

Submitting the FCC Form 460 in RHC Connect

Rural Health Care (RHC) program

Available for Public Use



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About RHC Connect for the FCC Form 460

RHC Connect is the web-based system that hosts the FCC Form 460. Although the platform has changed, the FCC Form 460 itself did not. To determine eligibility of your site (FCC Form 460), you are asked the same questions and need to provide the same information as in years past. No preparation for the platform change is required by you.

Updates to the FCC Form 460

Although the platform has changed, the FCC Form 460 itself did not. To determine eligibility of your site (FCC Form 460), you are asked the same questions and need to provide the same information as in years past. No preparation for the platform change is required by you.

Please note the following changes per FCC Order 23-110:

- Beginning June of 2024, the FCC Form 460 will now be used to determine eligibility in both
 the Healthcare Connect Fund (HCF) program and the Telecommunications (Telecom
 Program). This eliminates the need for Telecom Program participants to seek an eligibility
 determine every time they engage in competitive bidding. The FCC Form 465 will be used for
 competitive bidding purposes only.
- Health care providers are now permitted to be granted conditional eligibility, thus allowing them to initiate competitive bidding and request funding while awaiting a final eligibility determination.

For more information about funding years and filing windows, visit the <u>Funding Year Overview</u> on the USAC website.

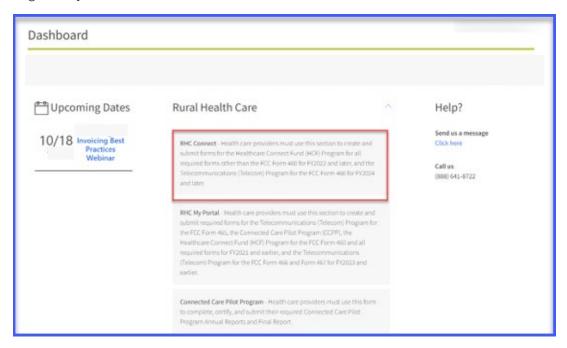
Please Note: The red boxes and arrows in the screenshots that follow do not actually appear in RHC Connect.



RHC Connect Walkthrough – Submitting a New FCC Form 460

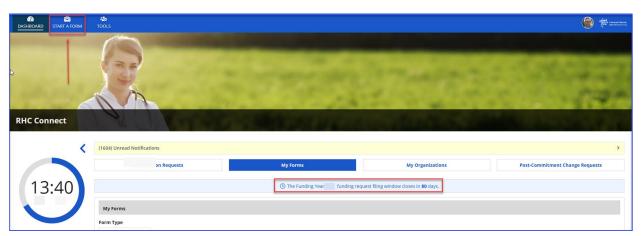
Step 1: Dashboard Log In

Log into My Portal and click on **RHC Connect**.



Step 2: RHC Connect Dashboard

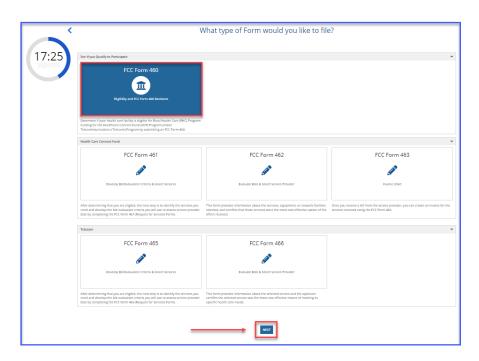
Here you can start a new form, resume working on a draft, or delete a draft FCC Form 460. There's a countdown banner displaying the days remaining in the filing window or stating that the current filing window is closed. The clock on the left is the current date and time.





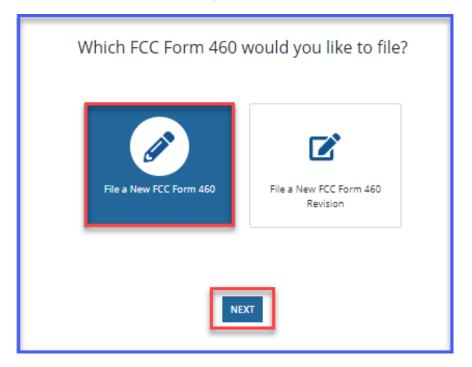
Step 3: Start a Form

Click FCC Form 460. Then, click Next.



Step 4: Start a Form (Continued)

Select File a New FCC Form 460, then click Next.



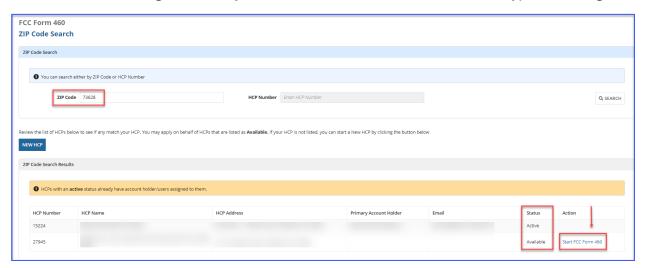


Step 5: Zip Code Search

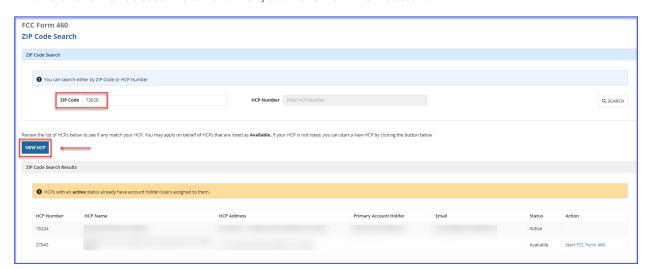
Enter the zip code of the HCP or enter an HCP number that might be associated with the HCP. Then click **Search**.



