

You may provide applicants with a copy of this letter. Including this letter as attachments to request for payment will speed up the approval process.

Please do not hesitate to contact me if further clarification of this letter is required. I can be reached by phone, e-mail or write me at "SLD – Correspondence Unit, P. O. Box 685, 30 Lanidex Plaza, Parsippany, NJ 07054-0685."

To Appeal This Decision

If you wish to appeal a decision in this letter, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and (if available) email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the letter and the decision you are appealing:
 - appellant name,
 - applicant or service provider name, if different than appellant,
 - applicant BEN and service provider SPIN,
 - application or form number as assigned by the USAC,
 - Funding Request Number(s) (FRNs) you are appealing if provided in the letter,
 - Name of letter and funding year – both are located at the top of the letter, and
 - the exact text or the decision that you are appealing.
3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.
5. Provide an authorized signature on your letter of appeal.

How to Submit Your Appeal

1. To submit your appeal to USAC by email, email your appeal to appeals@sl.universalservice.org. USAC will automatically reply to incoming emails to confirm receipt.
2. To submit your appeal to us by fax, fax your appeal to (973) 599-6542.
3. To submit your appeal to us on paper, send your appeal to:

Letter of Appeal
Schools and Libraries Division - Correspondence Unit
30 Lanidex Plaza West
PO Box 685
Parsippany, NJ 07054-0685

For more information on submitting an appeal to USAC, please see the “Appeals Procedure” posted on our website.

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

Schools and Libraries Division
Universal Service Administrative Company