**From:** Danielle Silin <Danielle.Silin@usac.org>   
**Sent:** Monday, November 11, 2019 11:30 AM  
**To:** Rogers, Robby <RRogers@daytonchristian.com>  
**Subject:** EPC Customer Service Case #289349 - Late Filed FY2019 Form 471

Good morning.

The Form 471 can only be filed during a certain period of time each year, referred to as the filing window.  The open and closing dates of the window vary each year but are typically in the winter to spring timeframe. The filing window is typically announced a few weeks prior to it opening.

The FY2019 Application Filing Window

**Window opens** Wednesday, January 16, 2019 at noon EST.

**Window closes:** Wednesday, March 27, 2019 at 11:59 p.m. EDT.

**Last day to timely file an FCC Form 470:** Wednesday, February 27, 2019 at 11:59 p.m. EST.

If you have filed or will need to file your FCC Form 471 outside of the filing window, there is not an available procedure to request an extension from USAC; however, you may submit a waiver request to the FCC. A waiver is a request to waive an FCC policy, rule, or deadline such as the FCC Form 471 application filing window deadline. Please follow these steps:

1. Follow all pertinent program rules, including:

• Posting an FCC Form 470, if you have not already, except in cases of allowable exceptions such as for a multi-year contract that was signed pursuant to a previous FCC Form 470, a contract for which you are exercising an eligible voluntary extension, a state master contract, and for low-cost high-speed business class Internet services.

• Waiting at least 28 days after the FCC Form 470 (and RFP, if applicable) was posted -- or longer, if required by state or local procurement rules - before choosing a service provider and signing a contract (if applicable).

2. File and certify the FCC Form 471 as soon as possible, if you have not already. You will receive a notification that your form was filed outside of the filing window. Forms filed outside of the filing window will not be considered for funding, unless the FCC grants a waiver request:

3. File a waiver request with the FCC as soon as possible after your FCC Form 471 has been submitted. The waiver request can be submitted to the FCC through their Electronic Comment Filing System (ECFS).

a. Go to the ECFS "Submit a FILING" page: <https://www.fcc.gov/ecfs/filings>

b. Enter "02-6" in the "Proceeding" field.

c. Provide the information requested. (There are certain fields that are not applicable, such as the "Report Number" or "Bureau ID Number.") Be sure to choose "WAIVER" from the dropdown menu in the "Type of Filing" field.

d. Click "Upload Documents" to open an upload window and attach a letter requesting the waiver request and any supporting documentation. You may also drag and drop the file(s) into the "Upload Documents" field.

The FCC requires the following information to be included in the waiver request:

1. A statement setting forth the party's interest in the matter presented for review.

2. A full statement of relevant, material facts with supporting affidavits and documentation.

3. The question presented for review, with reference, where appropriate, to the relevant Commission rule, order or statutory provision.

4. A statement of the relief sought and the relevant statutory or regulatory provision pursuant to which such relief is sought.

5. Review the form, make any necessary changes, and then submit the waiver request.

For additional assistance:

• Additional information and instructions can be found under the heading “Submitting Window Waivers” in the July 29, 2016 Schools and Libraries News Brief: <http://www.usac.org/sl/tools/news-briefs/preview.aspx?id=710>

• Waiver request guidance can also be found under the heading "To File an Appeal with the FCC" on the appeals page of the Schools and Libraries website: <http://www.usac.org/about/about/program-integrity/appeals.aspx>

• For assistance with using ECFS, please contact the ECFS Help Desk at 202-418-0193 or via email at [ECFSHelp@fcc.gov](mailto:ECFSHelp@fcc.gov).

If you have any questions or believe this case was closed incorrectly, please re-open this case or contact us at (888)203-8100.

Thank you,

Danielle

Universal Service Administrative Company (USAC)

Client Service Bureau

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