

Form 471 Application Number 588795 was submitted outside of the time window because during the past year Mine Hill BOE has gone through major administration changes and upheaval. The school superintendent, who was responsible for the application process, left rather unexpectedly and did not name or train a successor to assume the responsibilities associated with USAC application process. Ideally, those in the chain of command who should have assumed responsibility for the application process at our school district, i.e. the business administrator, principal and vice-principal also left during that period.

Because there was no one keeping track of this function, the submission date had already passed when I found the paperwork from USAC. Historically, I have been responsible only for the BEAR process and was never involved or trained for the other processes involved with the E-Rate program. I am the bookkeeper for the school board in charge of payroll, accounts payable, benefits, etc. I took it upon myself to undertake this responsibility as I did not want the school to lose these funds. We have had many problems passing our yearly budget and money is tight; which makes this program essential to our cash flow.

I do apologize for the lateness of our submission of the Form 471 and ask that you consider our appeal.