

August 23, 2018

RE: Invoice Deadline Waiver Request

To whom it may concern:

I am writing to request a waiver on the deadline for submitting an invoice for reimbursement. My billed entity number is 17001437 and our school is Boulder Preparatory High School. The associated FRN is 1699111276 and the number for our Form 486 is #31482.

When we originally filed our form 486 on 1/6/17, there was a typo in the contract expiration date where it was noted as 7/1/16 instead of 7/1/17. Eight months later, we were notified that our invoice had been rejected due to the service date error. A USAC agent e-mailed us on 8/8/2017 indicating that we needed to file a form 500 to correct the contract expiration date. We replied to her with the signed form 500 but later found out that it was not processed correctly.

I followed up on 10/18/17 and was told that my case was under review and to re-open my case if we did not hear back within 60 days. I never heard back, so I followed up again on 3/7/18 asking about the status of our invoice. We exchanged a few correspondences for about one month. Finally, I was told that my form 500 was never processed, and I needed to re-submit it. I re-submitted my form 500 on 4/17/18 and was notified that it was accepted. After several months of no communication, I called again today 8/23/18 inquiring on the status of our invoice. I was informed that my original invoice #2635136 would need to be cancelled and that I would need to re-submit a new invoice now that the contract dates were corrected on my form 486. Since we are past the filing date for invoices for funding year 2016, I was instructed to request a waiver so we could re-file our invoice.

We would greatly appreciate your assistance with this waiver request to help us close out this funding request. This process has been quite complicated, and as a small school every dollar is important, so we are hoping to receive our reimbursement as soon as possible to use for other programs.

I have documentation confirming the many customer service cases and communications over the last year. Please let me know if you need any additional information. Thank you for your consideration.

Sincerely,



Lili Adeli
Headmaster
720-480-3959