

Submitting the FCC Form 466 in RHC Connect

Rural Health Care (RHC) program

Available for Public Use



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About RHC Connect for the FCC Form 466

RHC Connect is the web-based system that hosts the FCC Form 466. Although the look of the application has changed, the FCC Form 466 did not. To submit your FCC Form 466, you will be asked the same questions and are required to provide the same information as in years past. No preparation for this change is required by you.

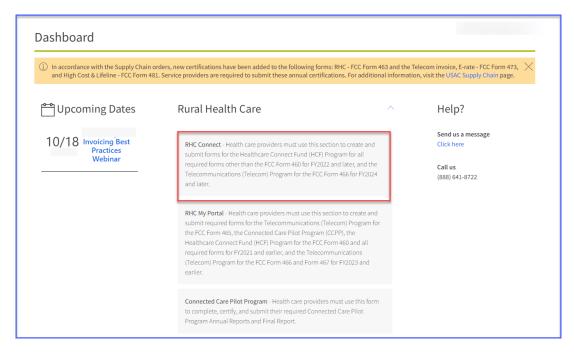
For more information about funding years and filing windows, visit the <u>Funding Year Overview</u> on the USAC website.

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

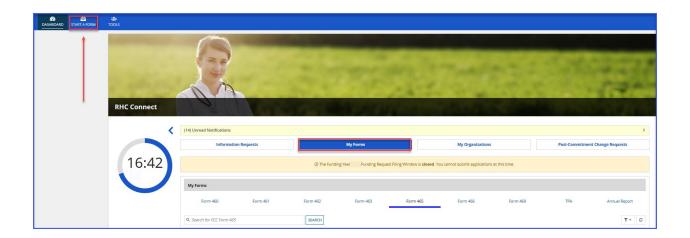


RHC Connect Walkthrough

Step 1: Log into My Portal and click on RHC Connect.

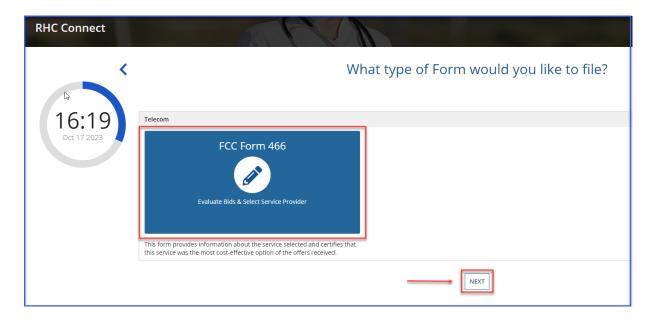


Step 2: Here you can start a new form, resume working on a draft, or delete a draft FCC Form 466. There's a countdown banner displaying the days remaining in the filing window. The clock on the right is the current date and time.

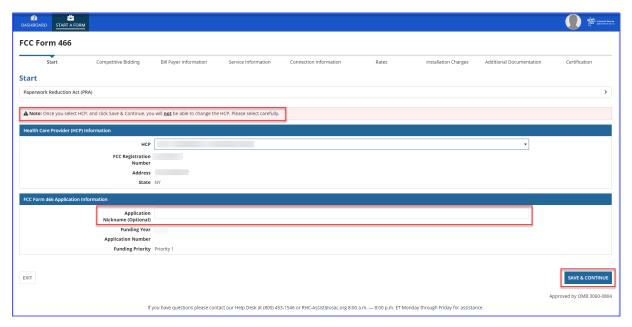




Step 3: Click FCC Form 466. Then, click Next.



Step 4: Move to the **Start** page and select the HCP from the drop-down menu. The information will be prepopulated based on information in the FCC Form 465. Enter an **Application Nickname** as an identifier for the application should you need to exit the form and return later. The note at the top in pink is a warning to alert you that once you click **Save and Continue**, you will be unable to change the HCP you select.





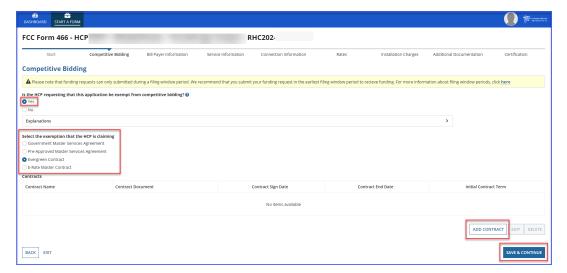
Step 5: Answer **Yes** if you are exempt from competitive bidding and **No** if you submitted an FCC Form 465 and completed your competitive bidding process.



