

# Submitting Post-Commitment Change Requests in RHC Connect

Healthcare Connect Fund (HCF) Program

Revised March 2026

## Contents

RHC Connect Walkthrough – SPIN Changes.....	4
RHC Connect Walkthrough – Site and Service Substitution.....	9
RHC Connect Walkthrough – Service Delivery Deadline Extension Request .....	20
RHC Connect Walkthrough – Invoice Filing Deadline Extension Request.....	24
RHC Connect Walkthrough – Decommitment Requests .....	27
Full Decommitment .....	27
Partial Decommitment .....	30
Frequently Asked Questions.....	35
Resources .....	35

## About RHC Connect for Post-Commitment Change Requests

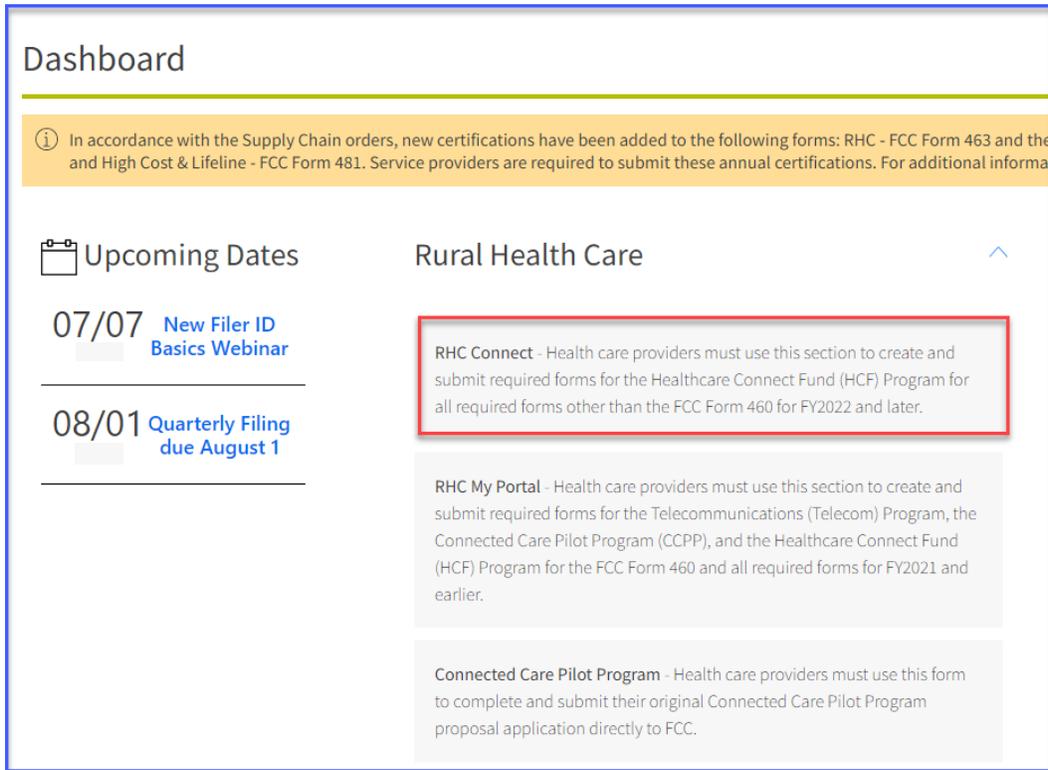
**RHC Connect** is the web-based system that hosts the FCC Forms used in the HCF Program. There are a number of actions that may be required outside of the regular application process. This user guide will walk you through how to submit post-commitment change requests in RHC Connect. The post-commitment change requests included in this user guide are:

- [SPIN changes](#) (correctional and operational)
- [Site and Service Substitutions](#)
- [Invoice filing deadline extension requests](#)
- [Service delivery deadline extension requests](#)
- [Decommitment Requests](#)

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

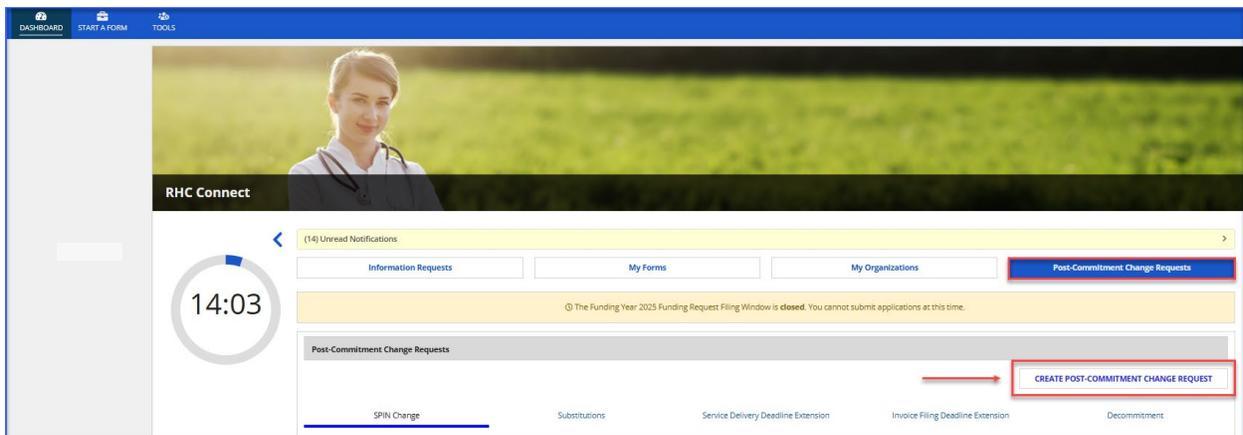
# RHC Connect Walkthrough – SPIN Changes

**Step 1:** Log in to My Portal and click **RHC Connect**.



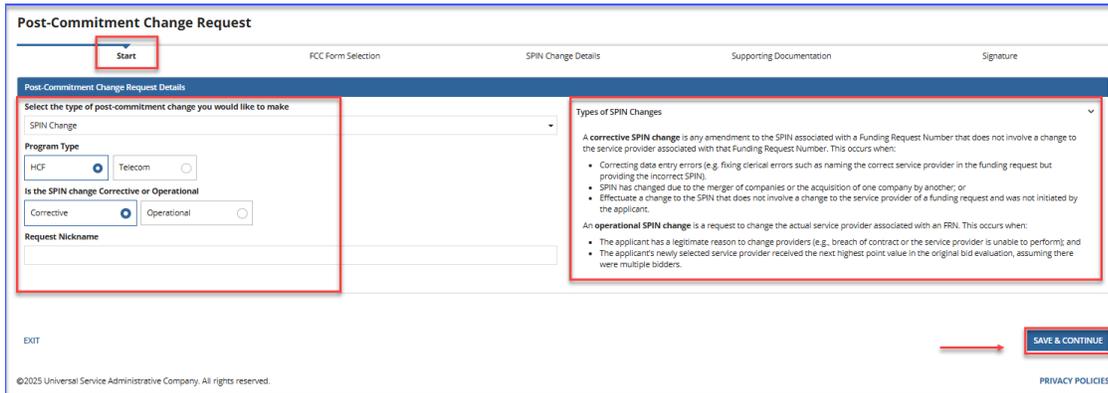
The screenshot shows the 'Dashboard' page. At the top, there is a yellow notification bar with an information icon and text: 'In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional informat'. Below this, on the left, is the 'Upcoming Dates' section with two entries: '07/07 New Filer ID Basics Webinar' and '08/01 Quarterly Filing due August 1'. On the right is the 'Rural Health Care' section, which contains three cards. The top card, 'RHC Connect', is highlighted with a red border and contains the text: 'RHC Connect - Health care providers must use this section to create and submit required forms for the Healthcare Connect Fund (HCF) Program for all required forms other than the FCC Form 460 for FY2022 and later.' The middle card is 'RHC My Portal' and the bottom card is 'Connected Care Pilot Program'.

