

May 11, 2018

To Whom It May Concern:

I am filing a request for a waiver for the late submission of a form 471 with the Universal Service Administrative Co. Last May the school administrator in charge of eRate for my district, Michael Burkey, died suddenly in a car accident. I was put in charge of eRate filings in the Fall after his death. I did not have access to his records, or the contracts he had entered into on behalf of the district.

In January, when the filing window opened, I posted the required request for proposal for internet service and filed form 470 for said service as a new request for service, not an ongoing contract. I received no responses. After the filing window closed without responses I reached out to our current internet service provider who made me aware of a three-year contract my predecessor had entered into shortly before he died. I was given to understand that everything was in order. Unfortunately, that was not the case.

As we have closed our books this year, I was made aware that we have not been receiving the eRate discount for our internet service all year. It turns out that USAC had attempted to notify my predecessor of missing documentation after his death. Those messages did not reach me, so our funding for the 2017-2018 school year was denied. I have begun the appeal process with USAC for that funding, but because of the existence of the three-year contract my form 470 was incorrect, and the 471 was not filed in a timely manner.

I humbly request that you consider granting a waiver for this form 471 waiver. It is needed because of the death of a colleague and the chaos that resulted in trying to pick up his many responsibilities after his loss.

Thank you for your time and consideration,

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