

# Manatee Community Action Agency, Inc.



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www.manateecaa.org

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## Head Start

Early Head Start  
Head Start  
Voluntary Prekindergarten

(p) 941.750.6667  
(f) 941.746.7374

## Resource Connection For Families

Child Development Services  
Family Self-Sufficiency  
Healthy Families Manatee  
HIPPIY  
Housing Counseling  
LIHEAP  
Weatherization  
Whole Child Project

(p) 941.827.0188  
(f) 941.827.0193  
941.748.0617

April 4, 2011

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RE: Request for Waiver

To whom it may concern,

We would like to formally request a waiver of the USAC Schools and Libraries Form 471 Application filing deadline for extenuating circumstances our agency could not plan.

On January 18<sup>th</sup>, 2011, our IT Manager and the individual responsible for managing our E-Rate applications and invoicing left the organization. It was not until March 28<sup>th</sup>, 2011 that we were able to find a suitable replacement for this position.

Having said this, existing staff was able to complete the Form 470 application but due to time constraints of their positions they were unable to do this before February 24<sup>th</sup> which would have allowed for a timely submission of our Form 471. We did complete the Form 470 on March 4<sup>th</sup> allowing us to begin working on our Form 471 on April 1<sup>st</sup> which unfortunately is outside the filing window.

Due to this unexpected loss of staff and lengthy search for replacement we would like to request a waiver and extension of the Form 471 filing period so that we may complete our application for services. We have received the Schools and Libraries services that past two years and it has provided a great benefit to our Head Start program in allowing us to bring in new technologies improving the level of instructions our children receive.

Thank you for your time and consideration. We look forward to hearing a positive response from soon and look forward to the opportunities this program will provide for our children again this year.

Sincerely,

Barbara Patten  
Executive Director  
Manatee Community Action Agency