



# Healthcare Connect Fund Program

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# **Individual HCPs Monthly Webinar June 2014**

## Today's Speakers

- **Paloma Costa**  
RHC Program Outreach
  
- **Natasha Boler**
- **Amy Kavelman**

## Welcome to the Monthly Webinar

- Provides program updates, clarification of program rules, outreach, and assistance to HCF Program applicants and service providers
- Second Wednesday of the month
- Agenda provided one week in advance to those subscribed
- Submit questions and suggest agenda topics in advance to [rhc-assist@usac.org](mailto:rhc-assist@usac.org)

## Housekeeping

- Use the “Audio” section of your control panel to select an audio source and connect to sound
  - Turn on your computer’s speakers, or
  - Use the call-in instructions in your confirmation email
- All participants are on mute
- Submit questions at any time using the “Questions” box
- Slides attached to event reminder email and posted to the webinars web page

This is just a general overview and starting point for applicants.

- Every applicant's situation is different
- The presentation does not cover every program requirement
- The presentation does not cover requirements for service providers and consultants

It is essential to read the following documents carefully as you proceed through the planning and application process:

- Healthcare Connect Fund Order (FCC 12-150), located at <http://www.fcc.gov/encyclopedia/rural-health-care>,
- The Rural Health Care Program rules, 47 C.F.R. Section 54.600-680, located at <http://www.ecfr.gov>, and
- The Healthcare Connect Fund Program forms and instructions (FCC Forms 460-463), located at <http://www.usac.org/rhc/healthcare-connect/tools/forms/default.aspx>.

Consult the FCC and USAC websites for additional resources.

## Agenda

1. Reminders
2. FCC Form 462 frequently asked questions
3. FCC Form 463 process and best practices
4. Questions and answers



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# Reminders

1. FCC Form 460: Eligibility and Registration Form
2. FCC Form 461: Request for Services Form
3. FCC Form 462: Funding Request Form
4. FCC Form 463: Invoice and Request for Disbursement Form



## Funding Year 2013

- All FCC Forms 462 for Funding Year (FY) 2013 must be submitted by June 30, 2014
- Any forms submitted after the deadline will be denied funding for FY2013
- Respond to all information requests regarding FY2013 before the 14-day deadline to avoid denial

## Important Dates

(7/1/2013 to 6/30/2014)

### September 20, 2013

This is the first day applicants may submit the FCC Form 461 and supporting documentation for the upcoming funding year.