**Step 2:** Click on the **Post-Commitment Change Requests** tab, then click **Create Post-Commitment Change Request**.



The screenshot shows the 'RHC Connect' page with a navigation bar at the top containing 'DASHBOARD', 'START A FORM', and 'TOOLS'. Below the navigation bar is a header image of a woman with a stethoscope. The main content area has a left sidebar with a clock showing '14:03'. The top navigation tabs are 'Information Requests', 'My Forms', 'My Organizations', and 'Post-Commitment Change Requests', with the last one highlighted in blue. Below the tabs is a yellow warning message: '© The Funding Year 2025 Funding Request Filing Window is closed. You cannot submit applications at this time.' The main content area is titled 'Post-Commitment Change Requests' and contains a horizontal menu with options: 'SPIN Change', 'Substitutions', 'Service Delivery Deadline Extension', 'Invoice Filing Deadline Extension', and 'Decommitment'. The 'CREATE POST-COMMITMENT CHANGE REQUEST' button is highlighted with a red border and an arrow pointing to it.

**Step 3:** Select **SPIN Change** from the drop-down menu, select **HCF**, and enter a **Request Nickname**. Using the radio buttons, select either **Operational** or **Corrective** to describe the type of SPIN change you are requesting. A description of each SPIN change type is displayed. Then click **Save & Continue**.



**Post-Commitment Change Request**

Start | FCC Form Selection | SPIN Change Details | Supporting Documentation | Signature

**Post-Commitment Change Request Details**

Select the type of post-commitment change you would like to make

SPIN Change: [SPIN Change]

Program Type:  HCF  Telecom

Is the SPIN change Corrective or Operational:  Corrective  Operational

Request Nickname: [ ]

**Types of SPIN Changes**

A **corrective SPIN change** is any amendment to the SPIN associated with a Funding Request Number that does not involve a change to the service provider associated with that Funding Request Number. This occurs when:

- Correcting data entry errors (e.g. fixing clerical errors such as naming the correct service provider in the funding request but providing the incorrect SPIN).
- SPIN has changed due to the merger of companies or the acquisition of one company by another; or
- Effectuate a change to the SPIN that does not involve a change to the service provider of a funding request and was not initiated by the applicant.

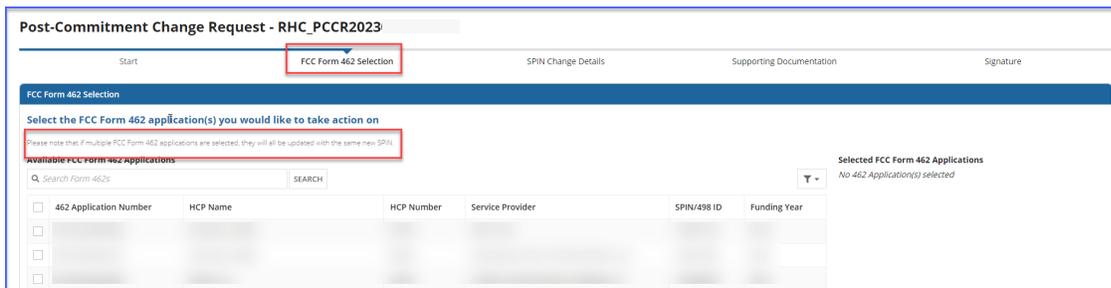
An **operational SPIN change** is a request to change the actual service provider associated with an FRN. This occurs when:

- The applicant has a legitimate reason to change providers (e.g., breach of contract or the service provider is unable to perform); and
- The applicant's newly selected service provider received the next highest point value in the original bid evaluation, assuming there were multiple bidders.

EXIT | **SAVE & CONTINUE**

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**Step 4:** Select the FCC Form 462 application(s) you'd like to request the SPIN change for. Multiple FRNs may be selected as long as the same SPIN for all of them is used.



**Post-Commitment Change Request - RHC\_PCCR2023**

Start | **FCC Form 462 Selection** | SPIN Change Details | Supporting Documentation | Signature

**FCC Form 462 Selection**

Select the FCC Form 462 application(s) you would like to take action on

Please note that if multiple FCC Form 462 applications are selected, they will all be updated with the same new SPIN.

Available FCC Form 462 Applications

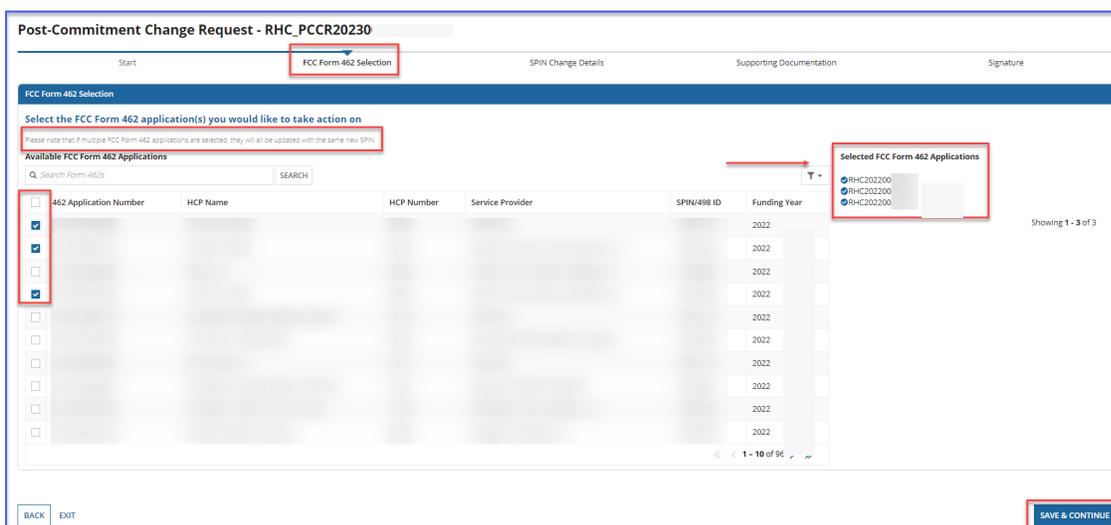
Search Form 462s: [ ] SEARCH

462 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Selected FCC Form 462 Applications

No 462 Application(s) selected

**Step 5:** Once selected, the FCC Form 462 application(s) will be displayed on the right side of the **FCC Form 462 Selection** page. Then click **Save & Continue**.



