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## Schools and Libraries News Brief

**July 25, 2008**

**TIP OF THE WEEK:** Service providers cannot update the email address USAC uses for [electronic notifications](#) by filing a revision to the Form 498. To change your email address for these notifications, [email SLDFORM](#) and include your updated information.

### Commitments for Funding Years 2008 and 2007

**Funding Year 2008.** USAC will release FY2008 Wave 16 Funding Commitment Decision Letters (FCDLs) July 29. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 90% and denials at 79% and below. As of July 25, FY2008 commitments total just under \$998 million.

**Funding Year 2007.** USAC will release FY2007 Wave 58 FCDLs July 28, not July 25 as reported last week. 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 25, 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. You can register for a session and get hotel information from 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 24 at 4:30 p.m. EDT:

City	Dates	Number of Registrants
Washington, DC	September 11-12	FULL
Seattle, WA	September 16-17	145
Denver, CO	September 23-24	137
Chicago, IL	October 2-3	208
Newark, NJ	October 6-7	158
Los Angeles, CA	October 15-16	198
Atlanta, GA	October 21-22	178

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

### More Tips for Filing Form 486 Online

The [June 6, 2008 SL News Brief](#) provided some tips for filing Form 486 online. Below are some additional tips to help you through the online filing process.

#### **Double-check the contact information you provide on the Form 486.**

The contact person in Item 5 of the Form 486 may receive communications from USAC in addition to the [applicant version of the Form 486 Notification Letter](#). Consequently, it is very important that this contact person's information be correct and that the preferred mode of contact be identified on the form.

- Where possible, applicants should identify the mode of contact that they monitor most frequently – telephone, fax, or email – as their preferred mode of contact.
- If contact information changes, applicants can request updates to forms by following the [Contact Information Changes](#) guidance on the USAC website.

#### **Save your application number and security code.**

After you complete Block 1 of an online form, the system will assign an application number and a security code to that form. If you leave or are timed out of this form while it is still incomplete, you will need this code to return to and complete your form online. The Client Service Bureau does not have access to security codes, so if you lose your code we cannot retrieve it for you.

The simplest way to preserve this information is to print the page that appears after you enter the information requested in Block 1 and then click on the "Next>" button.

#### **If you can, use the dropdown menu in Item 8 to identify the USAC-certified Technology Plan Approver (TPA) that approved your technology plan.**

Many applicants can complete Item 8 by choosing the single TPA that approved their technology plan from the online dropdown menu. However, in some cases, more than one TPA approved technology plans for the entities listed on the Block 4 worksheet associated with the Funding Request Numbers (FRNs) on a Form 486. For example, in a consortium application, members of the consortium may have chosen different TPAs to review and approve their technology plans. For such a consortium, every TPA that approved a consortium member's technology plan must be listed on the Form 486.

To list more than one TPA, first choose "Other" from the dropdown list. This will open a text box just below the list. You can then type in the names of the appropriate TPAs in the text box.

- In this situation, it is helpful to type in the name of each TPA exactly as it appears on the dropdown list.
- Note that if all of the FRNs on the form are only for [basic telephone service](#), you should choose "Other" and then type "NONE" in the text box.

#### **Make sure the SPIN you enter belongs with the corresponding FRN.**

When you file a Form 471, you enter a Service Provider Identification Number (SPIN) in Item 13 of each Block 5 FRN. When you then file a Form 486 online, you enter the FRN and the SPIN and the system will populate the Form 471 application number and the service provider name. You then enter the Service Start Date for that FRN to complete the line.

In general, the SPIN you enter should match the SPIN that you entered on the Form 471. If the SPIN and the FRN do not match for an FRN on the Form 486, the system will notify you and allow you to make a correction. However, you can bypass the notification if you choose to do so. We suggest that you check the service provider name displayed by the system to verify that you have entered the correct information.

If USAC has issued a funding commitment but you have changed service providers since you filed the Form 471 – or if you realize the SPIN as you entered it is incorrect – USAC must process a SPIN change request before the SPIN on the FRN can be updated. You can find information on the different types of SPIN changes and how to submit them in the [SPIN Change Guidance](#) document posted on the USAC website.

- If you submit a SPIN change and then file a Form 486, you can list the new SPIN on the Form 486 instead of the old SPIN. USAC can verify that a SPIN change request has been

submitted and, once the SPIN change is approved, USAC can change the SPIN on the FRN.

- Note that if you bypass the warning message on the Form 486 and list a SPIN that is not currently associated with the FRN, the system will allow you to continue but the SPIN from the Form 471 will remain on the FRN until a SPIN change request is successfully processed. **In other words, entering a new SPIN on the Form 486 does not change the SPIN in the USAC database.**
- If the old service provider will provide service for part of the funding year and the new service provider will provide service for the remainder of the funding year, USAC will create a new FRN for the new service provider after your SPIN change request has been approved. Remember that you must file a Form 486 for both FRNs, either on the same form or on different forms.

**Don't enter more than 20 FRNs on the same online form.**

If you are filing a program form online, the system will time you out after a certain amount of inactivity. In the online Form 486, the system does not register any activity while you are entering FRNs, SPINs, and service start dates. Consequently, if you are entering a large number of FRNs in the online form, you may time out of the system without a warning and lose your work when you try to submit the form.

To enter all of your FRNs using either the standard version or the interview version of the Form 486, organize the FRNs into groups of not more than 20 and file a separate Form 486 for each group. By doing this, your data can be entered and successfully submitted on your first attempt.

**Certify your form online if you have a PIN.**

After you file a Form 470, Form 471, or Form 486 on paper, USAC will check to see if you already have a Personal Identification Number (PIN) associated with the Billed Entity Number (BEN) in Block 1 of that form. If not, USAC will issue you a PIN that you can use to certify a Form 470, Form 471, Form 486, or Form 472.

If you have a PIN, you can certify your Form 486 online. After you click on the "Submit" button online, choose "Electronic Certification" and follow the prompts. If you complete the electronic certification successfully, you will not have to file a paper certification. However, it is a good idea to print out a copy of the entire form for your records.

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