HCPs with an **Active** status already have account holders assigned to them. Only authorized account holders can file a form for the HCP. If **Available** appears in the **Status** column, that HCP number has no account holders assigned and may be selected. Click the **Start FCC Form 460** hyperlink to begin.



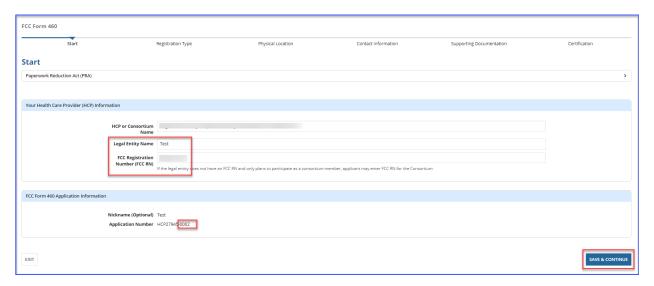
If none of the HCPs listed match the HCP, click the **New HCP** button.



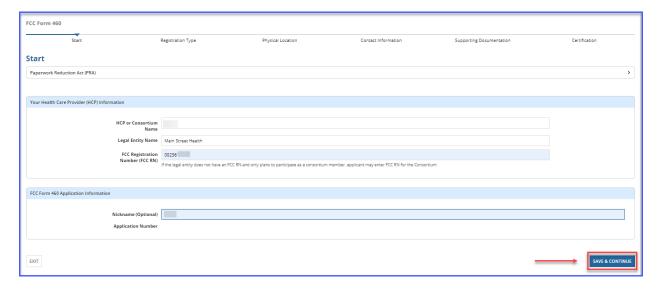


Step 6: Start

If an existing **Available HCP** is selected, some information will be pre-populated, and the HCP number will be assigned a "version" with a number greater than 00001 attached to it. Enter information in the fields and click **Save & Continue**.



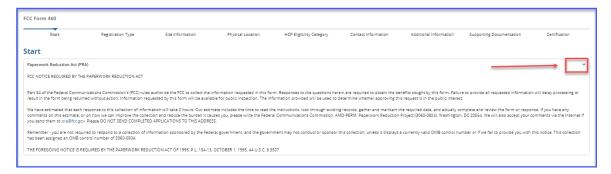
If **New HCP** is selected, enter information about the site in the fields as shown. Then click **Save & Continue**.



Step 7: Paperwork Reduction Act (PRA)

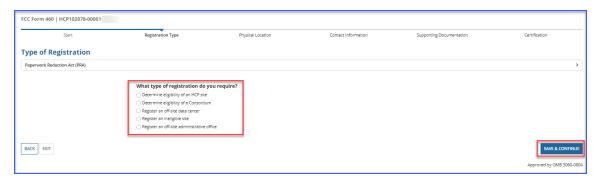
Click the arrow to the far right to read information about the **Paperwork Reduction Act (PRA)**.





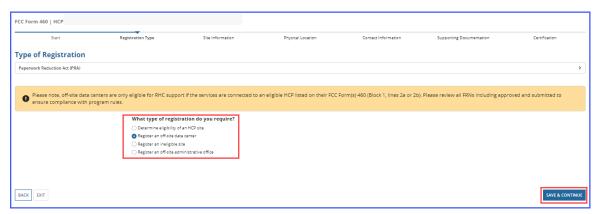
Step 8: Registration Type

Select the type of registration required. Then click Save & Continue.



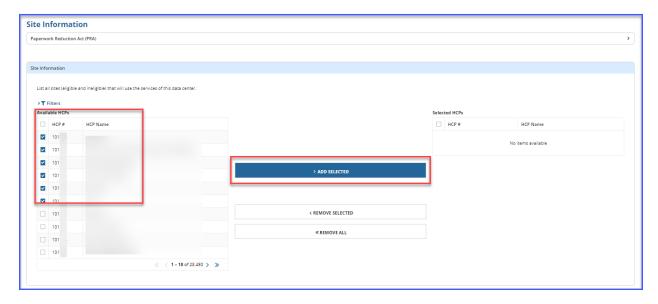
Step 8.1: Registering an Off-Site Data Center or Administrative Office

If an off-site data center or off-site administrative office is selected, the note in yellow will appear describing the rules regarding these entity types. These types of entities are only eligible for support if the services are connected to an eligible HCP listed on their FCC Form 460. Go to Steps 10-18 below to complete submission.

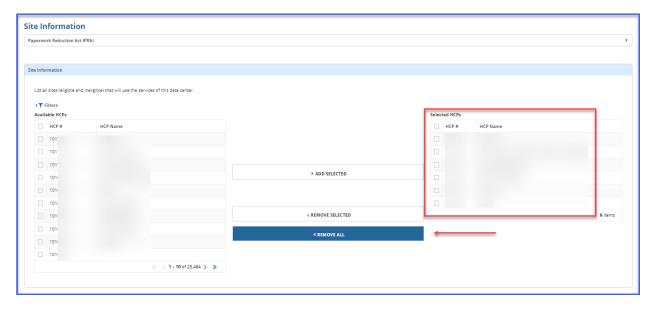


When submitting an FCC Form 460 for an off-site data center or administrative office, all eligible and ineligible sites that will use the services of this entity must be listed. Check the box beside the sites that should be included, then click **Add Selected** to add them.





Once **Add Selected** is clicked, the selected HCPs will move to the right side of the screen. Click **Remove Selected** or **Remove All** to remove HCPs from the **Selected HCPs** list.