**Post-Commitment Change Request - RHC\_PCCR20230**

Start | **FCC Form 462 Selection** | SPIN Change Details | Supporting Documentation | Signature

**FCC Form 462 Selection**

Select the FCC Form 462 application(s) you would like to take action on

Please note that if multiple FCC Form 462 applications are selected, they will all be updated with the same new SPIN.

Available FCC Form 462 Applications

Search Form 462s: [ ] SEARCH

462 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year
<input checked="" type="checkbox"/>					2022
<input checked="" type="checkbox"/>					2022
<input checked="" type="checkbox"/>					2022
<input type="checkbox"/>					2022
<input type="checkbox"/>					2022
<input type="checkbox"/>					2022
<input type="checkbox"/>					2022
<input type="checkbox"/>					2022
<input type="checkbox"/>					2022

Selected FCC Form 462 Applications

- RHC2022000
- RHC2022000
- RHC2022000

Showing 1 - 3 of 3

BACK | EXIT | **SAVE & CONTINUE**

**Note:** An error message will display if the FCC Form 462 is not eligible for a SPIN change request. You cannot submit a SPIN change request if there is a draft or submitted FCC Form 463, or another post-commitment change request submitted for the selected FRN.

The following FCC Form 462(s) are not eligible for a SPIN Change change because there is a linked Post Commitment Change Request awaiting review by USAC: RHC202. RHC202  
 The following FCC Form 462(s) are not eligible for a SPIN Change change because there is a linked FCC Form 463 awaiting review by the Service Provider or USAC: RHC\_INV202

**Note:** If a one-time cost is on the selected FCC Form 462 application(s), a message will display indicating that once the SPIN change request is approved, the one-time costs will only be able to be filed under the new SPIN.

Post-Commitment Change Request - RHC\_PCCR202

Start    FCC Form 462 Selection    SPIN Change Details    Supporting Documentation    Signature

**FCC Form 462 Selection**

Select the FCC Form 462 application(s) you would like to take action on

One or more of the selected FCC Form 462 application(s) include a one-time cost expense. Once this SPIN Change is approved, you can only file a FCC Form 463 for those one-time costs under the new SPIN.

Please note that if multiple FCC Form 462 applications are selected, they will all be updated with the same new SPIN.

Available FCC Form 462 Applications

Q Search Form 462s    SEARCH

462 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Selected FCC Form 462 Applications

RHC202

Showing 1 - 1 of 1

BACK    EXIT    **SAVE & CONTINUE**

**Step 6:** Select the new SPIN from the drop-down menu under **Available Service Providers**. The selected service provider will be displayed on the right side of the screen. Click **Save & Continue** at the bottom of the screen.

Post-Commitment Change Request - RHC\_PCCR202

Start    FCC Form 462 Selection    **SPIN Change Details**    Supporting Documentation    Signature

**Current Service Provider Details**

SPIN/498 ID	Service Provider	DBA	Address	City	State	Zip
14300						

**New Service Provider Details**

Select a new Service Provider Identification Number (SPIN)/498 ID

The new SPIN will replace the existing SPINs for selected FCC Form 462 Applications.

Available Service Providers

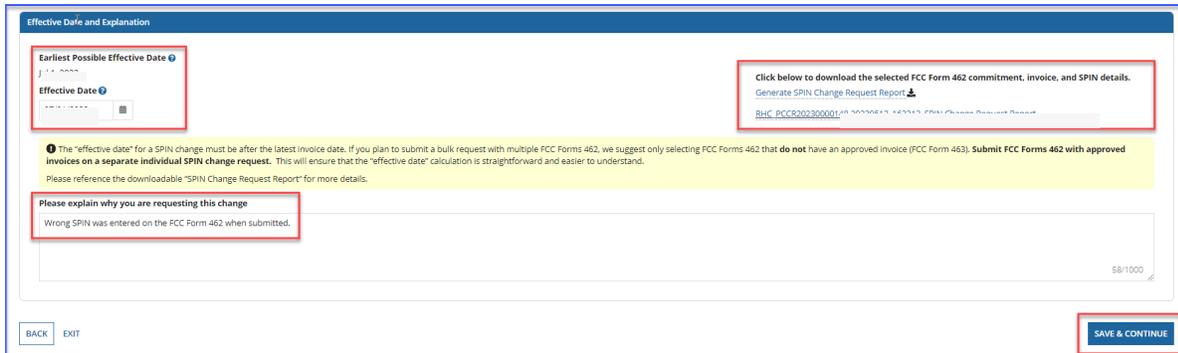
Q charter    SEARCH

SPIN/498 ID	Service Provider	DBA	Address	City	State	Zip
<input type="checkbox"/>	143037022	Charter Advanced Services VIII (WI) LLC	Charter Communications: Spectrum Business	12405 Powerscourt Dr	St. Louis	MO 63131
<input type="checkbox"/>	143037030	Charter Advanced Services (NE) LLC	Charter Communications: Spectrum Business	12405 Powerscourt Dr	St. Louis	MO 63131
<input type="checkbox"/>	143037031	Charter Advanced Services (IL) LLC	Spectrum Business: Charter Communications	12405 Powerscourt Dr	St. Louis	MO 63131
<input type="checkbox"/>	143037032	Charter Advanced Services (NY) LLC	Charter Communications: Spectrum Business	12405 Powerscourt Drive	St. Louis	MO 63131
<input type="checkbox"/>	143037033	Charter Advanced Services (OR) LLC	Charter Communications and Spectrum Business	12405 Powerscourt Drive	St. Louis	MO 63131
<input checked="" type="checkbox"/>	143037034	Charter Advanced Services VIII (MN) LLC	Charter Communications: Spectrum Business	12405 Powerscourt Drive	St. Louis	MO 63131
<input type="checkbox"/>	143037035	Charter Advanced Services (VT) LLC	Charter Communications: Spectrum Business	12405 Powerscourt Drive	St. Louis	MO 63131

Selected Service Provider

143037034 - Charter Advanced Services VIII (MN) LLC

**Step 7:** Select the **Effective Date** from the calendar. The tip in yellow displays directions about submitting SPIN change requests if the FRN selected has an approved invoice (FCC Form 463). Provide an explanation about why you are requesting the SPIN change. To view an Excel version of the SPIN change request details, click the hyperlink **Generate SPIN Change Request Report**. When you're ready to continue, click **Save & Continue**.