### December 3, 2013

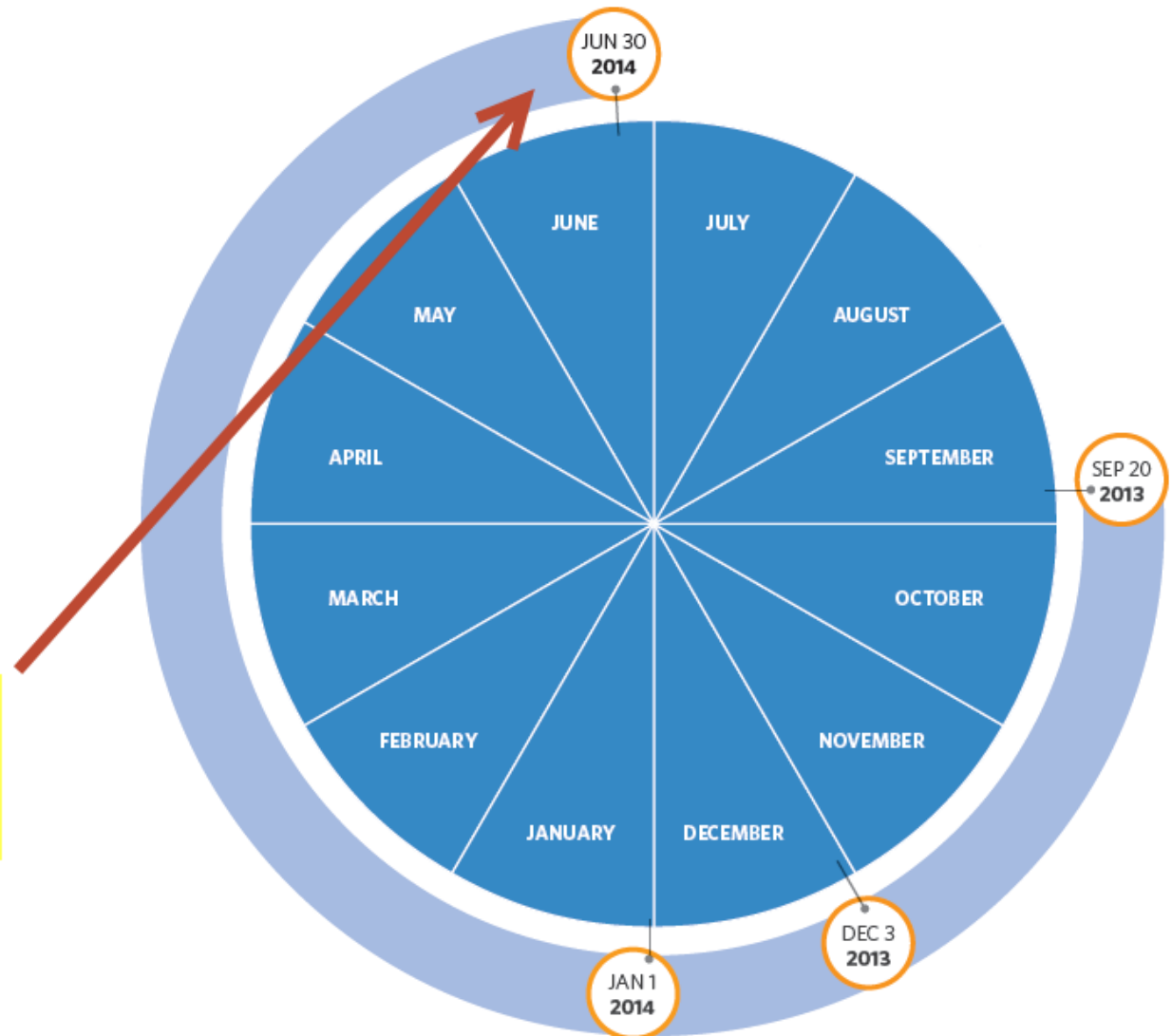
This is the last day applicants may submit the FCC Form 461 and supporting documentation to receive the full six months of funding.

### January 1, 2014

This is the first day of the funding year.

### June 30, 2014

This is the last day of the funding year and the deadline to submit the FCC Form 462 and supporting documentation.



## HCF Program FY2014 Filing Calendar



### Important Dates

(FY2014: 7/1/2014 to 6/30/2015)

#### January 1, 2014

This is the first day applicants may submit the FCC Form 461 and supporting documentation for the upcoming funding year.

#### March 1, 2014

This is the first day in the initial funding request filing period that applicants may submit FCC Form 462 and supporting documentation for the upcoming funding year.

#### May 30, 2014

This is the last day applicants may submit FCC Form 462 and supporting documentation within the initial funding request filing period for the upcoming funding year. The FCC Form 462 and supporting documentation may also be filed through the end of the funding year (June 30, 2015).