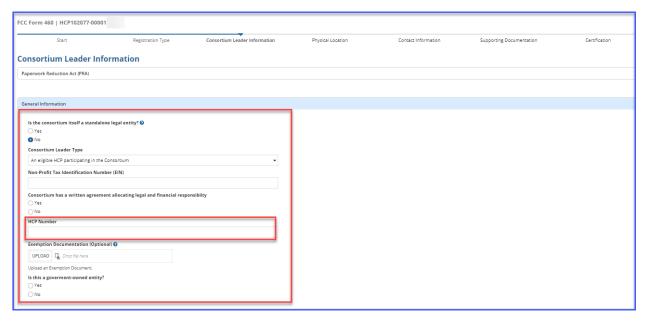
Step 8.2: Determining Eligibility of a Consortium

To determine eligibility of a consortium, select **Determine eligibility of a Consortium** on the **Type of Registration** screen. Then click **Save & Continue**.



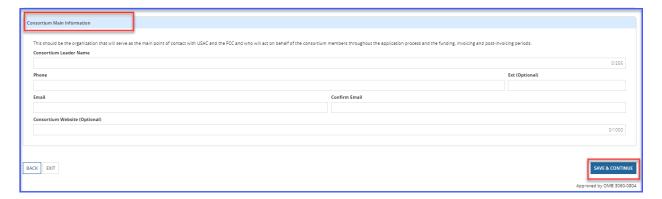


Under the **General Information** section of the **Consortium Leader Information** screen, select **Yes** or **No** for the question "Is the consortium itself a standalone legal entity?" then select the **Consortium Leader Type** from the drop-down menu. If the **Consortium Leader Type** is "An eligible HCP participating in the Consortium," enter the member HCP Number in the field below. Enter the **Non-Profit Tax Identification Number (EIN)** and select **Yes** or **No** for "Consortium has a written agreement allocating legal and financial responsibility." If **Yes** is selected, the **Exemption Document** may be uploaded. Select **Yes** or **No** to the question "Is this a government-owned entity?"

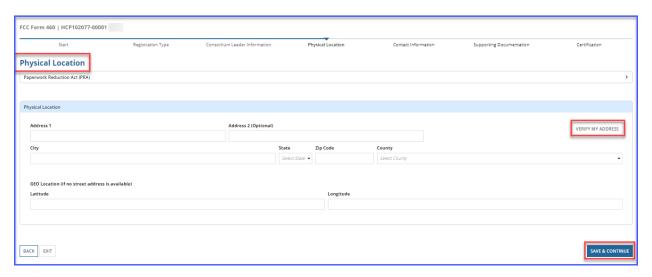


Continuing on the **Consortium Leader Information** screen, enter information for the **Consortium Leader** and click **Save & Continue**.



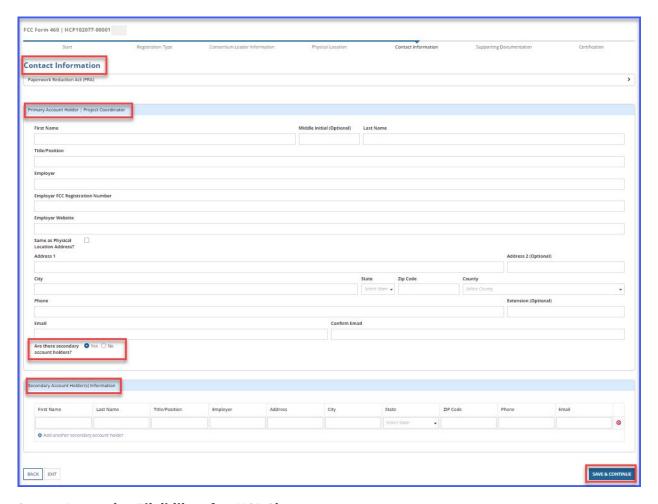


Enter the **Physical Location** of the Consortium Leader. Click **Verify My Address**, then click **Save & Continue**.



On the **Contact Information** screen, enter information for the **Primary Account Holder/Project Coordinator**. To enter Secondary Account Holders, select **Yes** at the bottom of the screen and enter their information in the fields. Then click **Save & Continue**. Go to Steps 16-18 below to complete submission.





Step 9: Determine Eligibility of an HCP Site

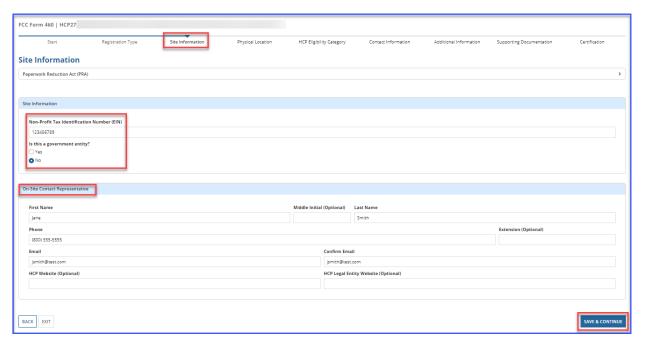
Select Determine eligibility of an HCP site. Then click **Save & Continue.**



Step 10: Site Information

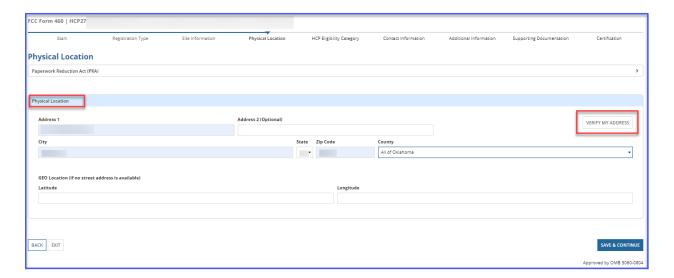
Enter the **Non-Profit Tax Identification Number (EIN)** and the information for the **On-Site Contact Representative** on the **Site Information** screen.



