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Schools and Libraries News Brief

July 18, 2008**TIP OF THE WEEK: If you are registering for one of the fall training sessions, remember to also follow the instructions for making a hotel reservation.**

Registering with USAC for the training session does **not** automatically reserve a room for you at the conference hotel.

Commitments for Funding Years 2008 and 2007

Funding Year 2008. USAC will release FY2008 Wave 14 Funding Commitment Decision Letters (FCDLs) July 22 and Wave 15 FCDLs on July 24. As of July 18, FY2008 commitments total just under \$828 million.

Funding Year 2007. USAC will release FY2007 Wave 58 FCDLs July 25. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 81% and above and denials at 80% and below. As of July 18, FY2007 commitments total just under \$2.43 billion.

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

Fall Training Update

This fall, USAC will offer seven training sessions at locations around the country. For online registration and hotel information, you can refer to the [Training Information page](#) on the USAC website.

The training sessions are open to anyone on a first-come, first-served basis. USAC will start a waiting list for each session once we reach capacity. We ask that you register only for the session that you want to attend and that you cancel your registration if your plans change.

Below is a list of the cities, dates, and number of registrants as of July 16 at 12:00 p.m. EDT:

City	Dates	Number of Registrants
Washington, DC	September 11-12	215
Seattle, WA	September 16-17	102
Denver, CO	September 23-24	83
Chicago, IL	October 2-3	154
Newark, NJ	October 6-7	106
Los Angeles, CA	October 15-16	145
Atlanta, GA	October 21-22	92

If you have questions, [email USAC Training](#) or call 1-877-883-1786 ext. 408.

Writing an Appeal

USAC decisions can be appealed by program participants affected by those decisions. Appeals can be filed with USAC or with the Federal Communications Commission (FCC). Appeals must be received or [postmarked](#) within 60 days of the date of the decision.

Most USAC decisions are communicated in letters. In general, the letters containing these decisions also include information on how to file an appeal. In some cases — notably SPIN changes and service provider electronic notifications — decisions may be communicated by email and may lack this information. However, complete [information on how to file an appeal](#) is available on the website.

If you are writing an appeal, you should clearly identify yourself and the reason(s) for your appeal and include the specific information that will help USAC or the FCC understand why you believe the original decision should be reviewed. Here are some tips to assist you with your preparations:

Mark your submission as an appeal. The word “appeal” should appear on the first page of a written appeal, the cover sheet of an appeal submitted by fax, or the subject line of an appeal submitted by email or online. This enables USAC to correctly identify and process your appeal.

Identify yourself. USAC will use the contact information you provide on your appeal to ask questions or to clarify information. If your contact information has changed since your original submission (form, request, etc.), please make a note of that as well.

The following information is helpful to include on the first page or cover sheet of the appeal:

- The entity name and Billed Entity Number (BEN) of the applicant including an address and telephone number.
- The name, address, telephone number, fax number, and email address of the contact person who understands and can discuss the appeal.
- If the contact person is not an employee of the Billed Entity, the relationship of the contact person to the Billed Entity (consultant, consortium member, etc.).
- If an alternate contact person also understands and can discuss the appeal, that person’s name and contact information.

You should monitor the email, fax, and/or telephone contact that you provide. If we attempt to contact you and do not receive a response, we may have to proceed with the information on hand and without the benefit of your responses to our questions.

Specify the USAC decision you are appealing. Start with the title and date on the communication that contains USAC’s decision. In general, letters from USAC feature a title in capital letters at the top of the first page. Then specify the particular decision from that communication that you are appealing: a denial of one Funding Request Number (FRN) from a Form 471, a rejection of a service substitution request, the removal of an entity from a Form 471 Block 4 worksheet, etc. In addition, always include the following:

- A list of all affected FRNs.
- A list of all affected Form 471 application numbers.
- A list of any other specific program forms involved, identified by form number, applicant form identifier, or other numbers assigned to the form by you or by USAC.

USAC reviews Forms 471 in their entirety rather than stopping with the first denial reason. The comment field for each FRN in the FCDL contains additional information on the specific products or services that were removed if your funding request was reduced. Also, if your funding request was denied for more than one reason, all of the reasons will be included in the comment field for that FRN.

- Each denial reason in the comment field is separated by five sets of angle brackets (<><><><><>).
- If you are appealing a denial or reduction, be sure your appeal addresses all of the reasons contained in the comment field. This will speed up the processing of your appeal.

State briefly but precisely why you feel the USAC decision is incorrect. Explain why you believe USAC reached the wrong conclusion in its decision. If the decision relates to a program rule or an FCC order, cite the rule or the order and the specific language that supports your argument.

Note any other information USAC should review. You have already included in your appeal the relevant form number, applicant form identifier, FRN, or other identifying information. This will assist USAC to quickly locate the materials related to your application(s) or request(s) that should be reviewed in order to process your appeal. However, your appeal may rest on USAC's understanding of other materials submitted with your application or that relate to your application. You can provide copies of the relevant information or note where USAC should look to locate the information, such as an attachment to a previous year's form.

Retain all documentation. Program rules require that all documentation relating to an application be retained for five years after the last date to receive service. Some of the questions that USAC may ask while reviewing an appeal can be answered by documentation that you have retained. If USAC needs to review that documentation and you can easily produce it, your appeal can proceed much more smoothly.

Refer to the [Appeals Procedure](#) for more information on filing an appeal with USAC or the FCC.

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