#### June 2, 2014

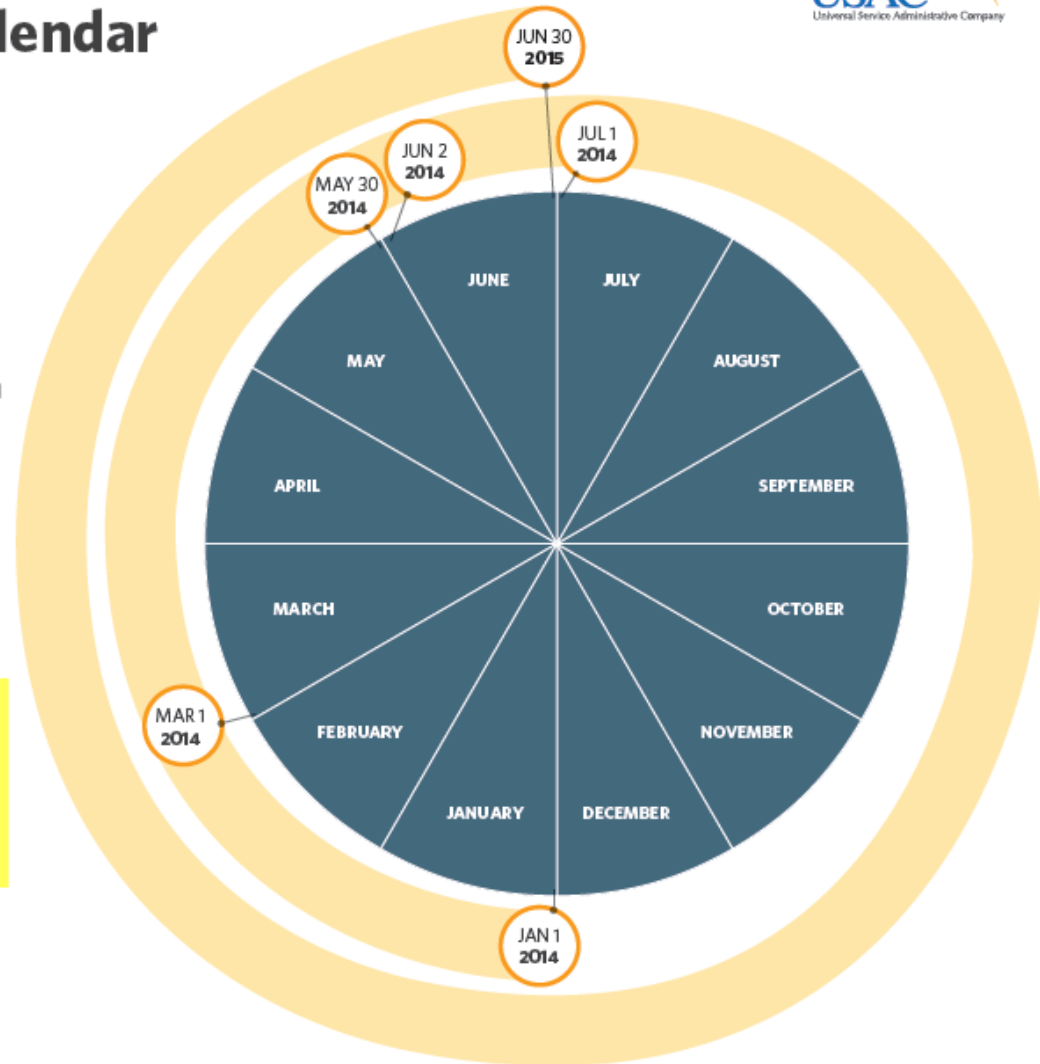
This is the deadline for posting an FCC Form 461 to receive the full 12 months of funding. Support is prorated if the FCC Form 461 is posted after this date.

#### July 1, 2014

This is the first day of the funding year.

#### June 30, 2015

This is the last day of the funding year and the deadline to submit the FCC Form 462 and supporting documentation for FY2014.



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## **FCC Form 462**

# **Frequently Asked Questions**

## If there is an existing service provider, and the HCP didn't receive any bids, is the existing service provider considered a “bid”?

- No. The HCP did not receive any bids and therefore continued services with the existing service provider. Enter “0” on Line 7.

## If there is an existing service provider, and the HCP received additional bids, is the existing service provider considered a “bid?”

- Yes. The HCP must compare the bids received to the services they are currently receiving from the existing service provider to determine the most cost effective service. Enter the number of bids received, including the existing service provider, on Line 7.

## What does “undiscounted cost” mean?

- Undiscounted cost refers to the total cost of the service(s) that you are requesting to receive funding. If there are any service provider discounts, however, those should be factored into the total cost.
- Undiscounted means without the HCF discount. Please note that the HCP should not calculate the standard 65 percent discount to the cost

## Why can I only get 30 months of funding with my evergreen contract?

- An HCP may request funding for up to 3 funding years on the FCC Form 462. While funding years typically begin July 1, FY13 began January 1, 2014. Funding for FY2013-FY2015 spans from January 1, 2014 through June 30, 2016, for a total of 30 months.



## If a contract has multiple circuits, but many have different bandwidths, is an FCC Form 462 required for each speed?

- No. As long as all of the circuits are with the same service provider, you may submit the form with multiple expenses.
- List all of the circuits as separate expenses, or group the circuits if they share same service type, bandwidth, Billing Account Number (BAN), price, etc.
  - Note if any of these items differ, create a separate expense on the FCC Form 462.