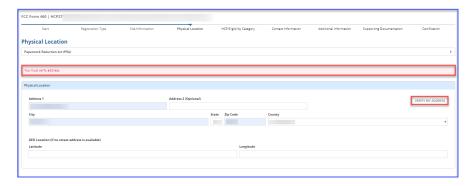


Step 11: Physical Location

Enter the physical address of the location, then click **Verify My Address**. A red banner will appear the address is not verified.

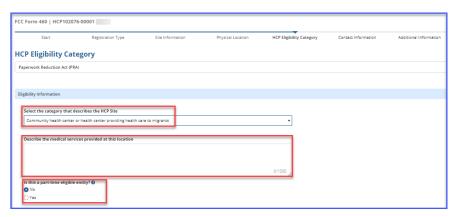






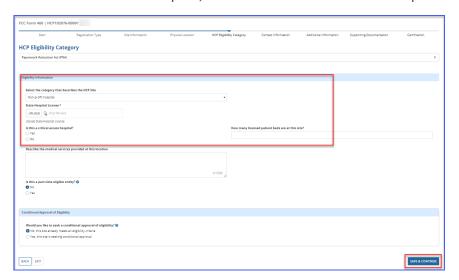
Step 11: HCP Eligibility Category

On the **HCP Eligibility Category** screen, select the category that best describes the HCP site, enter a description of the medical services provided at the site, and answer the question about part-time eligible entity type.



Step 11.1: Eligibility Category - Non-profit Hospital

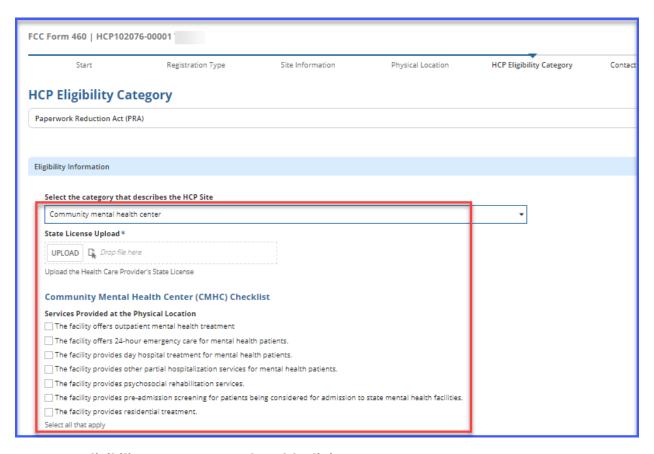
If **Non-profit hospital** is selected, upload the state hospital license, answer the question about if the site is a critical access hospital, and enter the number of licensed patient beds that are at the site.





Step 11.2: Eligibility Category – Community Mental Health Center

If **Community mental health center** is selected, upload the state license, and check the relevant boxes under **Services Provided at the Physical Location** in the **Community Mental Health Center (CMHC) Checklist** section of the **HCP Eligibility Category** screen.



Step 11.3: Eligibility Category - Rural Health Clinic

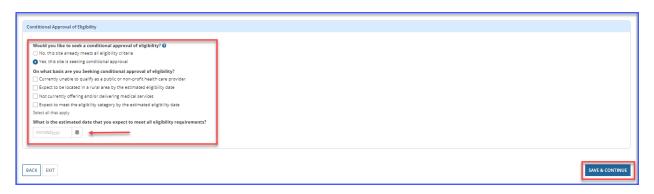
If **Rural health clinic** is selected, answer **Yes** or **No** for the question "Is this a mobile rural health care provider." If **Yes** is selected, upload the required logs.

FCC Form 460 HCP102076-00001									
Start	Registration Type	Site Information	Physical Location	HCP Eligibility Category	Contact Information	Additional Information	Supporting Documentation		
HCP Eligibility Category									
Paperwork Reduction Act (i	Paperwork Reduction Act (PRA)								
Eligibility Information									
Select the category that Rural health clinic	t describes the HCP Site			•					
ls this a mobile rural he Yes No	ealth care provider?			File Upload UPLOAD Ch Please upload and		ocation of each clinic stop and the r	number of patients served at each clinic stop.		



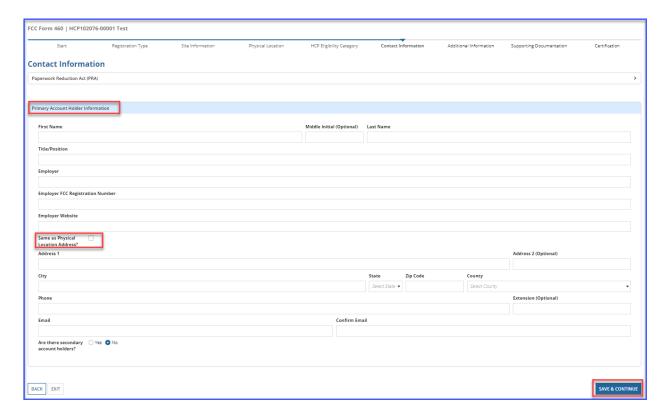
Step 12: Conditional Approval of Eligibility

Select **No** if not applying for conditional eligibility. Then click **Save & Continue**. Select **Yes** if applying for conditional eligibility. For more information about what's being asked, click on the question mark. Select all relevant checkboxes for the basis for seeking conditional eligibility. Use the calendar menu to enter the estimated date that all eligibility requirements are expected to be met. Then click **Save & Continue**.



Step 13: Contact Information

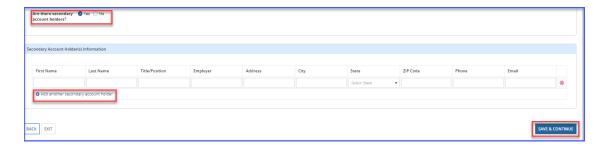
Enter the **Contact Information** for the **Primary Account Holder**. Check the box in the middle of the screen if the information is the same as the **Physical Location Address**. If not, enter the address in the fields shown. Then click **Save & Continue**.





