



Schools and Libraries Division

Apr 28, 2011

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NORTH CAROLINA OFFICE OF
INFORMATION TECHNOLOGY SERVICES

Telephone:
Application Number

(910) 4552211 Ext 20511
801470

Response Due Date: 5/13/2011

The Program Integrity Assurance (PIA) team is in the process of reviewing all Funding Year 2011 Form 471 Applications for schools and libraries discounts to ensure that they are in compliance with the rules of the Universal Service program. We are currently in the process of reviewing your Funding Year 2011 Form 471 Application. To complete our review, we need some additional information. The information needed to complete the review is listed below.

Please be sure to answer the **3 main questions indicated by Roman Numerals.**

I. Based on the review of your FY 2011 Form 471 application **801470**, for FRN(s) **2171811 and 2195729** the documentation you provided in your Item 21 Attachments is not sufficient to determine the eligibility of your request. The documentation does not clearly identify the products/services being requested in this FRN.

Please provide more detailed documentation that identifies the actual products and services being requested. Your documentation should identify the specific products and services such as make, model, and description of the product/service being delivered. If you do not have this information, you will need to contact your vendor and request such documentation. The vendor should be able to provide you with detailed documentation regarding the products/services you are requesting..

Any documentation provided must be date on or before the FY 2011 Form 471 application filing window deadline and should clearly identify all of the ineligible charges that were cost allocated out of your request. If you are unable to justify the eligibility of charges requested on your Form 471, the funding request may be reduced or denied.

II. Based upon review of your FY2011 Form 471 application, we were not able to validate your requested discount percentage **for the entities below and their respective discounts.** In order to validate this discount percentage, please provide the appropriate documentation as described in the options listed below. This documentation must be dated on or before the close of the Form 471 application window in order for USAC to consider it.

SUMMERSILL ELEMENTARY SCHOOL- 80%
THOMPSON ELEMENTARY SCHOOL- 80%
JACKSONVILLE HIGH SCHOOL- 60%
CAROLINA FOREST ELEMENTARY- 60%
STATESIDE ELEMENTARY-60%

Option 1. If the school participates in the National School Lunch Program (NSLP), please provide a signed copy (preferably by the Principal, Vice-Principal, Superintendent or Director of Food Services) of a Reimbursement Claim Form that the school sends to the state each month as part of their participation in the program. Make sure that the following three items are identified on the claim form:

- a. The entity name
- b. The total number of students enrolled at the entity
- c. The total number of students eligible for participation in the Free or Reduced Lunch Program for the entity

If the school district fills out an aggregate claim form for the school, please provide a signed letter on school letterhead from a school official (preferably the Superintendent or other chief school official) that lists the enrollment and Free/Reduced information for each school in the district. The enrollment and Free/Reduced information provided in your letter should match the information that appears on the claim form.

Option 2. If the discount percentage was determined by information obtained from an income survey or application (NSLP Lunch Application forms cannot be used as survey or application instruments), please provide the following information on school letterhead signed by a chief school official (such as the Principal, Vice Principal, Superintendent or Director of Food Services):

- a. Total number of students enrolled at the school
- b. Total number of surveys/applications sent out
- c. Total number of surveys/applications returned
- d. Total number of students qualified for participation in NSLP based upon the information provided in the returned surveys/applications
- e. Are the surveys/applications and results kept on file? Yes No
 - a. If so, for how long are they kept on file?

Provide a sample copy of a FILLED OUT SURVEY OR APPLICATION with the child's personal information crossed out for confidentiality. **Be advised that in order for a survey to be acceptable it must contain the family's name, student's name, the size of the family and the income level of the family.**

With your response, please also include a signed certification that reads: "I certify that only those students who meet the Income Eligibility Guidelines of the National School Lunch Program have been included in Column 5, Item 9a, of Block 4 of my FY2011 the Form 471application."

Option 3: (non-public schools): If the discount percentage was determined by information obtained from a financial aid form, please provide the following information in writing on school letterhead signed by a school official (such as the Principal, Vice Principal, Superintendent, or chief school official):

- a. Total number of students enrolled
- b. A statement that confirms "all students have access to financial aid forms
- c. A statement that confirms that financial aid applicants are required to submit Federal Tax forms to document family income
- d. A statement that confirms the number of students who meet the NSLP Income Guidelines
- e. A statement that confirms the number and percentage of eligible students that supports the requested E-Rate discount level
- f. A statement that confirms the school keeps all completed financial aid application-on-file.

The school must submit one completed financial aid application, with personal information blackened out. The financial aid application must have been completed within two years of the fund year window close.

A signed certification that reads: "I certify that only those students who meet the Income Eligibility Guidelines of the National School Lunch Program have been included in Column 5 of Item 9a, of Block 4 of the Form 471."

Option 4: Provide a letter from your State Department of Education (on state letterhead and signed by a chief official at the State Department of Education) verifying that the total student enrollment and the free and reduced figures you provided are accurate.

Option 5: Provide a letter from your State Food/ or Nutrition Service Authority officials (on state letterhead and signed by a chief official of the State or Nutrition Service Authority) verifying the total student enrollment and the free and reduced figures you provided are accurate.

Option 6: If the discount percentage was determined using a different method than any of the methods identified above, please clearly describe and explain the survey method that was used and provide all relevant data , forms, or other tools that were used during the survey process.

III. For FRN **#2171811 and 2195729**, the documentation provided is not sufficient to determine the eligibility of your request. The documentation does not sufficiently describe the category of service being requested. We cannot determine the eligibility of your request. Please review and respond to the following questions:

- You have indicated that the category of service for this FRN is TELECOMMUNICATION, but the documentation provided does not clearly indicate the category of service. Please confirm the category of service being requested. (i.e.: Telecommunications Services, Internet access.

The item 21 attachment states Internet Access.

Please confirm the correct service type. If this should be changed to Internet Access please confirm in writing this change

AUTHORIZED SIGNATURE TO CHANGE TO INTERNET

ACCESS_____

For additional information, refer to the USAC website at:
<http://www.usac.org/sl/applicants/step08/service-category-adjustments.aspx>

Please fax or email the requested information to my attention. If you have any questions or you do not understand what we are requesting, please feel free to contact me.

It is important that we receive all of the information requested **within 15 calendar days** so we can complete our review. **Failure to respond may result in a reduction or denial of funding. If you need additional time to prepare your response, please let me know as soon as possible.**

Should you wish to cancel your Form 471 application(s), or any of your individual funding requests, please clearly indicate in your response that it is your intention to cancel an application or funding request(s). Include in any cancellation request the Form 471 application number(s)

and/or funding request number(s), and the complete name, title and signature of the authorized individual.

Thank you for your cooperation and continued support of the Universal Service Program.

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