Click the arrow beside **Explanations** to view a description of each competitive bidding exemption.

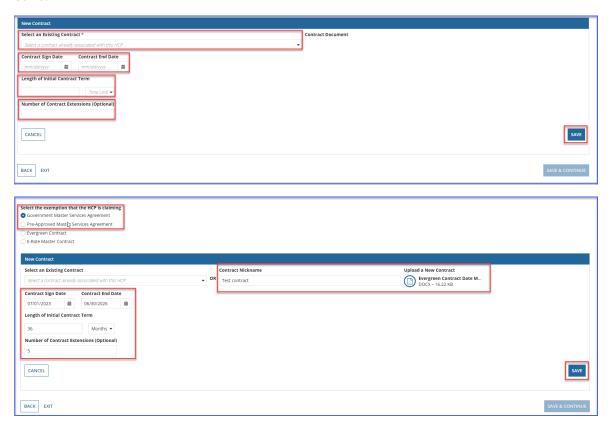


Step 6: If you are exempt from competitive bidding, select the exemption from the list of eligible exemptions. Click **Add Contract** at the bottom right on the screen.

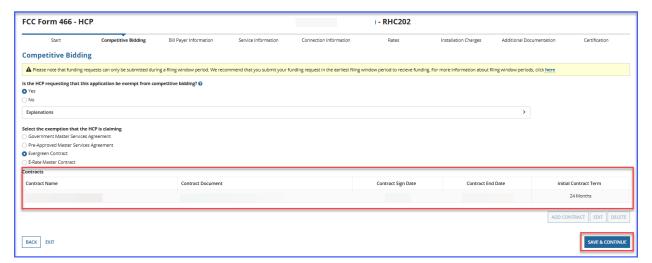




Step 7: If using an evergreen contract, an existing contract must be selected from the drop-down menu. For all other exemptions, upload a new contract or choose an existing contract. Enter the relevant information about the contract in the fields. Use the drop-down calendar to enter dates. Click **Save**.

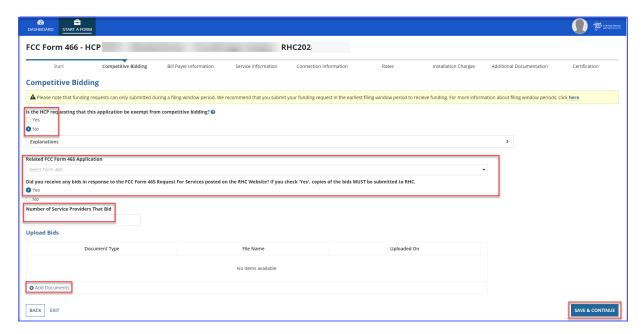


Step 8: Once the contract is selected and saved, click Save and Continue.

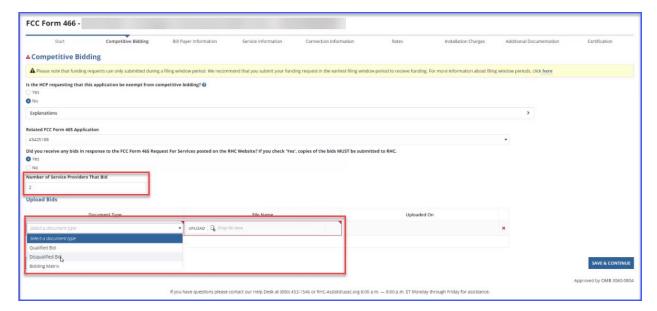




Step 9: Choose **No** for the question about qualifying for an exemption if the HCP went through the competitive bidding process. Select the related FCC Form 465 from the drop-down menu. All FCC Forms 465 submitted for the HCP will be available. Answer **Yes** or **No** to the question about whether bids were received in response to the posted FCC Form 465. You must enter a number greater than one. If you received zero bids, you'll enter one and information from the service provider you're using to submit the FCC Form 466. If **Yes**, enter the number of bids received and upload copies of those bids by clicking **Add Documents**. A red error message will display if you don't upload the documents.