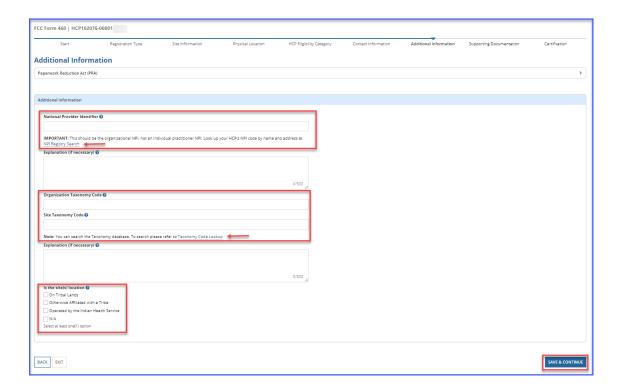
Step 14: Adding Secondary Account Holders

To add Secondary Account Holders, answer **Yes** to the question "Are there Secondary Account Holders?" and enter the information in the fields. Click the **Add another secondary account holder** hyperlink to add multiple Secondary Account Holders. Then click **Save & Continue**.



Step 15: Additional Information

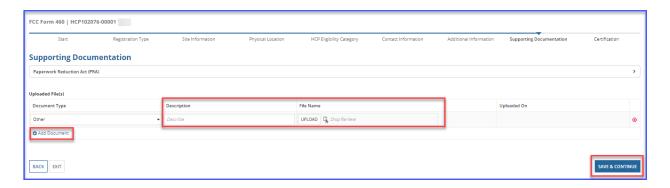
In the **Additional Information** section, enter the **National Provider Identifier (NPI)** for the organization. To look up the NPI, click the **NPI Registration Search** hyperlink and provide an explanation in the field if necessary. Next, enter the **Organization Taxonomy Code** and the **Site Taxonomy Code**. To search the Taxonomy database, click on the **Taxonomy Code Lookup** hyperlink and enter an explanation in the field if necessary. For more information, click on the questions marks in the blue circles on this screen. Click all that apply to site locations that may be affiliated with a Tribe or located on Tribal Lands, then click **Save & Continue**.





Step 16: Supporting Documentation

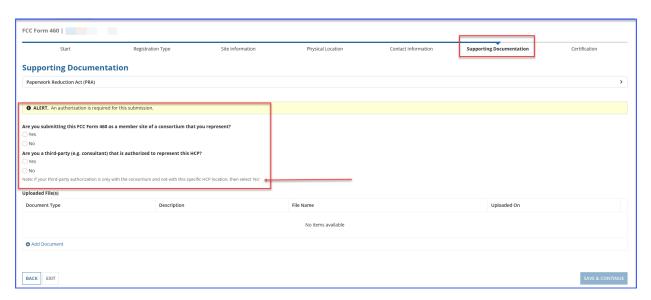
On the **Supporting Documentation** screen, click the **Add Document** hyperlink to add additional documents, upload the document, and enter a description in the **Description** field. Then click **Save & Continue**.



Adding a Letter of Agency/Letter of Exemption (LOA/LOE)

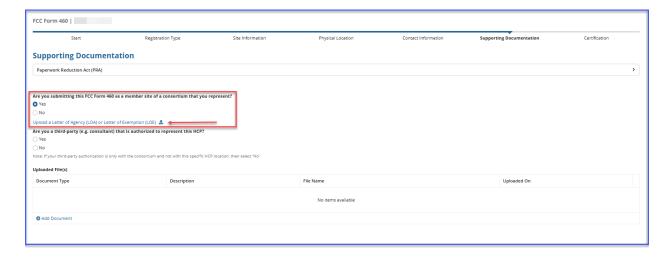
Step 16.1: Adding an LOA/LOE

If this FCC Form 460 is a new member for a consortium, you will receive an alert message stating an authorization is required.

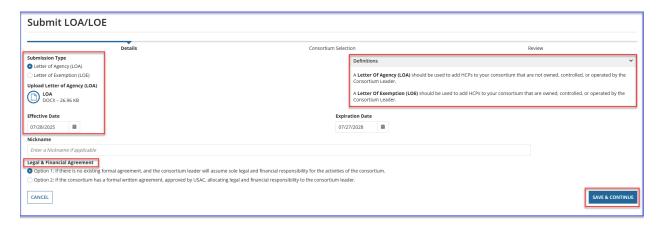


Answer **Yes** and upload the LOA or LOE.

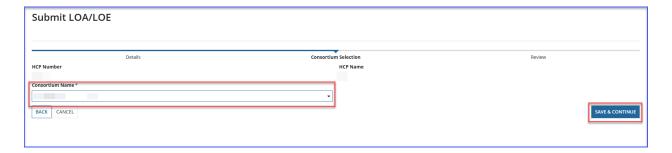




To view the definitions, click the down arrow beside **Definitions**. Enter the expiration date, a nickname, if applicable, and select Option 1 or 2 under **Legal & Financial Agreement**, then click **Save & Continue**.

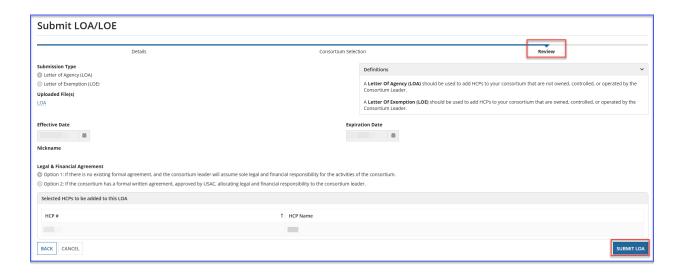


Select the consortium from the drop-down menu, then click **Save & Continue**.