**Effective Date and Explanation**

Earliest Possible Effective Date: 1/1/2022

Effective Date: [Date Picker]

Click below to download the selected FCC Form 462 commitment, invoice, and SPIN details.  
Generate SPIN Change Request Report

**Tip:** The "effective date" for a SPIN change must be after the latest invoice date. If you plan to submit a bulk request with multiple FCC Forms 462, we suggest only selecting FCC Forms 462 that do not have an approved invoice (FCC Form 463). Submit FCC Forms 462 with approved invoices on a separate individual SPIN change request. This will ensure that the "effective date" calculation is straightforward and easier to understand. Please reference the downloadable "SPIN Change Request Report" for more details.

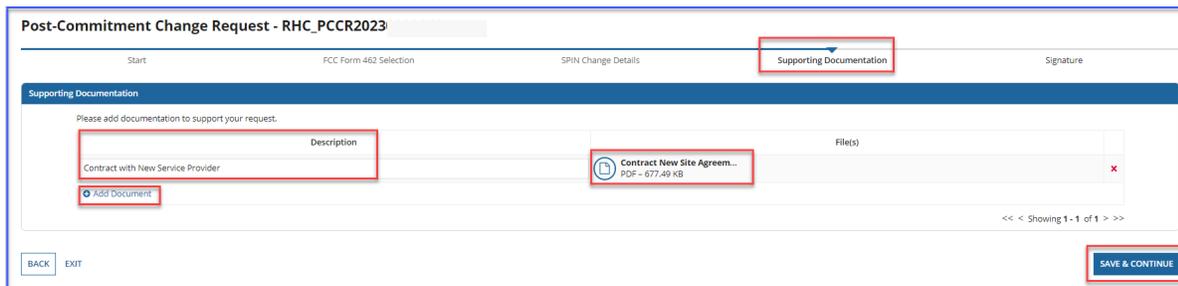
Please explain why you are requesting this change  
Wrong SPIN was entered on the FCC Form 462 when submitted.

58/1000

BACK EXIT SAVE & CONTINUE

FCC Form 462		Commitment and Invoice Details										Previous Service Provider					New Service Provider											
Funding Request Number	Site Number	Site Name	# of previous SPIN Changes	Pre-Rated Commitment Funding Amount	Funding Start Date	Funding End Date	SPIN (Service Order) Deadline	Invoice Filing Deadline	Number of Invoices	Total Approved for Reimbursement	Latest Invoiced Date	SPIN / 468 ID	Service Provider Name	Service Provider DBA	Address	Address Line 2	City	State	Zip	SPIN / 468 ID	Service Provider Name	Service Provider DBA	Requested Change Effective Date	Address	Address Line 2	City	State	Zip
HHC20220				45610.55	07/01/2021	06/30/2022	06/30/2022	10/28/2022	0	0	14300									143037034	Charter At	Charter Communical	12405	Powerscourt	E St.	Louis	MO	63131

**Step 8:** Add supporting documentation by clicking the **Add Document** hyperlink. Enter a description of the document. Then click **Save & Continue**.



Post-Commitment Change Request - RHC\_PCCR2023

Start FCC Form 462 Selection SPIN Change Details Supporting Documentation Signature

Supporting Documentation

Please add documentation to support your request.

Description	File(s)
Contract with New Service Provider	Contract New Site Agree... PDF - 677.49 KB

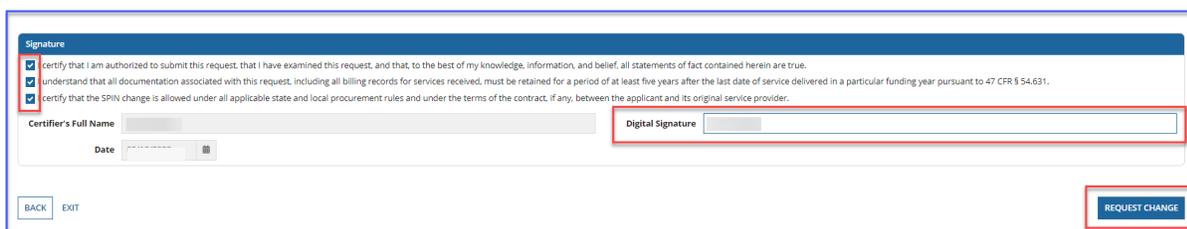
Add Document

<< < Showing 1-1 of 1 > >>

BACK EXIT SAVE & CONTINUE

**Note:** For operational SPIN changes you must upload the agreement with the new service provider.

**Step 9:** On the **Signature** page, review all of the information, click the required certifications and sign using your full name as it appears in RHC Connect in the **Digital Signature** field. Click **Request Change**.



Signature

certify that I am authorized to submit this request, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

understand that all documentation associated with this request, including all billing records for services received, must be retained for a period of at least five years after the last date of service delivered in a particular funding year pursuant to 47 CFR § 54.631.

certify that the SPIN change is allowed under all applicable state and local procurement rules and under the terms of the contract, if any, between the applicant and its original service provider.

Certifier's Full Name: [Text Field]

Date: [Date Picker]

Digital Signature: [Text Field]

