

## **Techplex USF Program Details**

As your new USF management assistant, I would like to give you an explanation of how I will manage your paperwork.

First of all, I only work with schools on the USF program. I do not have any other business so I concentrate on this program throughout the whole year.

I do not sign any of the forms. Someone designated by the school from each school will be expected to sign any and all USF forms.

I request certain information from a contact person at each school so that I can fill out each of the required forms.

I am a planner and try not to do things last minute if I can help it at all.

I send letters with every form explaining what needs to be done; such as signing on line X, fax me a copy of page Y, make a copy for your file, send the whole form to Ms. Smith's address on page Z and get a Return Receipt from the Post Office.

Any USF paperwork that you receive, I will expect you to fax or mail me a copy as I will do the same with you so that our files are kept up-to-date.

I will only ask for as little paperwork as necessary since my office storage is small and your time to make copies or gather paper is very valuable.

I take all the USF/SLD phone calls and try to resolve any problems as quickly as possible. It may require some additional information from the school at times.

I do try to check from time to time throughout the year on whether you are receiving your checks and/or credits from the program.