

[Back](#) [header](#)

Schools and Libraries News Brief

July 2, 2010

TIP OF THE WEEK: Make sure that you monitor your Form 471 preferred mode of contact (telephone, fax, or email) if you are available to respond to PIA questions about your application during the summer. PIA will also use the holiday/vacation/summer contact information you provided, but will follow the [summer contact procedures](#) as appropriate if they are unable to reach you.

Commitments for Funding Years 2010 and 2009

Funding Year 2010. USAC will release FY2010 Wave 7 Funding Commitment Decision Letters (FCDLs) July 7. This wave will include commitments for approved Priority 1 (Telecommunications Services and Internet Access) requests at all discount levels. As of July 2, FY2010 commitments total just under \$712 million.

Funding Year 2009. USAC will release FY2009 Wave 59 FCDLs July 8. This wave will include commitments for approved Internal Connections and Basic Maintenance requests at 78% and above and denials at 69% and below. As of July 2, FY2009 commitments total just under \$2.74 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 Applicant Training Registration Continues

The training sessions in Washington, DC and Los Angeles are full and registration has closed. The other six sessions are still open. The [Fall 2010 Applicant Training page](#) on the USAC website has information on how to register and how to make hotel reservations. If you have already registered for a session and you find that you will not be able to attend, please cancel your registration.

For questions, cancellations, or requests for information, you can continue to email [USAC Training](#).

Tips for Filing Form 486 Online

In the [June 4 SL News Brief](#) we discussed the [Form 486, Receipt of Service Confirmation Form](#). This form notifies USAC that services have started and invoices for those services can be paid. It also indicates that technology plans – if required – have been approved by a [USAC-certified Technology Plan Approver](#) and provides the status of compliance with the [Children's Internet Protection Act \(CIPA\)](#).

Many applicants have already received FCDLs for FY2010. These applicants are eligible to file the Form 486 **early**, that is, before services have started. (Note that if your FY2010 services started yesterday, July 1, you are NOT filing early.) To file early, all of the following statements must be true:

- USAC has issued a positive funding commitment for at least one Funding Request Number (FRN) on an FCDL.
- You have confirmed with the service provider featured on that FRN that services will start in July.
- You can accurately make all of the certifications on Block 4 of the form, which include certifications on compliance with the technology planning requirements and the Children's Internet Protection Act (CIPA).
- You file the Form 486 online or on paper on or before July 31.

Below are some filing tips for Form 486, some of which are specific to online filing.

Check the box in Item 6a if you are filing early.

Filing Form 486 early is an option if you meet the requirements listed above. To file early, you must check the box in Item 6a to notify USAC that you meet those requirements so that the system can process your form.

- If you are filing after services start, you are not filing early and Item 6a should be disabled online. However, if you check Item 6a and then enter an FRN with a service start date on or before the date you are filing, you will get an error message and will have to uncheck the box.
- If you are using the Form 486 Interview online and you are unable to access the early filing box or enter a service start date, try exiting and using the "Continue Incomplete" button to go back into the form. (Remember to make a note of your Form 486 application number and security code before you exit the form.)

Use the information from your FCDL to file your form.

The Billed Entity Number (BEN), funding year, Form 471 application number, and Funding Request Number (FRN) are all associated in USAC's system. If you enter data on a line in Form 486 Block 3 (Service Information) that is inconsistent with the information associated in our system, you will receive an error message. (If you are filing on paper, you will receive a call from Problem Resolution and you must send us a correction before we can complete data entry of your form.)

We suggest that you have the FUNDING COMMITMENT REPORT section of your FCDL handy when you are completing your Form 486. If you use the information from that report, you should be able to enter your FRNs in Block 3 of the Form 486 without encountering an error message.

Include FRNs from different FY2010 Forms 471 on one Form 486.

The Form 486 is specific to a funding year and a Billed Entity. If you filed several FY2010 Forms 471 and you have commitments for FRNs that appeared on more than one of those forms, you can file one Form 486 for FY2010 and list all of the committed FRNs on that one form.