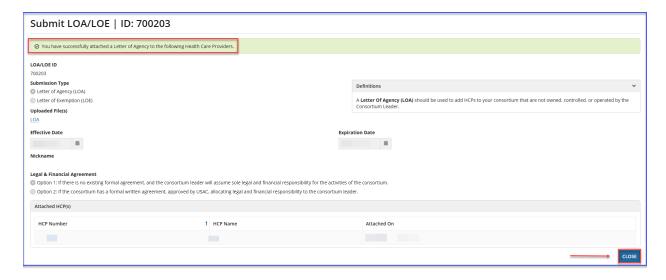


Review the information on the **Review** screen, then click **Submit LOA**.





The message in the green banner will confirm the LOA was successfully submitted.

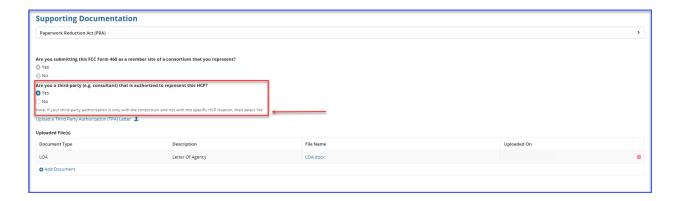


Adding a Third-Party Authorization (TPA)

Step 16.2: Adding a TPA

If you are a consultant for the consortium and submitting a new member site, select **No** to the question **Are you a third-party (e.g. consultant) that is authorized to represent this HCP?** Select **Yes** if you are a consultant for the individual HCP on this FCC Form 460. Upload the TPA.

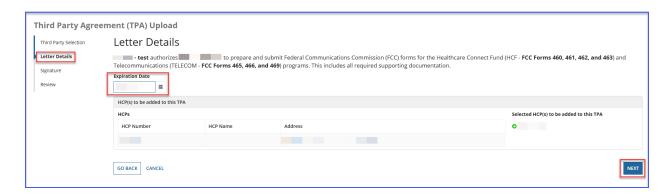




Select your consultant group from the drop-down under **Third Party Selection**. Information about the consultant group will be prepopulated under **Contact Information** with information provided during the consultant group registration process. Then click **Next**.

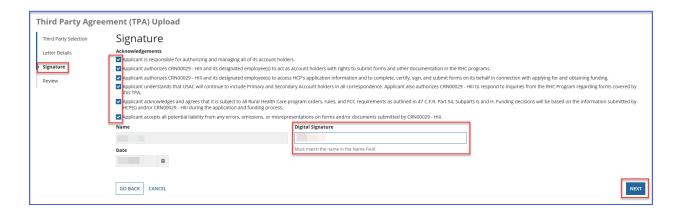


On the Letter Details screen, enter the Expiration Date, then click Next.

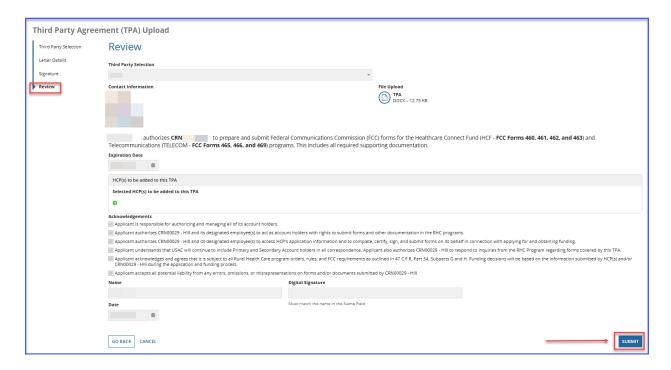


On the Signature screen, click all of the **Acknowledgements**, then enter your **Name** as it appears in RHC Connect into the **Digital Signature** field. Click **Next**.



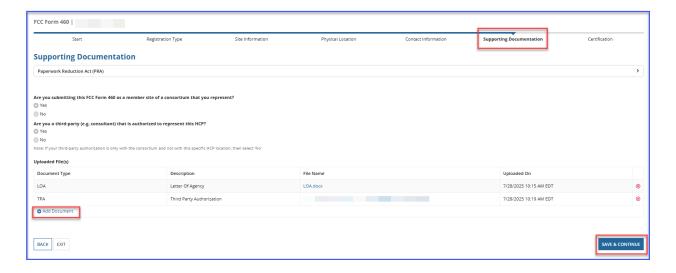


Review all of the information on the Review screen. If correct, click Submit.



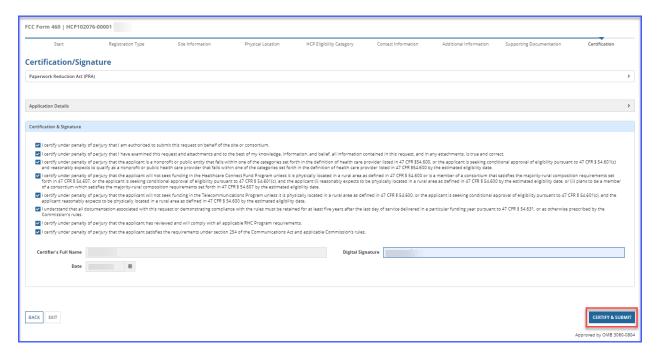
Continue to add supporting documents as needed by clicking the Add **Document** hyperlink. When all supporting documentation is added, click **Save & Continue**.