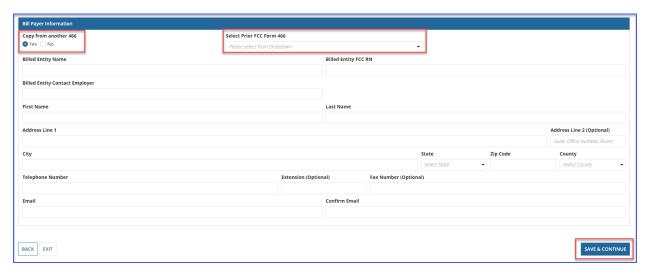


Select a description of the document from the drop-down menu.

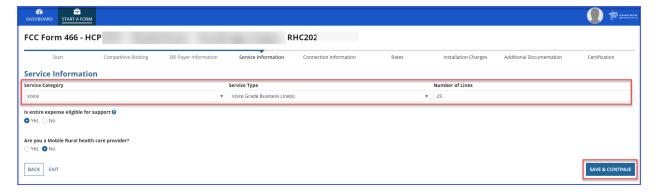




Step 10: Click **Yes** on the radio button to copy **Bill Payer Information** from another FCC Form 466. Please note, information from FCC Forms 466 from the prior two years will be migrated over to RHC Connect from My Portal for the same HCP. Click **No** to enter information into required fields. Then click **Save and Continue**.



Step 11: Select the **Service Category** and the **Service Type** from the drop-down menus. For voice services, enter **Number of Lines**. Click **Save and Continue**.

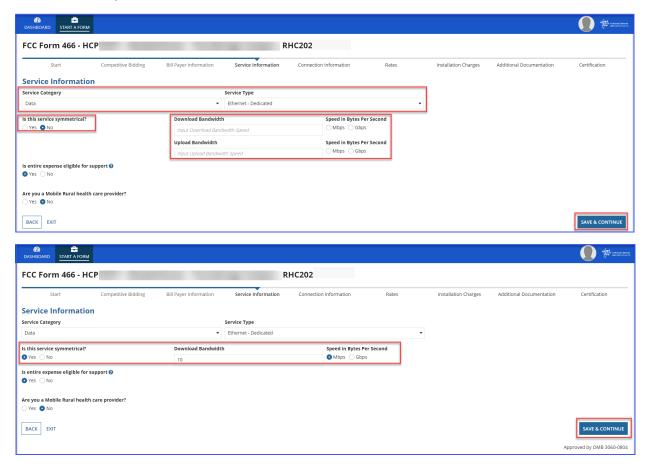


Step 12: Answer **Yes** or **No** for the question: **Is entire expense eligible for support?** If **No**, enter **Percent eligible for support**, enter an explanation about the eligible percentage calculation, and upload supporting documentation. Answer **Yes** or **No** for the question: **Are you a Mobile Rural health care provider?** If **Yes**, upload the required lists of sites the mobile clinic visits. Click **Save and Continue**.



FCC Form 466										
Start	Competitive Bidding	Bill Payer Information	Service Information	Connection	n Information	Rates	Installation Charges	Additional Documentation	Certification	
Service Information										
Service Category			Service Type				Number of Lines			
Voice		-	Voice Grade Business Line(s)			•	25			
Is entire expense eligible for support of the suppo	ort 9	Percent eligible for sup	port	0/4000						
Upload supporting documents for Explanation UPLOAD D Conference of the form o										
Are you a Mobile Rural health care Yes No	e provider?				UPLOAD Drop files I	here				
BACK EXIT									SAVE & CONTINUE	

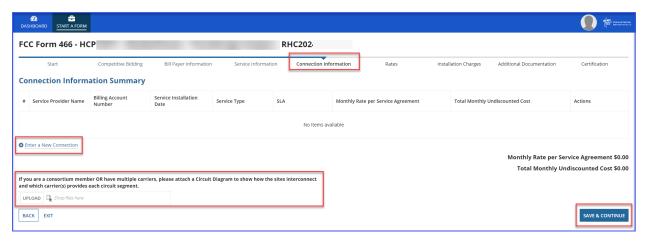
Step 13: For data services, answer the question: **Is this service symmetrical?** And enter bandwidth. If **No** is selected, enter **Download Bandwidth** and **Upload Bandwidth**. If **Yes** is selected, only one bandwidth is required. Click **Save and Continue**.



