



Received & Inspected

AUG 16 2016

FCC Mail Room

CC: 02-6

Federal Communications Commission
Office of the Secretary
445 12th Street SW
Washington, DC 20554

Appeal for Waiver of FCC Form 471 Window

DOCKET FILE COPY ORIGINAL

Entity: Crook County Library
BEN #: 145090
FRN from previous years: 2386976
FCC Form 471#: 161061586
FCC #: 0011870029

I would like to file a petition to waive the FCC Form 471 application filing within the window be waived. When applying E-Rate funding this year using the new USAC EPC portal, my library's discount was not displaying correctly without the local school district information. I opened a case with USAC and I thought the issue was resolved and the Form 471 was filed. However, it was not filed and I was forced to file it again outside of the application window.

I am including a copy of the case and thread with customer service regarding our discounts and information.

Sincerely,

Amber Smith
Crook County Library
175 NW Meadow Lakes Drive
Prineville, OR 97754
541.447.7978
Asmith@crooklib.org

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Records / Customer Service Cases

#97199 - Form 471 discount rates not displaying

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Case Details

Topic Eligible Entities - Entity Updates	Form Type FCC Form 471
Status Closed	Form Number 161059019
Priority High	Created By Amber Smith
Inquiry Type Web	Created On 6/27/2016 2:03 PM PDT
	Organization CROOK COUNTY LIBRARY

Case Description

Description I am trying to complete our library's Form 471 and the local school information and discount rates are not displaying (see screen shot below).

Case Artifacts

Documents

Attachments

Name	Uploaded By	Upload Date	Attachment	Attachment Type
471	Amber Smith	6/27/16 2:03 PM		
No items available				

Case Thread

User	Note	Date
	Amber, #145090 - CROOK COUNTY LIBRARY is now an independent library. In order for your discount rate to successfully populate, you will need to update your organization's information and associate the correct school district. The Account Administrator, and any other user with full or partial permissions for an applicant entity or consulting firm can update the organization's information by completing the following steps. These instructions including screenshots can also be found in the Managing Your Organization user guide on the FY2016 Filing Window page of our website: http://www.usac.org/sl/tools/apply-to-erate/window-2016.aspx .	7/5/2016 6:22 AM PDT
USAC	<ol style="list-style-type: none"> Log in to EPC which should bring you to your Landing Page. If you are not on your Landing Page, you can click the USAC logo on any other page to bring you to the Landing Page. Click the name of the organization from under the heading Organizations. This will open the organization details. Click Related Actions on the left side of the page. Make the necessary changes to the organization details. Click Submit. Enter a nickname for the modification request to help you track your requests in EPC. Click Submit. <p>Organization modifications must be approved by the Client Service Bureau. The account administrator will receive an email when the changes are approved.</p> <p>If you have any additional questions or concerns, please reopen this case, create a new case, or contact the Client Service Bureau at 888-203-8100.</p>	
USAC	Amber, Please discard your incomplete FCC Forms 471 and we will correct your applicant type to independent library.	6/28/2016 1:45 PM PDT
Amber Smith	Hello— Our library is an individual library and not a system. I am still confused as to how to update our discount rate in the system so I can move forward with our Form 471. Previously, the local school system was used to determine our discount rate (80%) and our local school system is Crook County School District.	6/28/2016 1:39 PM PDT
	Amber, #145090 - CROOK COUNTY LIBRARY is currently designated as a library system, which is a parent entity. A parent entity makes decisions on behalf of child entities, such as filing program forms on their behalf. In general, organization accounts in EPC are assigned to parent entities, and their associated child entities are listed on those accounts. In general, a parent	

entity must have a BEN to identify itself in its role as a parent entity. The parent entity represented by this entity number is not itself eligible for discounts.

USAC

The two most common parent-child relationships in EPC are:

A school district (parent entity) to the individual schools and non-instructional facilities (NIFs) that are part of that school district (child entities)

A library system (parent entity) to the individual library outlets/branches and NIFs that are part of that library system (child entities)

If your entity is currently designated as a parent entity type but only has one location, it is likely that your correct entity type is an independent library rather than a library system.

Please let us know if your entity is independent and we will make the applicant type conversion for you.

6/28/2016
1:31 PM
PDT

Case Contact

Case Contact Amber Smith