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## **FCC Form 463 Process and Best Practices**

## About the FCC Form 463: Invoice and Request for Disbursement Form

- FCC Form 463 serves as request to USAC for disbursement of funding from the HCF for services and equipment and/or facilities set forth in an applicant's funding commitment letter
- Submission is a joint process between applicants and service providers
- Must be filed within six months after the end date of the funding commitment

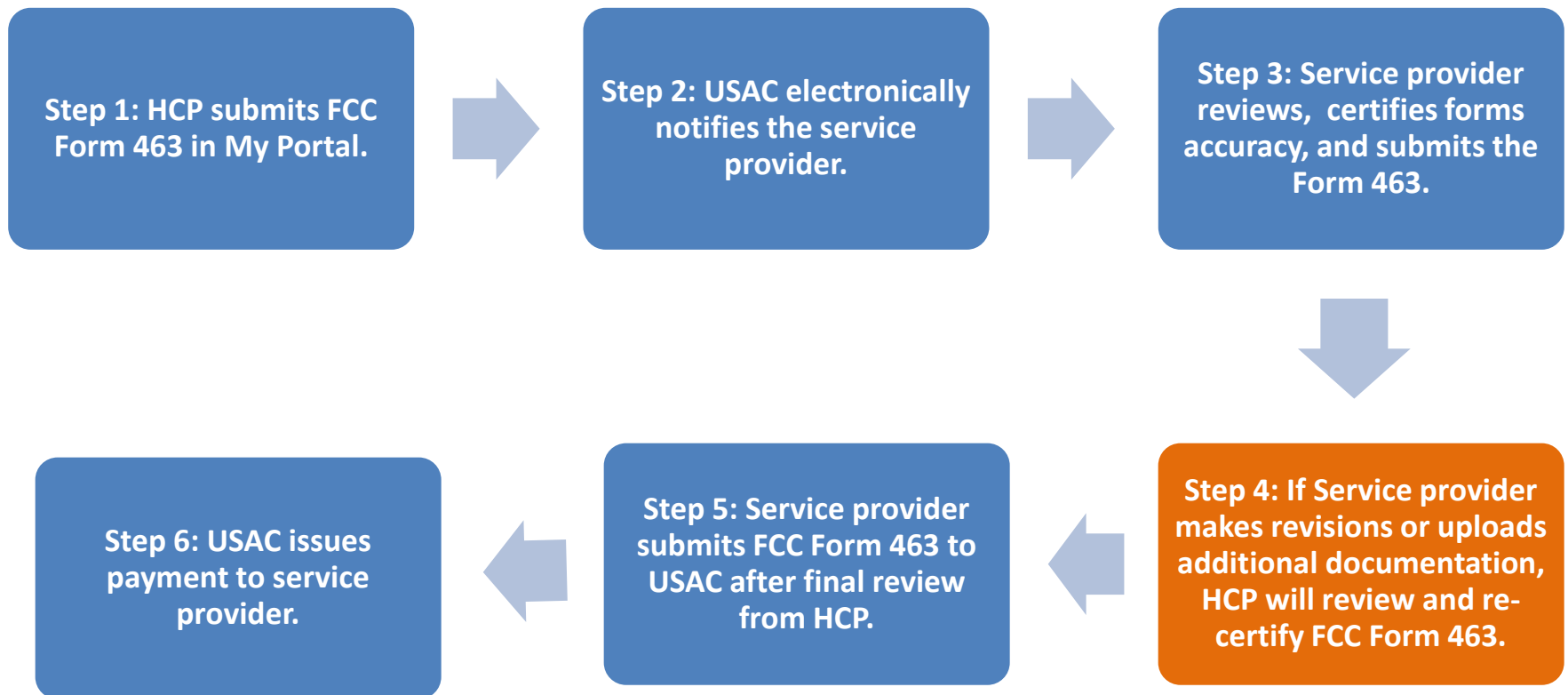
## When to File

- The FCC Form 463 may only be submitted after:
  - The applicant receives a funding commitment.
  - The service provider has installed/started services, network equipment, and or/facilities, if applicable.
  - The applicant has received services (and a bill) from the service provider.
  - The applicant has submitted its 35 percent contribution to the service provider.
  - The service provider and applicant certify and sign the FCC Form 463.

## Notes

- An applicant must file a separate FCC Form 463 for each separate funding commitment letter (FRN).
- An applicant may not enter funding request numbers (FRNs) ID(s) that are not associated with the FRN entered in Block 1.
- An applicant may submit a single FCC Form 463 to cover more than one site as long as the sites and associated expenses (FRN IDs) are part of the same funding commitment letter.

## Process Overview



## Process Overview: Service Provider Review

- Until the Service Provider Portal is fully developed, the service provider will not be able to electronically review and certify to the form's accuracy.
- In the interim, USAC will review the FCC Form 463 (submitted by the applicant) and ask the applicant to make any necessary modifications before sending to the service provider (if applicable).
- USAC will then email a PDF version of the FCC Form 463 to the service provider to be signed and certified.

