



Federal Communications Commission
445 12th Street, SW
Washington, DC 20554

January 16, 2018

**RE: Federal Communications Commission (FCC) Request for Waiver – 471
Application #829446, FRN 2352299**

CC Docket No. 02-6

To Whom It May Concern:

Woodburn Unified School District is requesting a waiver of the invoice deadline for E-rate FY2012 (Year 15) Form 471 Application 829446, FRN2352299.

Detailed Contact Information

Appellant/Organization Name: Woodburn School District
Billed Entity Number: 144869
Contact Person Name: John Mollway
Contact Mailing Address: 40335 Winchester Rd STE E522, Temecula, CA 92591
Contact Phone Number: 951-249-3346
Contact E-mail Address: erate@woodburnsd.org

Summary of Request for Waiver

Woodburn School District (District) requests a waiver of the invoice deadline for FRN 2352299 because the Universal Service Administrative Company's (USAC) "Administrator's Decision on FCC Remand - Funding Year 2012" letter dated November 22, 2017 failed to provide the applicant 120 days to file an invoice.

Explanation of Waiver Request

In an Administrator's Decision letter dated November 22, 2017, the District was notified that it qualified for relief provided for in FCC Order DA 17-526 released on May 30, 2017. This relief specifically allowed applicants to resubmit invoices which had been timely filed

between August 2014 and July 2016. A new invoice deadline of January 2, 2018 was provided in the decision letter. This new deadline gave the applicant 41 days to complete invoicing, not the 120 days defined by E-rate program rules.

In Client Service Bureau case #210692 USAC confirmed "the applicant was not included within the first letter of the notice, so you were issued a letter on 11/22/17 for being part of that DA 17-526 order." Therefore November 22, 2017 was the first time the applicant was notified of this opportunity to resubmit an invoice.

At the time of the notification no authorized person had the required Personal Identification Number (PIN) assigned by USAC which enables an authorized person to certify the online FCC Form 472 (BEAR) form.


On December 11, 2017 the District filed Client Service Bureau case #210701 requesting a new PIN. The new PIN was received by the authorized person on January 3, 2018 – after the stated invoicing deadline.

USAC did not follow program rules and provide 120 days to invoice. The applicant was unable to comply with all required steps to complete the invoicing process in the shortened 41 day time frame.

Waiver Request

Woodburn School District respectfully requests a waiver of the invoicing deadline for FRN 2352299 so it may receive the relief intended by FCC Order DA 17-526.

Sincerely,


John Mollway
CEO

Enclosures:

November 22, 2017 Administrator's Decision on FCC Remand – Funding Year 2012
Client Service Bureau Case #210692
Client Service Bureau Case #210701

#210692 - WSD FY2012 BEAR Deadline



REOPEN CASE

Summary News Related Actions



Case Details

Topic FCC Form 472 - BEAR - Status Inquiry
Status Closed
Priority Medium
Inquiry Type Phone

Created By USAC
Created On 12/11/2017 10:05 AM PST
Organization WOODBURN SCHOOL DISTRICT 103

Case Description

Description Received approval on appeal dated 11/27/2017 but the last day to invoice is 1/2/2018.

Case Artifacts

Documents

Name	Uploaded By	Upload Date
Universal Service Administrative Co	JOHN MOLLWAY	12/11/17 10:16 AM

Attachments

Attachment	Attachment Type
No items available	

Case Thread

User	Note	Date
USAC	John, The FCC order DA 17-526 released on May 30, 2017 originally gave the applicants until 9/1/17 to invoice. It looks like the applicant was not included within the first letter of the notice, so you were issued a letter on 11/22/17 for being part of that DA 17-526 order. USAC gave you a 120 day extension from the original invoice deadline within the order 9/1/17 which gave you until 12/30/17, but that date is on a weekend and the next week day would be 1/1/18 which is a federal holiday. That being said the applicant has until 1/2/18 to invoice for the FRN.	12/12/2017 8:27 AM PST
JOHN MOLLWAY	The Nov 11 date mentioned below should read Nov 22, 2017.	12/11/2017 11:50 AM PST
USAC	John, Your inquiry has been received. In order to provide you with a thorough and accurate response, we are currently researching your inquiry. We will provide a response as soon as we have more information.	12/11/2017 11:47 AM PST
JOHN MOLLWAY	This is the decision letter received on Nov 11, 2017. I'm trying to verify the Jan 2, 2018 invoice deadline date. If it is accurate, how was this date determined? If there is a RFCDL, please send a copy of this RFCDL.	12/11/2017 10:16 AM PST

Case Contact

Case Contact JOHN MOLLWAY

#210701 - BEAR PIN Request



Summary [News](#) [Related Actions](#)



Case Details

Topic	Online Navigation Help - Change/Disable PIN	Created By	Robert Clabaugh
Status	Closed	Created On	12/11/2017 10:24 AM PST
Priority	Medium	Organization	WOODBURN SCHOOL DISTRICT 103
Inquiry Type	Web		

Case Description

Description Need PIN for legacy site to complete form 472.

Case Artifacts

Documents

Name	Uploaded By	Upload Date
WSD-BEAR-PIN-REQUEST	Robert Clabaugh	12/11/17 10:49 AM
WSD-BEAR-PIN-REQUEST	Robert Clabaugh	12/11/17 10:24 AM

Attachments

Attachment	Attachment Type
No items available	

Case Thread

User	Note	Date
USAC	Robert, Your new PIN has been created and will be mailed out December 18th. Please allow at least 14 days to receive your PIN.	12/12/2017 1:18 PM PST
USAC	Robert, Your PIN request has been received and forwarded to the appropriate department.	12/11/2017 11:24 AM PST
Robert Clabaugh	Sorry for missing this, I didn't scroll over enough in the template. Email is rclabaugh@woodburnsd.org and I'll also update the spreadsheet.	12/11/2017 10:49 AM PST
USAC	Robert, We also need an email address to be able to issue a PIN for you. Please provide us with an email address so we can process your request.	12/11/2017 10:30 AM PST

Case Contact

Case Contact Robert Clabaugh