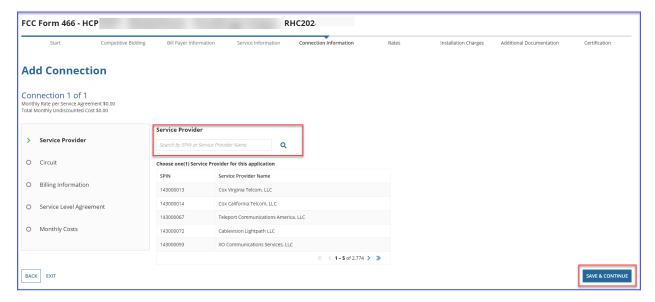
Step 14: On the **Connection Information** page, click the hyperlink titled **Enter a New Connection**. If the service is a multi-carrier connection, each connection should be added using that hyperlink. If the



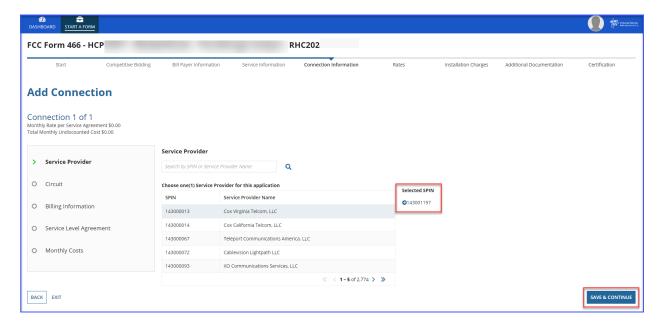
HCP is a consortium member or the circuit uses more than one carrier, please attach a circuit diagram as indicated on this page. Click **Save and Continue**.



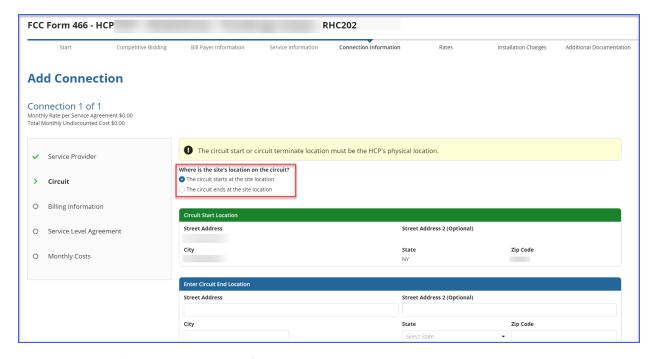
Step 15: Select your service provider's 498 ID/SPIN. You can search by service provider name or the 498 ID/SPIN.





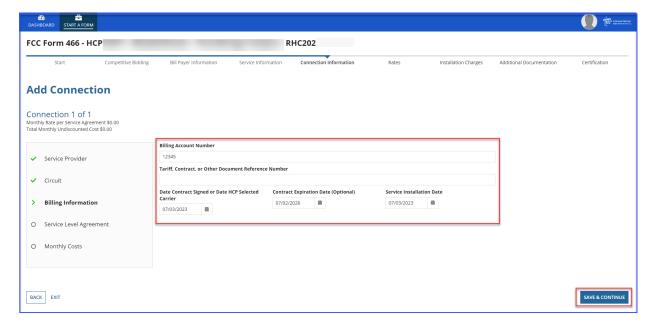


Step 16: Select the radio button that describes where the site is located on the requested circuit. This should align with the submitted service provider confirmed documentation. Information will prepopulate based on information in the FCC Form 465.

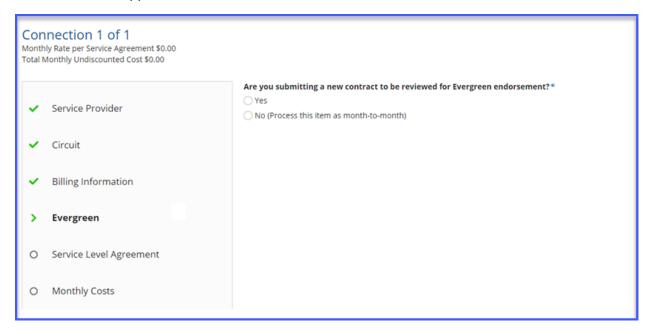


Step 17: Enter Billing Information in fields shown. Click Save and Continue.



