January 22, 2019

Re: Appeal Department

To Whom It May Concern:

I am writing for an appeal for the Improperly Disbursed Funds Letter we received for the 2016 funding year. This was our initial year in the program and we had a liaison with the ERATE program to assist me in the setup. I was very unfamiliar with the process and am still uncertain about all of the requirements. At this point, I do not understand the amount owed and why and overpayment occurred being that we do not receive any payment directly. Our provider, Brighthouse or Spectrum, apply a discount to our billing and recover the funds through ERATE, from my understanding. Any overpayments identified where not received by our company nor did we receive any credit on our billing with the provider. I am requesting assistance with understanding this process and how to ensure we are accurately utilizing the funding provided. Any assistance you can provide regarding this matter would be greatly appreciated. We are a small school and not having this discount program and owing additional funds severely impacts our operations.

We did eventually file the Form 486 and it was certified, but it was outside of the window. My inexperience has caused me to miss deadlines or not navigate this process in a timely manner, but we desperately need this funding in order to maintain the services through this program. I am working to familiarize myself with this process and maintain all of the necessary requirements to participate. Unfortunately, with no support to manage all of the administration and daily operations outside of myself, it is difficult to juggle all of the documents and deadlines. I am seeking out a consultant to better assist with this program until I can manage it seamlessly and meet the requirements to maintain this support. In any all considerations given me regarding this matter is greatly appreciated.

Sincerely,

Dr. Angela Kennedy

President