December 11, 2018

**Letter of Appeal – Request for Waiver**

To Whom It May Concern:

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| --- | --- |
| Entity & BEN | Bishop Hoffman Catholic Schools (BEN 17005719) |
| Contact Person | Lucas Hammer |
| **Contact Information** |  |
| Mailing Address - | 702 Croghan Street, Fremont, OH 43420 |
| Phone Number - | 419-205-3371 |
| Email Address - | lhammer@bishop-hoffman.net |
| Funding Year | FY2016 |
| Application Type & Application Number | Form 471 Application Number 161050458 |
| FRN | Top of Form  E16991208061699120806Bottom of Form |
| Appeal Reason | Form 486 was filed late, but still approved. |
| Proceeding No. | 02-6 |

**Appeal Explanation:**

Regarding FRN 1699120806, Form 486 #11947 was initially certified on September 6, 2016. The form remained “In Review” for several months, past the due date for filing. Bishop Hoffman Catholic Schools reached out to USAC on February 23, 2017 under Case Number 156206 to determine what action needed to be taken. #11947 was canceled on February 28, 2017, and Bishop Hoffman Catholic Schools was directed to file a new form. Form 486 #38010 was certified on March 1, 2017 and approved. The Form 486 Notification Letter for #38010 was sent out on March 10, 2017. The retailer, SHI International, reportedly did not receive a copy. A copy of the letter has been attached to this appeal.

Sincerely,

Lucas R. Hammer

Technology Coordinator

Bishop Hoffman Catholic Schools