near the top of the first page of the RAL, USAC identifies the deadline for submitting RAL corrections. That deadline is 20 days after the date on the RAL. Although we may be able to process corrections after that date, it is to your advantage to submit RAL corrections as soon as possible so that we have accurate information when we begin your review.

**Always include a signed copy of page 3 of your RAL, even if you are printing out other pages with corrections information.** We cannot process RAL corrections without a signature or the other information (date, printed name, title, and contact information) requested on page 3.

**Check to make sure you have supplied current contact information.** If we have questions about the information you submitted, we will attempt to contact you using the contact information you supplied. Requests to correct some fields - such as the category of service, contract award date, or contract expiration date - may require additional review and approval by USAC before they can be corrected. Also, if you are submitting multiple pages, it's a good idea to put identifying information – BEN, Form 471 Application Number, and contact person name and telephone number – at the top of each page.

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