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Schools and Libraries News Brief

November 13, 2009

TIP OF THE WEEK: If you missed one or both of the October 2009 program deadlines (invoices for FY2008 recurring services or Forms 486 for FY2009), carefully read the guidance below. In general, you can still successfully complete the filing of these forms if you follow the guidance appropriate to your situation.

Commitments for Funding Year 2009

Funding Year 2009. USAC will release FY2009 Wave 28 Funding Commitment Decision Letters (FCDLs) November 17. This wave includes commitments for approved Priority 2 requests (Internal Connections and Basic Maintenance of Internal Connections) at 85% and above and denials at 54% and below. As of November 13, FY2009 commitments total over \$1.28 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.

Actions to Take If You Missed One or Both October Deadlines

Two program deadlines occurred in late October:

- **October 28, 2009** was the deadline for applicants and service providers to invoice USAC for FY2008 recurring services. This deadline applies to you if the date of your Form 486 Notification Letter is on or before June 30, 2009.
- **October 29, 2009** was the deadline for applicants to file a Form 486 for a Funding Request Number (FRN) from FY2009. This deadline applies to you if your service start date is July 1, 2009 and the date of your FCDL is on or before July 1, 2009.

In general, if you missed one or both of these deadlines, you can still take actions to successfully file and certify your forms without penalty. Below we discuss several scenarios and the actions you should take for each.

INVOICING DEADLINE

Scenario 1 – I filed a Billed Entity Applicant Reimbursement (BEAR) Form 472 online for FY2008 recurring services on or before October 28 and my service provider has not yet approved my form online.

If your service provider did not approve your online BEAR Form by the October 28 deadline, you must submit an [invoice deadline extension request](#) and wait for USAC to approve it before you can file a BEAR Form.

We will send you a notification by email when we approve your extension request. You can also check to see if your deadline has been extended by referring to the [FRN Extension Table](#). Choose FY2008 (Year 11), click "Next>>," and search for your FRN(s) on the results page.

Scenario 2 – I filed a BEAR Form online for FY2008 recurring services on or before October 28 and my service provider approved my form on October 29.

A BEAR Form is not considered to be submitted until the service provider has approved the form. If the invoicing deadline for your FRN was not already extended, your BEAR Form will be rejected. You must submit and receive approval for an invoice deadline extension request before you can file another BEAR Form.

Scenario 3 – I did not file an invoice (or my last invoice) before the invoicing deadline.

If you did not complete your invoicing process by the October 28 deadline and your FRN has not already been extended, you must submit and receive approval for an invoice deadline extension

request before you can file another invoice. This applies to both service providers that file Service Provider Invoice (SPI) Forms 474 and applicants that file BEAR Forms.

FORM 486 DEADLINE

Before we discuss possible scenarios, we would like to remind you that you can use the [Deadlines Tool](#) on the USAC website to calculate program deadlines, including your Form 486 deadline. For example, you can use the tool to verify that your FY2009 Form 486 deadline is **NOT** October 29, 2009 if:

- Your FCDL is dated after July 1, 2009, **OR**
- USAC issued a commitment on a Revised FCDL dated after July 1, 2009 for an FRN that was originally denied in full, **OR**
- Your service start date is after July 1, 2009.

Within the next few weeks, USAC will issue the first Form 486 Urgent Reminder Letters for FY2009. These letters notify you that we believe you missed your Form 486 deadline, and they provide a 20-day grace period to file and certify a Form 486 without penalty.

The first batch of letters will be mailed to all FY2009 applicants with FRNs that meet both criteria below:

- USAC issued an FCDL dated on or before July 1, 2009 with a positive commitment, **AND**
- The service start date reported on Form 471 Item 19 was July 1, 2009.

USAC will continue to issue letters for each additional FY2009 FRN after its estimated Form 486 deadline passes. (For the purpose of issuing the Form 486 Urgent Reminder Letter, USAC calculates the Form 486 deadline as 120 days after the FCDL date or 120 days after the service start date reported on the Form 471, whichever is later.)

Applicants have 20 days from the date of the Form 486 Urgent Reminder Letter to file and certify a Form 486 online or on paper. For any FRN on a Form 486 received or postmarked after the end of the grace period, USAC will reset the service start date to the date 120 days before the Form 486 was certified online or on paper.

Note that if you have not yet filed your Form 486, you can do so now before USAC sends you the letter. As long as you file and certify a Form 486 before the end of the grace period (20 days after the date on the Form 486 Urgent Reminder Letter), your service start date will not be reset solely because you missed the deadline.

Scenario 1 – I didn't file my Form 486 by the deadline but I am ready to file it now.

You can either file your Form 486 now or file your Form 486 after USAC issues the Form 486 Urgent Reminder Letter.

- If you file your Form 486 now – even though you missed the 120-day deadline – your service start date will not be adjusted as long as you have not violated any program rules that necessitate an adjustment. Note that you still may receive a Form 486 Urgent Reminder Letter if we issue your letter shortly before you file and certify your form.
- If you wait to file your Form 486 until USAC issues the Form 486 Urgent Reminder Letter, your service start date will not be adjusted as long as you file and certify your Form 486 on or before the deadline specified in the letter.

Note that if you have certified a Form 486 before USAC runs its estimated-deadline query, USAC will not issue a Form 486 Urgent Reminder Letter for any FRNs on that Form 486.

Scenario 2 – I filed my Form 486 online by the deadline but I have not yet certified it.

You can certify your Form 486 online or on paper now or wait until USAC issues a Form 486 Urgent Reminder Letter. However, you must certify your Form 486 on or before the deadline in the Form 486 Urgent Reminder Letter to avoid an adjustment to your service start date.

Scenario 3 – I reported July 1, 2009 as my service start date on my Form 471 but that is no longer the correct service start date.

Use the Deadlines Tool to calculate your Form 486 deadline and file and certify your form before that deadline has passed. Note that USAC will issue only one Form 486 Urgent Reminder Letter

for an FRN if you have not certified a Form 486 by your estimated deadline.

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