BACK EXIT REQUEST CHANGE

**Step 10:** Once submitted, the confirmation message in green will display.

**Post-Commitment Change Request Submission Confirmation**

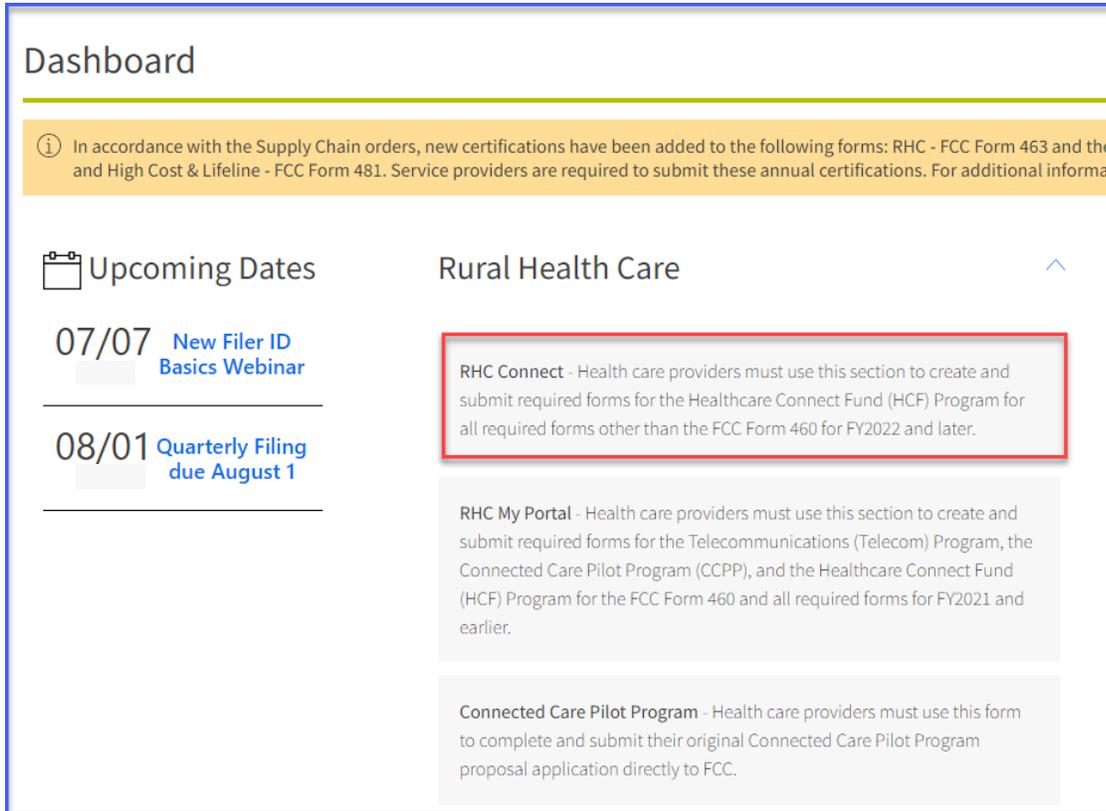
✔ Request Number RHC\_PCCR202 has been successfully submitted. You can access your request from the "Post-Commitment Change Request" tab on your dashboard.

Post-Commitment Change Request Details		
<b>Request Number</b> RHC_PCCR202	<b>Request Type</b> SPIN Change	<b>SPIN Change Type</b> Corrective
<b>Request Nickname</b> SPIN Change #1	<b>Submitted By</b>	
<b>Selected FCC Form 462 Application(s)</b> RHC202		<b>Submitted On</b>
<b>Supporting Documentation</b>		

For more information, visit the [SPIN Change](#) webpage on the USAC website.

# RHC Connect Walkthrough – Site and Service Substitution

**Step 1:** Log in to My Portal and click **RHC Connect**.



**Dashboard**

*i* In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional informat

**Upcoming Dates**

07/07 **New Filer ID Basics Webinar**

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08/01 **Quarterly Filing due August 1**

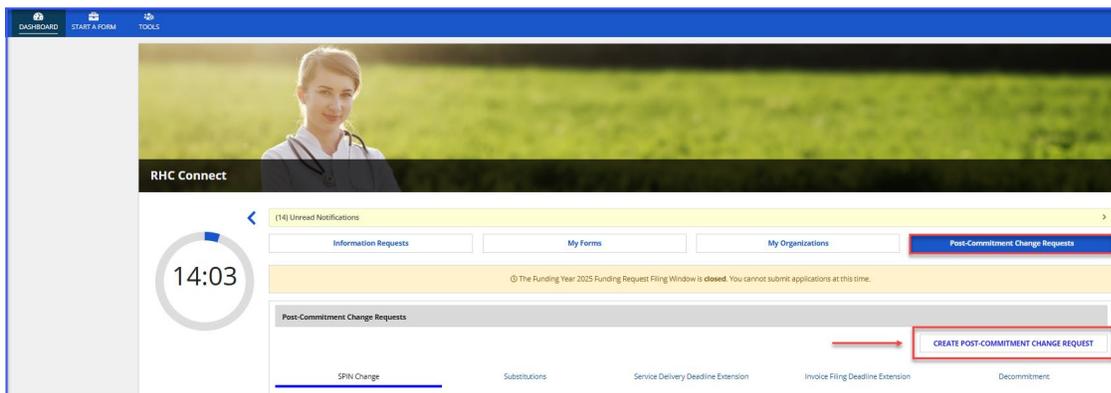
**Rural Health Care**

**RHC Connect** - Health care providers must use this section to create and submit required forms for the Healthcare Connect Fund (HCF) Program for all required forms other than the FCC Form 460 for FY2022 and later.

**RHC My Portal** - Health care providers must use this section to create and submit required forms for the Telecommunications (Telecom) Program, the Connected Care Pilot Program (CCPP), and the Healthcare Connect Fund (HCF) Program for the FCC Form 460 and all required forms for FY2021 and earlier.

**Connected Care Pilot Program** - Health care providers must use this form to complete and submit their original Connected Care Pilot Program proposal application directly to FCC.

**Step 2:** Click **Post-Commitment Change Requests**, then click **Create Post-Commitment Change Request**.



**RHC Connect**

(14) Unread Notifications

Information Requests | My Forms | My Organizations | **Post-Commitment Change Requests**

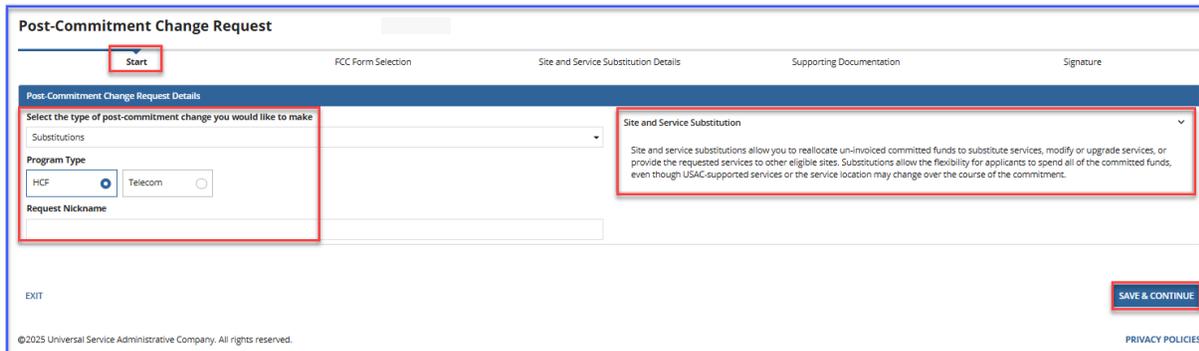
© The Funding Year 2025 Funding Request Filing Window is closed. You cannot submit applications at this time.

**Post-Commitment Change Requests**

SPIN Change | Substitutions | Service Delivery Deadline Extension | Invoice Filing Deadline Extension | Decommittment

**CREATE POST-COMMITMENT CHANGE REQUEST**

**Step 3:** Select **Site and Service Substitution** from the drop-down menu, select **HCF**, and enter a **Request Nickname** from the drop-down menu. A description of Site and Service Substitutions is displayed. Click **Save & Continue**.



