



# Healthcare Connect Fund (HCF) Program GUIDE TO FORMS

|  | PURPOSE  | WHO MUST SUBMIT  | WHEN TO SUBMIT  | OTHER REQUIREMENTS  | PROCESSING TIME**   |
|--|--|--|---|---|---|
| <b>FCC Form 460</b><br>Eligibility and Registration Form         | Certifies that the applicant meets eligibility requirements  | All applicants requesting HCF Program funding<br><br>All applicants must submit FCC Form 460, even if the applicant has been deemed eligible to participate in another component of the RHC Program (Telecom or Pilot Program)<br><br>Off-site administrative offices, off-site data centers, and ineligible entities participating in a consortium must submit FCC Form 460 | May be submitted at any time during the funding year (only needs to be submitted once, as opposed to each funding year, to establish eligibility, unless information changes)<br><br>Must be filed prior to submitting any other HCF Program forms  | First-time filers must register in My Portal to be able to submit forms online<br><br>If any FCC Form 460 information changes, such as applicant's physical location, statistical information, or eligible entity type, new FCC Form 460 must be submitted within 30 days | 30 days   |
| <b>FCC Form 461</b><br>Request for Services Form                 | Allows the applicant to describe service needs and request bids for services from service providers  | All applicants, unless their request for services meets one or more competitive bidding exemptions   | Can be submitted as early as January 1 prior to the funding year—form must be posted on USAC's website for at least 28 days before the applicant signs a new contract with a service provider and submits FCC Form 462<br><br>To receive a full year of funding, must be submitted in time for USAC to post by June 2; otherwise, funding will be pro-rated | Applicants using an RFP or network plan must submit them with the form<br><br>Applicants that decide to extend the bidding period should promptly notify USAC so that the website posting can be updated with the extension date  | Individual HCP without RFP: Posted within 3-5 business days<br><br>Individual HCP posted with RFP or consortium: Posted within approximately four weeks                               |
| <b>FCC Form 462</b><br>Funding Request Form                      | Provides information about the service agreement and certifies the applicant selected most cost-effective offer<br><br>Information used to calculate and issue funding commitments | All applicants requesting HCF Program funding  | Can be submitted as early as the 29th day after FCC Form 461 posting (the Allowable Contract Selection Date or ACSD)<br><br>Must be submitted prior to 11:59 PM on June 30, last day of the funding year  | Applicants must submit one form for each service provider   | Average processing times are calculated by number of line items:<br><br>1-5 line items: 45 days<br>5-20 line items: 50 days<br>21-100 line items: 60 days<br>101+ line items: 70 days |
| <b>FCC Form 463</b><br>Invoice and Request for Disbursement Form | Used to request disbursement from USAC to service providers  | All applicants and service providers participating in the HCF Program  | Can be submitted when applicant's FCC Form 462 has been approved and a bill from the service provider has been received (cannot submit for future service dates)<br><br>Can submit for individual or multiple months<br><br>Must be submitted within six months of the end of the funding request   | Applicants must submit one form per funding request number (FRN)  | 30 days   |

\*If a deadline falls on a weekend or holiday, the form is due the next business day.

\*\*Processing time is calculated from the date of receipt of a complete and accurate form, including all supporting documentation. Missing and inaccurate information will delay processing.

Timeliness of responses to USAC requests for information affects processing time (applicants are required to provide a response to information requests within 14 calendar days).

Processing time can fluctuate throughout the year, depending on the volume of form submission.