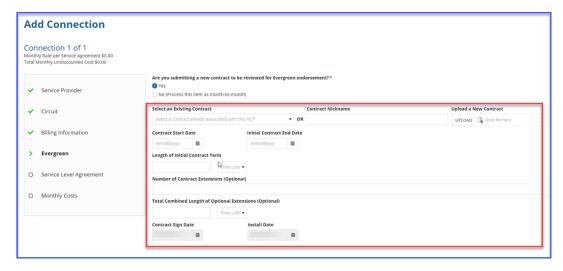


Step 18: Select **Yes** to the question: **Are you submitting a new contract to be reviewed for Evergreen endorsement?** if submitting application with a new contract. Select **No** if submitting as a month-to-month application.

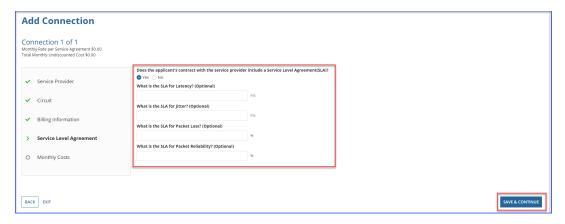


Step 19: If Yes, enter information about the contract in the fields as shown. Click Save and Continue.





Step 20: Select **Yes** or **No** to answer the question about whether the requested expense includes a service level agreement and, if **Yes**, enter the information shown. Click **Save and Continue**.

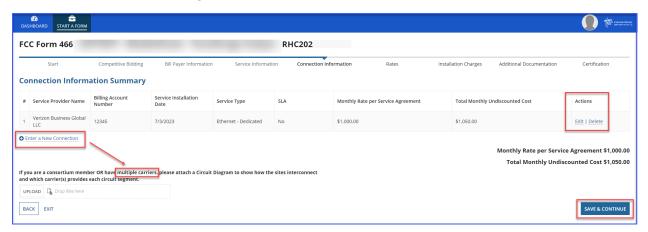


Step 21: Enter the **Monthly Undiscounted Cost** and **Monthly Taxes and Fees** listed on the bill or invoice and upload the documentation that supports these costs. Click **Save and Continue**.

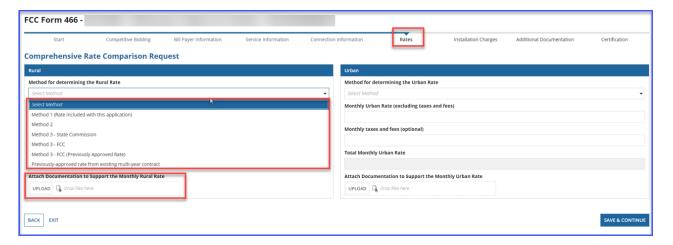




Step 22: For multiple carrier circuits, enter each section of the service as a new connection by clicking **Enter a New Connection** and upload a Circuit Diagram to support the data entered. Connections may be edited or deleted by clicking the hyperlinks under the **Actions** column. Click **Save and Continue**.



Step 23: On the **Rates** page, choose the **Method for determining the Rural Rate** and the **Method for determining the Urban Rate** from the drop-down menu and enter the monthly calculated rural and urban rate that comply with the method per Telecom Program rules. Upload documentation to support the rural and urban rates below the data fields on this page. For more information about calculating the rural and urban rate, please use the <u>Urban and Rural Rate Information FY2024-2025</u> tip sheet on the USAC website. Click **Save and Continue**.





Monthly taxes and fees (optional)

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Attach Documentation to Support the Monthly Rural Rate

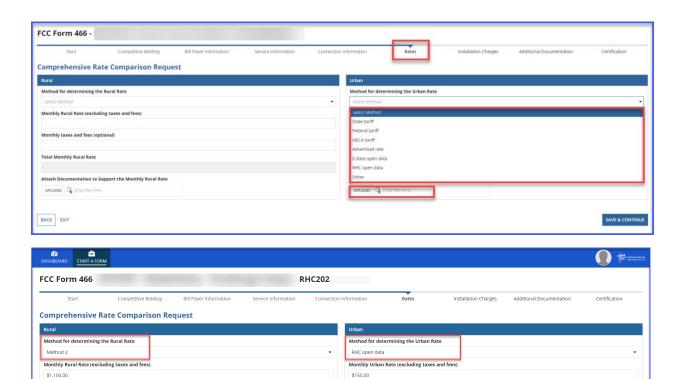
\$50.00

Total Monthly Rural Rate

\$1,150.00

◆ Drop files

BACK EXIT

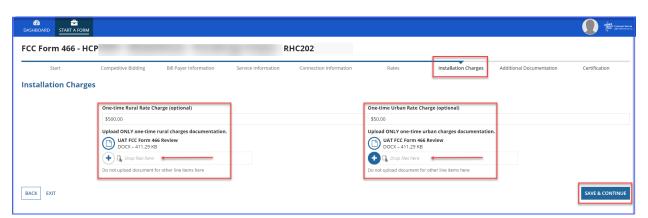


Step 24: On the **Installation Charges** page, enter **One-time Rural Rate Charge** and **One-time Urban Rate Charge**, if applicable, and upload supporting documentation. Please note, this is optional and can be skipped if no installation costs were incurred. Click **Save and Continue**.