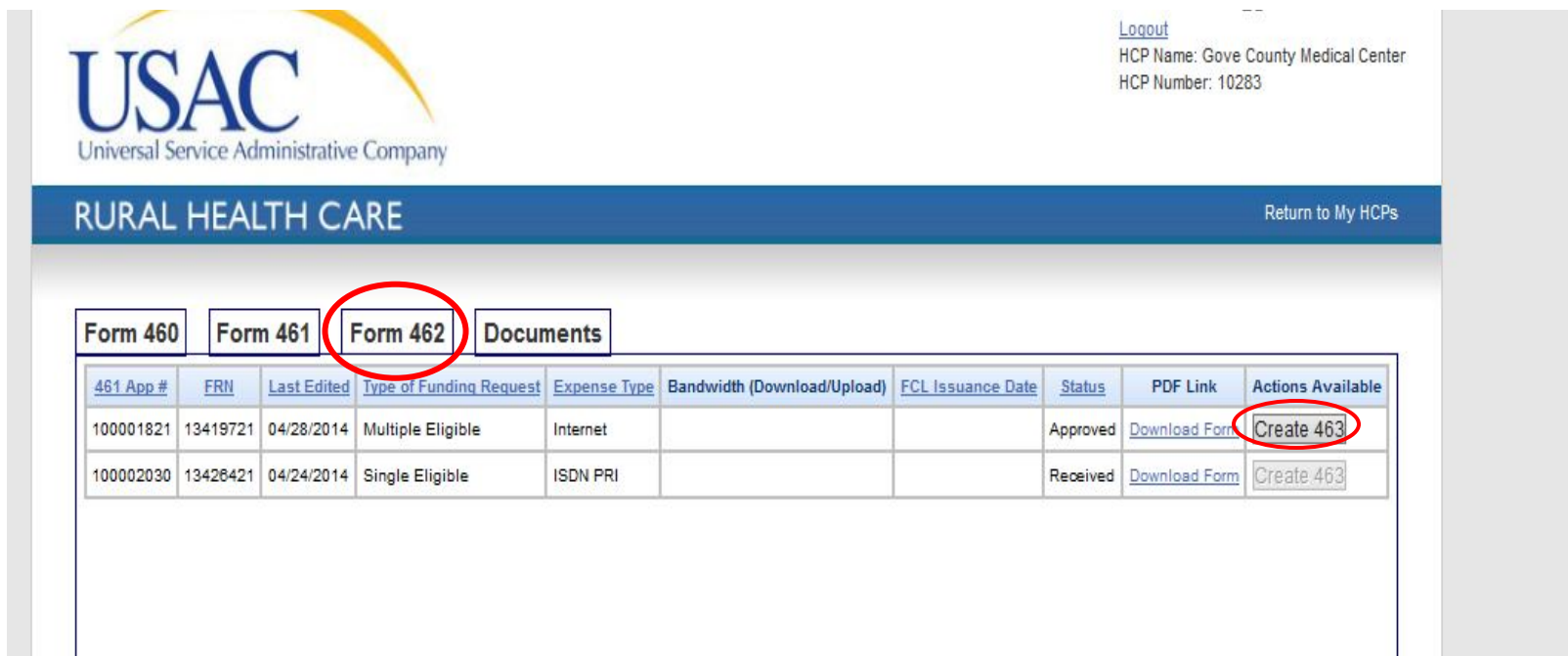
## Process Overview: Service Provider Review

- Once the FCC Form 463 has been reviewed and approved by both the applicant and service provider, the service provider will receive payment either directly or as an offset to its universal service contribution obligation, depending on which option the service provider selected on its FCC Form 498.