**Post-Commitment Change Request**

Start | FCC Form Selection | Site and Service Substitution Details | Supporting Documentation | Signature

**Post-Commitment Change Request Details**

Select the type of post-commitment change you would like to make

Substitutions

Program Type

HCF  | Telecom

Request Nickname

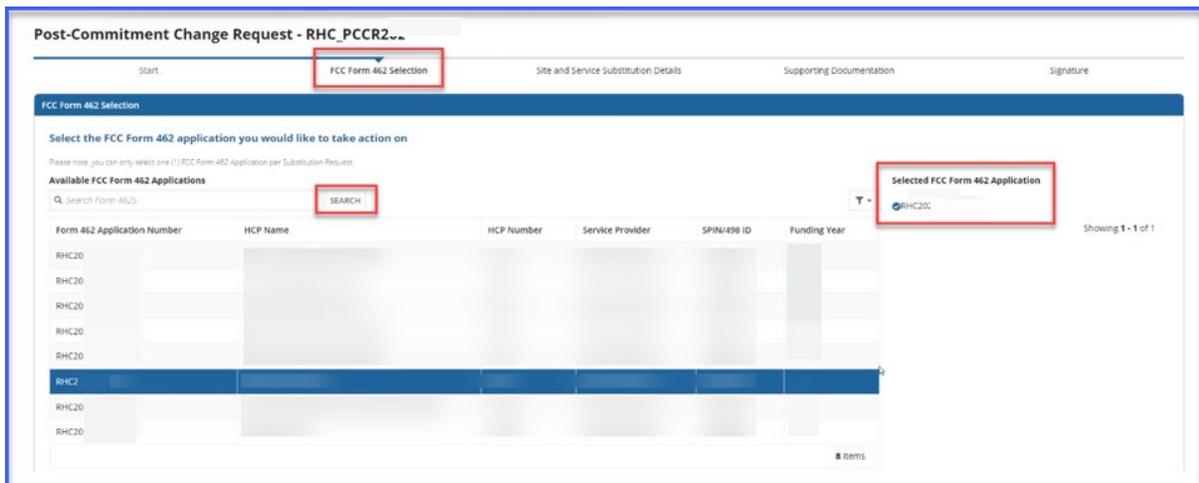
Site and Service Substitution

Site and service substitutions allow you to reallocate un-invoiced committed funds to substitute services, modify or upgrade services, or provide the requested services to other eligible sites. Substitutions allow the flexibility for applicants to spend all of the committed funds, even though USAC-supported services or the service location may change over the course of the commitment.

EXIT | **SAVE & CONTINUE**

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**Step 4:** Search by FCC Form 462 application number or select the FCC Form 462 application from the list displayed. The selected FCC Form 462 application will be displayed on the right side of the screen. Once selected, click **Save & Continue**.



**Post-Commitment Change Request - RHC\_PCCR2...**

Start | **FCC Form 462 Selection** | Site and Service Substitution Details | Supporting Documentation | Signature

**FCC Form 462 Selection**

Select the FCC Form 462 application you would like to take action on

Please note, you can only select one (1) FCC Form 462 Application per Substitution Request

Available FCC Form 462 Applications

SEARCH

Form 462 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year
RHC20					
RHC2					
RHC20					
RHC20					

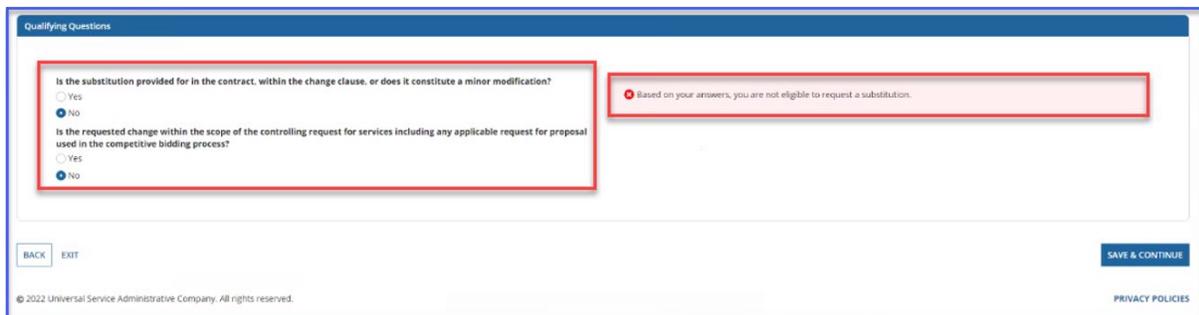
Selected FCC Form 462 Application

RHC20

Showing 1 - 1 of 1

8 Items

**Step 5:** Answer the **Qualifying Questions** by selecting the correct radio button. If **No** is selected, the warning in pink will be displayed indicating that the selected FRN is not eligible for a substitution.



**Qualifying Questions**

Is the substitution provided for in the contract, within the change clause, or does it constitute a minor modification?

Yes

No

Is the requested change within the scope of the controlling request for services including any applicable request for proposal used in the competitive bidding process?

Yes

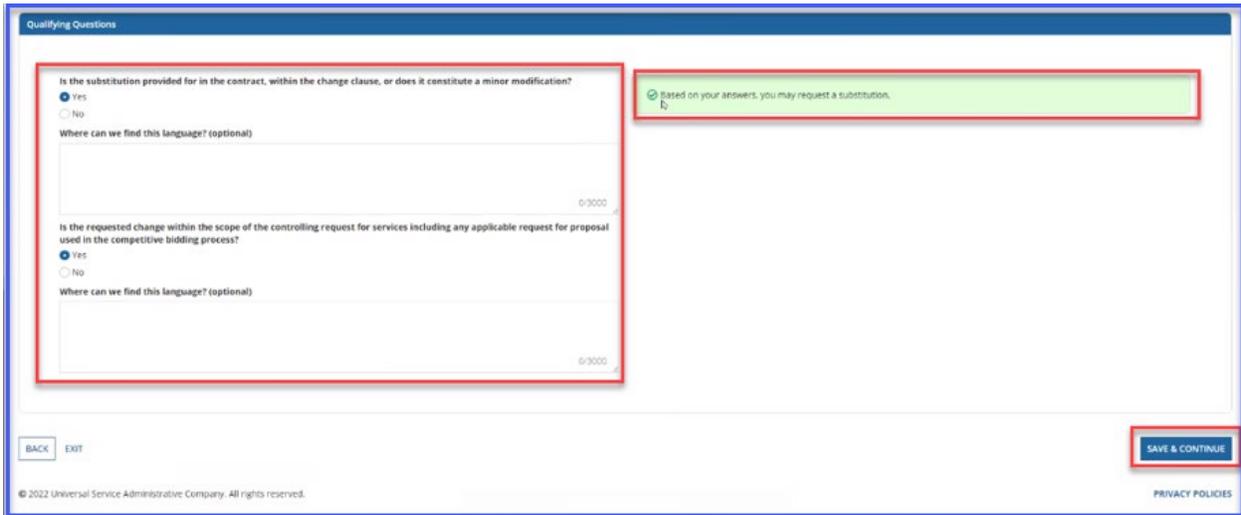
No

Based on your answers, you are not eligible to request a substitution.