Monthly taxes and fees (optional)

UAT FCC Form 466 Review DOCX - 411.29 KB

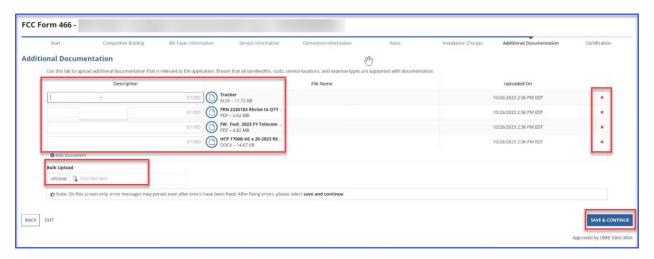
Total Monthly Urban Rate



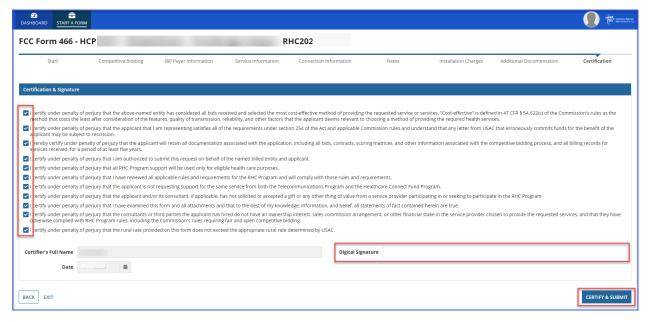
SAVE & CONTINUE



Step 25: On the **Additional Documentation** page, upload any additional supporting documentation. Add a description of the document in the required field. To use the **Bulk Upload** feature, upload all documents and enter a description for each. Click the red **x** to delete the document. Click **Save and Continue**.

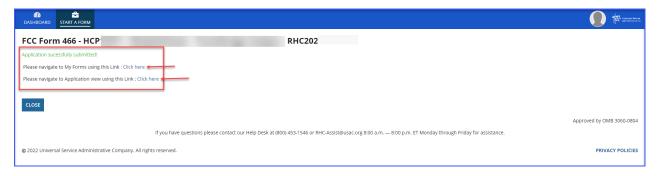


Step 26: Each certification must be checked to continue. Enter your first and last name as it appears in RHC Connect in the **Digital Signature** field. Click **Certify and Submit**.

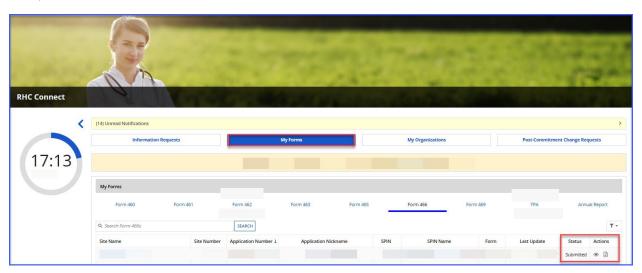


Step 27: Once submitted, this screen will appear with a link to navigate back to the **My Forms** tab and a link to navigate to view the submitted FCC Form 466 Application.





The submitted form with all other FCC Forms 466 will appear on the **My Forms** tab. Under the **Actions** column on the right, you can click the icons to view the submitted form, download a PDF copy of the form, or click the double arrows to recall the form to make corrections.





Frequently Asked Questions

What changes were made to 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 review and approve forms.

Did the FCC Form 466 change?

No, the FCC Form 466 itself did not change—only the look and feel has changed. The questions on the form and the information required of applicants remain the same.

Who is impacted by this change?

RHC Connect is used for funding year (FY) 2022 and future funding years. Applicants who participate in the Telecom Program began submitting the FCC Form 466 in RHC Connect in FY2024.

Resources

For more information, visit the Welcome to RHC Connect - FCC Form 466 webpage.

For questions about the Rural Health Care 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.