Note, however, that if you have just received an FCDL for several FRNs from FY2009 and another FCDL for several FRNs from FY2010, you must file two separate Forms 486, one for each funding year.

In Item 5, identify the contact person that should get program letters.

USAC issues certain letters to the contact person in Item 5 of the Form 486. Specifically, USAC will issue both the applicant version of the Form 486 Notification Letter and the Billed Entity Applicant Reimbursement (BEAR) Form Notification Letter to that contact person. Make sure that the contact person you identify on the Form 486 is also the person that should receive those letters.

Use Internet Explorer 6.0 or above.

The forms developed for online use on the USAC site work best with Internet Explorer 6.0 or above. We recommend that Mac users use Netscape 7.0 or above. Other web browsers – such as Safari or Mozilla – are **not** supported on either PCs or Macs.

Here are a few more tips about system requirements:

- **Make sure your computer's operating system is Windows 2000 or higher for PCs or OS 10 or higher for Macs.** Earlier operating systems may not allow all of the online form functions to work correctly.
- **Clear your Internet cache and temporary Internet files.** These may contain data that could replace or add to the data you enter.
- **Allow popups.** Many of the warning and error messages that help you through the form are formatted as popups.
- **Enable cookies.** This preserves certain information that makes subsequent filings easier and also can help USAC diagnose problems.
- **Use the "Tab" key to move from one field to the next on a page.** You can also use your mouse to click in the fields where you will enter information.
- **Don't use your browser's "Forward" and "Back" buttons.** Instead, use the navigation buttons in the form.

- **Don't open multiple tabs in the browser window you are using to file your Form 486.** You may encounter difficulties if you do so.

For more information and tips on online filing, refer to the [Tips and Troubleshooting document](#) posted on the USAC website.

Try the standard version of the online Form 486 if you have trouble with the interview version.

Data you enter in an online Form 486 is saved in USAC's database and can be accessed through the [Apply Online page](#) by both the standard version and the interview version of the form (the "Create Form 486" button and "Form 486 Interview" button respectively). In the standard version, you enter information directly into the form, while the interview version asks you a series of questions and then enters your answers in the appropriate form fields. If you wish, you can start with one version of the form, save your work before you push the Submit button, and later complete the form using the other version.

- To continue an incomplete form using the standard version, click on the "Continue Incomplete" button in the Form 486 column of the Apply Online page.
- To continue an incomplete form using the interview version, click on the "Form 486 Interview" button in the Form 486 column of the Apply Online page.
- Remember that you must have your Form 486 application number and your security code to access an incomplete form. (Tip: Use your browser's "Print" function to print the page that contains these numbers after you complete Block 1 of the form online.)
- Note to Mac users: Applicants using a Mac generally have more success with the standard version of the form.

Pay attention to any popups or warning messages that occur.

The online system has built-in popups to notify you of errors and provide certain other helpful information. This allows you to make necessary corrections before you submit your form. The system also populates some information in the form based on information you have already entered.

However, many applicants that file forms on paper fail to provide all necessary entries or include entries that are inconsistent. They must then wait for USAC to contact them because the missing or inconsistent information prevents USAC from completing data entry. Moreover, if USAC cannot reach the applicant to get the correct information, the form may be rejected.

If you are having difficulty with online filing, you can [Submit a Question](#) or call the Client Service Bureau at 1-888-203-8100 to get help.

You may download and print copies of [Schools and Libraries News Briefs](#) on USAC's website. You may [subscribe](#) to or [unsubscribe](#) from this news brief. For program information, please visit the [Schools and Libraries area](#) of the USAC website, [submit a question](#), or call us toll-free at 1-888-203-8100. Feel free to forward this news brief to any interested parties.

Please do not reply to this email directly, as it was sent from an unattended mailbox.

1997-2010, Universal Service Administrative Company, All Rights Reserved.

[Back](#)