BACK | EXIT | **SAVE & CONTINUE**

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**Step 6:** If yes is selected, direct USAC to the language allowing for substitutions in the original contract and request for services documents. The message in green will be displayed indicating that the selected FRN is eligible for a substitution.



Qualifying Questions

Is the substitution provided for in the contract, within the change clause, or does it constitute a minor modification?

Yes  
 No

Where can we find this language? (optional)

Is the requested change within the scope of the controlling request for services including any applicable request for proposal used in the competitive bidding process?

Yes  
 No

Where can we find this language? (optional)

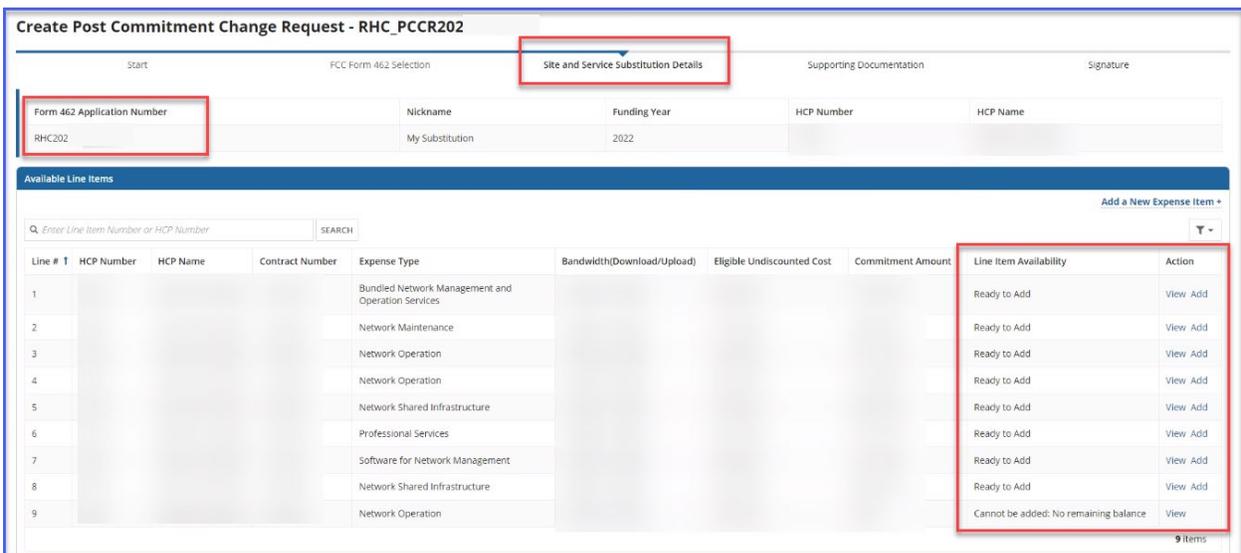
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BACK EXIT

SAVE & CONTINUE

PRIVACY POLICIES

**Step 7:** Click the **View** hyperlink to view details about the line item. Click the **Add** hyperlink to select the line items you wish to add. The **Add** hyperlink is not available if the line item is not eligible for the substitution. The reason is displayed in the **Line-Item Availability** column.



Create Post Commitment Change Request - RHC\_PCCR202

Start FCC Form 462 Selection Site and Service Substitution Details Supporting Documentation Signature

Form 462 Application Number RHC202 Nickname My Substitution Funding Year 2022 HCP Number HCP Name

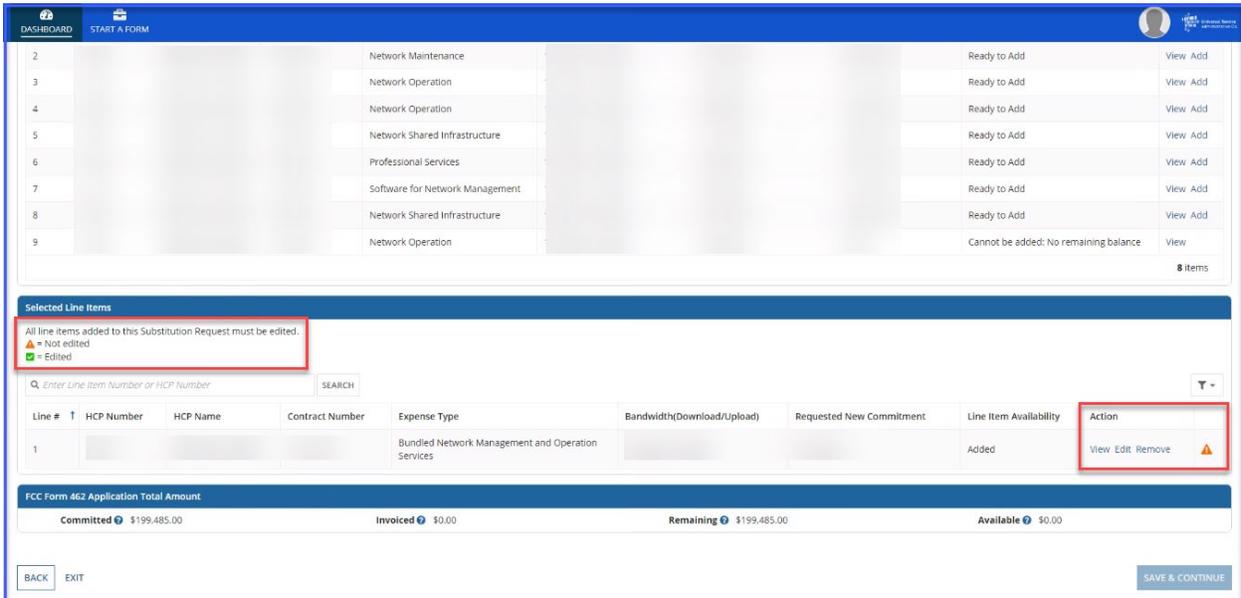
Available Line Items

Enter Line Item Number or HCP Number SEARCH

Line #	HCP Number	HCP Name	Contract Number	Expense Type	Bandwidth(Download/Upload)	Eligible Undiscounted Cost	Commitment Amount	Line Item Availability	Action
1				Bundled Network Management and Operation Services				Ready to Add	View Add
2				Network Maintenance				Ready to Add	View Add
3				Network Operation				Ready to Add	View Add
4				Network Operation				Ready to Add	View Add
5				Network Shared Infrastructure				Ready to Add	View Add
6				Professional Services				Ready to Add	View Add
7				Software for Network Management				Ready to Add	View Add
8				Network Shared Infrastructure				Ready to Add	View Add
9				Network Operation				Cannot be added: No remaining balance	View