## Initiate the Invoice in My Portal

- In the “Form 462” tab, select “Create 463”



The screenshot shows the USAC Rural Health Care portal interface. At the top left is the USAC logo. At the top right, there is a 'Logout' link and user information: 'HCP Name: Gove County Medical Center' and 'HCP Number: 10283'. Below the logo is a blue header bar with the text 'RURAL HEALTH CARE' and a 'Return to My HCPs' link. Below the header bar are four tabs: 'Form 460', 'Form 461', 'Form 462', and 'Documents'. The 'Form 462' tab is selected and circled in red. Below the tabs is a table with the following data:

461 App #	FRN	Last Edited	Type of Funding Request	Expense Type	Bandwidth (Download/Upload)	FCL Issuance Date	Status	PDF Link	Actions Available
100001821	13419721	04/28/2014	Multiple Eligible	Internet			Approved	<a href="#">Download Form</a>	<a href="#">Create 463</a>
100002030	13426421	04/24/2014	Single Eligible	ISDN PRI			Received	<a href="#">Download Form</a>	<a href="#">Create 463</a>

## Block 1: General Information

**RURAL HEALTH CARE** Portal

GENERAL INFORMATION    FRN SEARCH    INVOICE LINE ITEMS    SUPPORTING DOCUMENTATION    CERTIFICATIONS

**General Information**

Line 1: RHC Invoice Number	1735579096
Line 2: FRN	13419721
Line 3: HCP Number	10283
Line 4 Site/Consortium Name	Gove County Medical Center
Line 5: Funding Year	2013
Line 6: Vendor/Applicant Invoice Number	
Line 7: SPIN	143028558
Line 8: Vendor Name	Nex-Tech, Inc.

## Invoice Line Items: Columns A-F

GENERAL INFORMATION
  FRN SEARCH
  INVOICE LINE ITEMS
  SUPPORTING DOCUMENTATION
  CERTIFICATIONS

**Invoice Line Items**

Previous      Next

	A. FRN ID	B. Billing Account Number	C. HCP Number	D. Site Name	E.
<b>Remove</b>	1	14355	10283	Gove County Medical Center	Lease

## Invoice Line Items: Columns H-P

GENERAL INFORMATION
  FRN SEARCH
  INVOICE LINE ITEMS
  SUPPORTING DOCUMENTATION
  CERTIFICATIONS

### Invoice Line Items

H. Service Start Date/Shipping Date or Last Day of Work	I. Billing Period Start Date	J. Billing Period End Date	K. Quantity of Items Invoiced	L. Total (L)
<input type="text"/> (MM/DD/YYYY)	<input type="text"/> (MM/DD/YYYY)	<input type="text"/> (MM/DD/YYYY)	<input type="text" value="0"/>	<input type="text"/>

## Certifications and Signature

● GENERAL INFORMATION ● FRN SEARCH ● INVOICE LINE ITEMS ● SUPPORTING DOCUMENTATION ● **CERTIFICATIONS**

### Signature

RHC Note: In order to electronically sign and submit the form, you must enter your password in the "Signature" field below (Line 26), then select the "Certify" button to complete the process and submit the FCC Form 463 to RHC.

You are reminded that your electronic signature is the same as your hand written signature on this form. By typing your password in the Signature block below and clicking the "Certify" button, you have electronically signed the form.

Line 26: Signature  !

Line 28: Printed Name of Authorized Person  
First Name:  ! Middle Initial:  Last Name:  !

Line 29: Title/Position of Authorized Person  !

Line 30: Phone  ! Ext:

Line 31: Email  !

Line 32: Employer  !

Line 33: Employer's FCC RN  !

Preview FCC Form 463

Certify

Exit

## Review and Submit

GENERAL INFORMATION  FRN SEARCH  INVOICE LINE ITEMS  SUPPORTING DOCUMENTATION  CERTIFICATIONS

### Preview Form

RHC Note: Review all the information entered on this FCC Form 463. If changes need to be made, select the "Save and Go Back" button to go back and edit your Form 463. If no changes need to be made and you are ready to submit the Form 463 for the Service Provider's review, click on the radio button, "I have reviewed the Form 463 and have no changes" at the bottom of the invoice, and then select the "Save and Continue" button, which will take you to the page where you will sign and submit this form to the Service Provider.

[Download FCC Form 463 \(Excel\)](#)

- I have reviewed the Form 463 (Excel) and have no changes.
- I have not reviewed the Form 463 (Excel) or I have reviewed the invoice and have changes.

[Save and Go Back](#)

[Save And Continue](#)

# Questions?

Use the “Questions” box in your user controls.

## Thank You!

- Thanks for joining us at this month's webinar
- Sign up for the monthly webinar in the subscription center
  - Go to [www.usac.org](http://www.usac.org) and click “subscribe” in the upper-right corner
- Submit suggestions for next month's webinar to [rhc-assist@usac.org](mailto:rhc-assist@usac.org)
- Additional questions?
  - Email [rhc-assist@usac.org](mailto:rhc-assist@usac.org)
  - Call (800) 453-1546