Step 17: Certifications

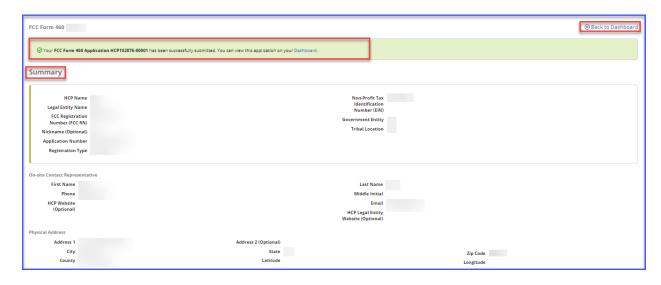
Click all certifications, then enter **Certifier's Full Name** as it appears in RHC Connect into the **Digital Signature** field. Click **Certify & Submit**.



Step 18: After Submitting

Once the FCC Form 460 is submitted, the message in the green banner will appear with a summary of the submitted form. Click on the hyperlink in the green banner titled **Dashboard** or the **Back to Dashboard** hyperlink on the upper right corner of the screen to return to the RHC Connect Dashboard.



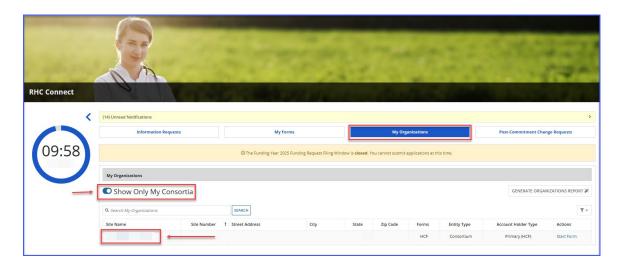


Consortia Account Holders - Submitting for New Member Sites

There are two ways that consortia account holders may submit FCC Forms 460 for their new member sites. They can use the method above or complete steps as follows:

Step 1: RHC Connect Dashboard

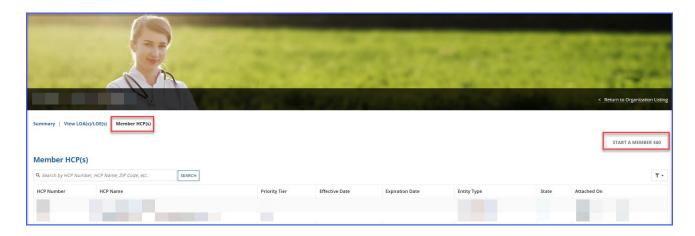
Log into RHC Connect. Navigate to the **My Organizations** tab and click the toggle beside **Show Only My Consortia**. Click the hyperlink for the consortium under the **Site Name** column.



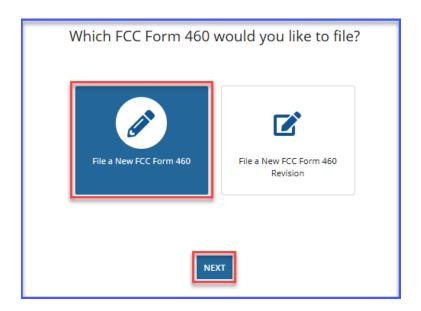
Step 2: Member HCP(s)

Click on Member HCP(s). then click Start a Member 460.





Step 3: Filing a New FCC Form 460Select **File a New FCC Form 460**, then click **Next**.



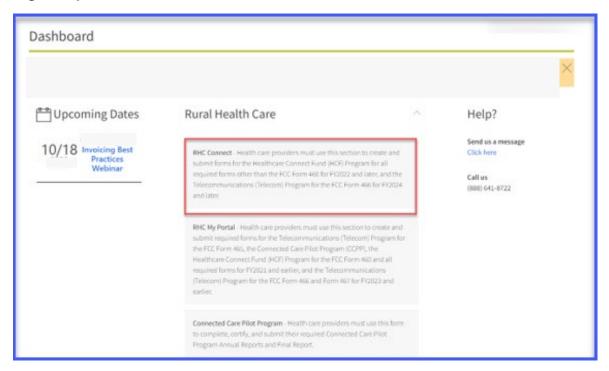
Follow the steps listed above to complete the new FCC Form 460.



RHC Connect Walkthrough – Submitting an FCC Form 460 Revision

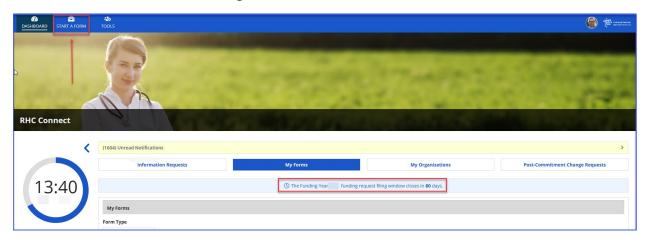
Step 1: Dashboard Log In

Log into My Portal and click on RHC Connect.



Step 2: RHC Connect Dashboard

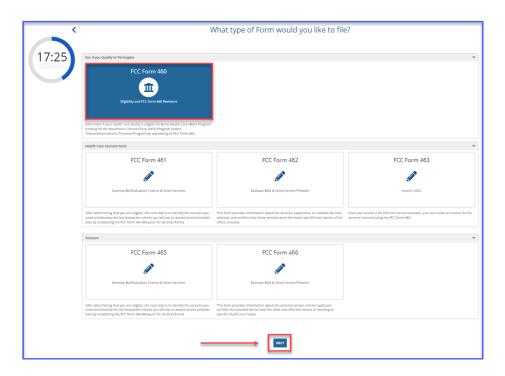
Here you can start a new form, resume working on a draft, or delete a draft FCC Form 460. There's a countdown banner displaying the days remaining in the filing window or stating that the current filing window is closed. The clock on the right is the current date and time.





