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DATE: March 7, 2016

LETTER OF APPEAL

FCC Appeals Review

Federal Communications Commission
445 12th Street SW
Washington, DC 20554

RE: Extension of Time Appeal for FRNs: 2632176, 2632284, 2632229, 2632294, 2632145, 2632243, 2632300, 2632329, 2705038, 2632251, 2705371

Billed Entity Name: School District U-46
Billed Entity Number: 135381
471 Application Number: 955619
Funding Year: 7/1/2014 – 6/30/2015
Reimbursement Decision Explanation: "BEAR invoice submitted after deadline."

Dear FCC Appeals Review,
School District U-46 is submitting this urgent appeal for the above FRN numbers. The FRNs are for the reimbursement of Category 1 services used *throughout* the School District, and have been reimbursed by USAC for a number of years. In September of 2015, a new staff member was trained on ERATE procedures, however due to being inexperienced, the staff member submitted the BEAR invoice forms incorrectly. Rather than clicking the Save & Certify button, only the Save button was clicked. Unknowingly, the staff member did not certify the forms properly.

When the problem was discovered, the BEAR submittal deadline had been surpassed a number of weeks. Since then, the staff member has been re-trained on the BEAR submittal process, and verification procedures have been put in place to ensure this does not reoccur.

School District U-46 respectfully requests that these FRNs be allowed to have the BEAR invoices resubmitted as this was a clerical/administrative error. We respectfully request for an Extension of Time for the invoicing window.

Please send all replies to me at the above address or my email address below.

Thank you in advance for your reconsideration,

Sincerely, 

Richard Ramos
Facilities Coordinator – richardramos@u-46.org
School District U-46

CC: Chris Allen, - Director
Jeff King, - COO