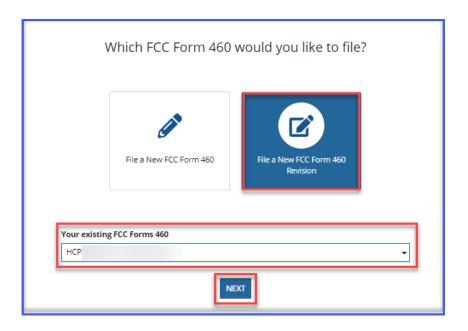
Step 3: Start a Form

Click FCC Form 460. Then, click Next.



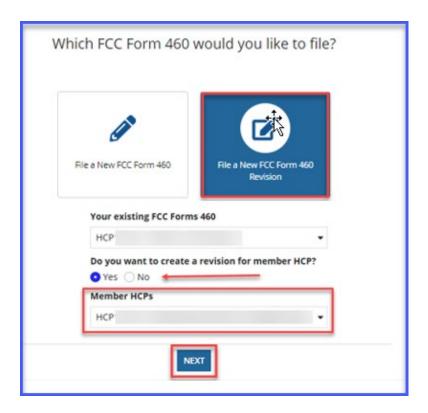
Step 4: Start a Form (Continued)

Select File a New FCC Form 460 Revision, click on the existing HCP, then click Next.





For consortia, to file an FCC Form 460 revision for a member site answer **Yes** to the questions about creating a revision for a member site, select the member site from the drop-down menu under **Member HCPs**, then click **Next**.



Step 5: Start

Since this is a revision, all fields on the **Start** screen can be edited. Click **Save & Continue** when ready to proceed.

FCC Form 460						
Start	Registration Type	Site Information	Physical Location	Contact Information	Supporting Documentation	Certification
Start						
Paperwork Reduction Act (PRA)						>
Your Health Care Provider (HCP) I	Information					
	HCP or Consortium Name					
	Legal Entity Name					
	FCC Registration Number (FCC RN)	al entity does not have an FCC RN and only plans to partic	cipate as a consortium member, applicant ma	ry enter PCC RN for the Consortium		
FCC Form 460 Revision Application	n Information					
	Nickname (Optional) Revision	n†				
EXIT						SAVE & CONTINUE Approved by OMB 3060-0804



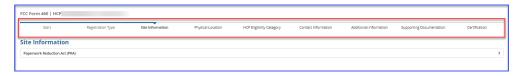
Step 6: Type of Registration

If the FCC Form 460 is being revised due to a change of registration type, click the corrected entity type, and enter the date of the entity type change in the field as shown. Then click **Save & Continue**.



Step 7: Complete all Revisions

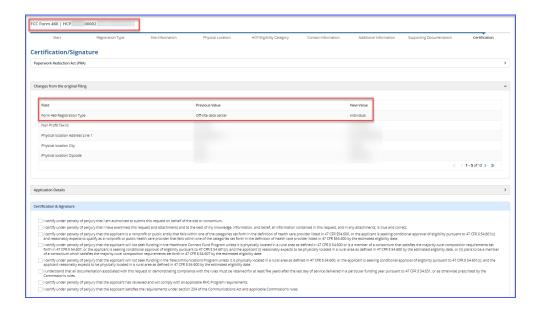
Since all fields can be edited, navigate through each screen of the FCC Form 460, and enter the needed changes. Click **Save & Continue** to move forward through each screen.



Step 8: Certification/Signature

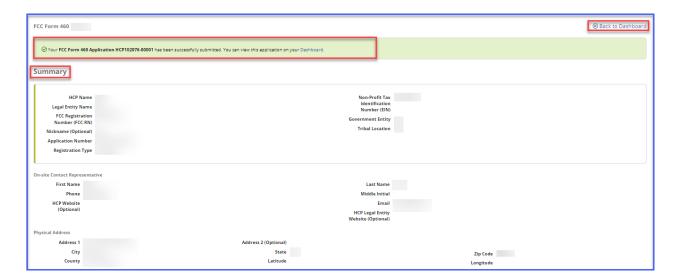
On the **Certification/Signature** screen, a summary of the revision(s) is displayed. If the information is correct, click each certification, and sign by entering the **Certifier's Full Name** in the **Digital Signature** field. **Note:** Each time an FCC Form 460 is revised, the last four digits of the form will be the version number (e.g., - 00002, - 00003, etc.). Then click **Certify & Submit**.





Step 9: After Submitting

Once the FCC Form 460 is submitted, the message in the green banner will appear with a summary of the submitted form. Click on the hyperlink in the green banner titled **Dashboard** or the **Back to Dashboard** hyperlink on the upper right corner of the screen to return to the RHC Connect Dashboard.





Frequently Asked Questions

What changes were made to the RHC Connect?

RHC Connect has a new look and feel that is more intuitive and user-friendly. It is easier to navigate the form for submission, and it is easier for RHC program reviewers to approve funding requests.

Did the FCC Form 460 change?

No, the FCC Form 460 itself did not change – only the platform changed. The questions on the form and the information required of applicants remain the same. This form is also used to determine eligibility in the Telecom Program, replacing the FCC Form 465 to determine eligibility only. The FCC Form 465 will still be used for competitive bidding.

Who is impacted by this change?

RHC Connect is used for FY2022 and future funding years for the HCF Program and FY2024 and forward for the Telecom Program. Connected Care Pilot Project (CCPP) projects are not impacted unless they also participate in the HCF or Telecom Program.

How do I access RHC Connect to file my FCC Form 460?

To access RHC Connect, simply use the same log-in credentials you use for My Portal.

Resources

For more information, visit the Welcome to RHC Connect - FCC Form 460 webpage.

For questions about the RHC program, contact RHC-Assist@usac.org or the RHC Customer Service Center at (800) 453-1546 from 8 a.m. - 8 p.m. ET Monday through Friday for assistance. Use the RHC Customer Service Center Tip Sheet to learn about what the RHC Customer Service Center can and cannot help you with.