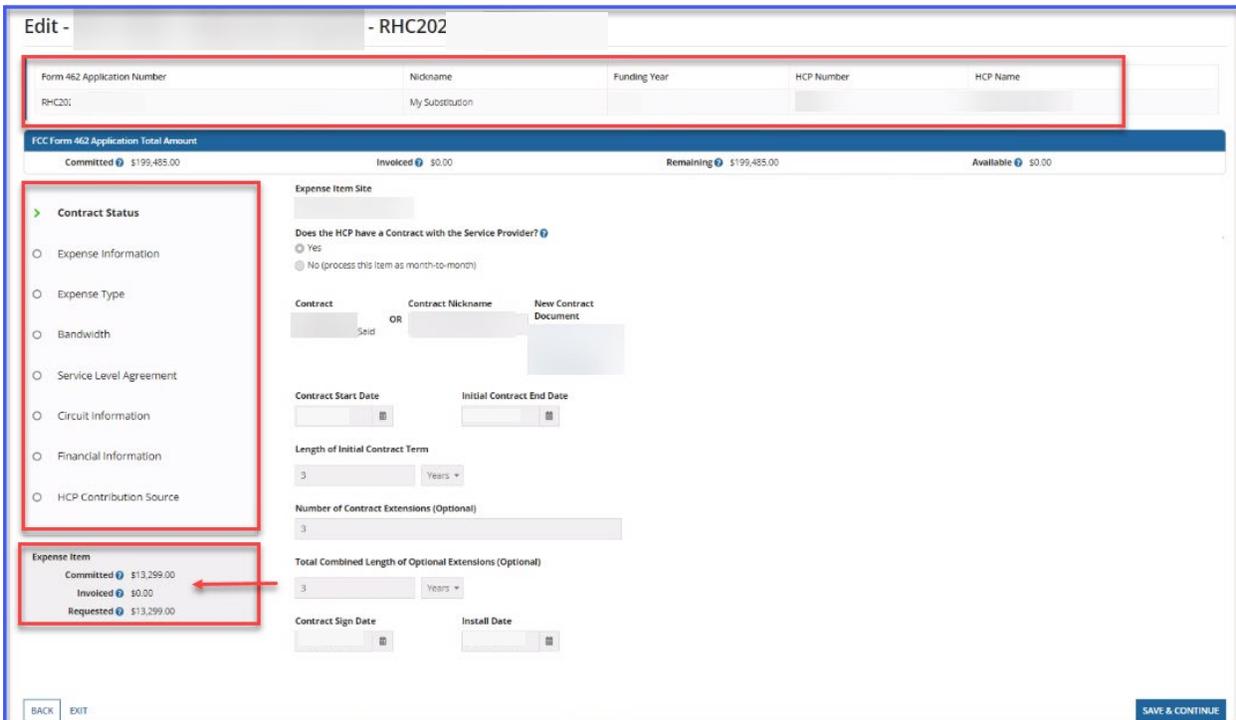
9 Items

**Step 8:** Once **Add** is clicked, the line item is moved to **Selected Line Items**. Click **View**, **Edit** or **Remove** under the **Action** column. If **Remove** is selected, the line item will be returned to the **Available Line Items** section. To continue, click **Edit**.



The screenshot shows a dashboard with a table of line items. Below the table is a 'Selected Line Items' section with a legend: a yellow triangle for 'Not edited' and a green square for 'Edited'. A search bar is present. Below that is a table with columns: Line #, HCP Number, HCP Name, Contract Number, Expense Type, Bandwidth(Download/Upload), Requested New Commitment, Line Item Availability, and Action. The 'Action' column for line 1 contains 'View Edit Remove' and a warning icon. At the bottom, a summary table shows: Committed \$199,485.00, Invoiced \$0.00, Remaining \$199,485.00, and Available \$0.00. Buttons for 'BACK EXIT' and 'SAVE & CONTINUE' are at the bottom.

**Step 9:** The **Edit** sections mirror each section of the FCC Form 462 application. **Committed**, **Invoiced**, and **Requested** dollar amounts for the line item are displayed at the bottom left of each section.



The screenshot shows the 'Edit - RHC202' form. At the top, a red box highlights the header information: Form 462 Application Number (RHC202), Nickname (My Substitution), Funding Year, HCP Number, and HCP Name. Below this is a summary table: Committed \$199,485.00, Invoiced \$0.00, Remaining \$199,485.00, and Available \$0.00. On the left is a sidebar menu with options: Contract Status (selected), Expense Information, Expense Type, Bandwidth, Service Level Agreement, Circuit Information, Financial Information, and HCP Contribution Source. At the bottom of the sidebar, a red box highlights the 'Expense Item' summary: Committed \$13,299.00, Invoiced \$0.00, and Requested \$13,299.00, with a red arrow pointing to the 'Requested' value. The main form area contains fields for Expense Item Site, a question 'Does the HCP have a Contract with the Service Provider?' (Yes/No), Contract and Contract Nickname fields, Contract Start and End Dates, Length of Initial Contract Term (3 Years), Number of Contract Extensions (Optional) (3), Total Combined Length of Optional Extensions (Optional) (3), Contract Sign Date, and Install Date. Buttons for 'BACK EXIT' and 'SAVE & CONTINUE' are at the bottom.

**Step 10:** All field are editable except the **Expense Category** field.

Form 462 Application Number: RHC2022, Nickname: My Substitution, Funding Year: 2022, HCP Number: [redacted], HCP Name: [redacted]

FCC Form 462 Application Total Amount: Committed \$199,485.00, Invoiced \$0.00, Remaining \$199,485.00, Available \$0.00

**Expense Category:** Network Management Services  
**Expense Type:** Bundled Network Management and Operation Services

Total Number of Fiber Strands (Optional): 3  
 Total Number of Fiber Strands eligible for support (Optional): 3

Explanation of Eligible Expense (Optional): Business Network Management

Expense Item Summary:  
 Committed: \$13,299.00  
 Invoiced: \$0.00  
 Requested: \$13,299.00

Buttons: BACK, EXIT, SAVE & CONTINUE

**Step 11:** If the selected FCC Form 462 has an approved invoice, the invoiced amount will appear in the box on the bottom left.

Form 462 Application Number: RHC202200, Nickname: My Substitution, Funding Year: 2022, HCP Number: [redacted], HCP Name: [redacted]

FCC Form 462 Application Total Amount: Committed \$199,485.00, Invoiced \$0.00, Remaining \$199,485.00, Available \$0.00

Contract Status: [checked]  
 Expense Information: [checked]  
 Expense Type: [checked]  
 Bandwidth: [checked]  
 Service Level Agreement: [checked]  
 Circuit Information: [checked]  
 Financial Information: [unchecked]  
 HCP Contribution Source: [unchecked]

Expense Item Summary:  
 Committed: \$13,299.00  
 Invoiced: \$0.00  
 Requested: \$13,299.00

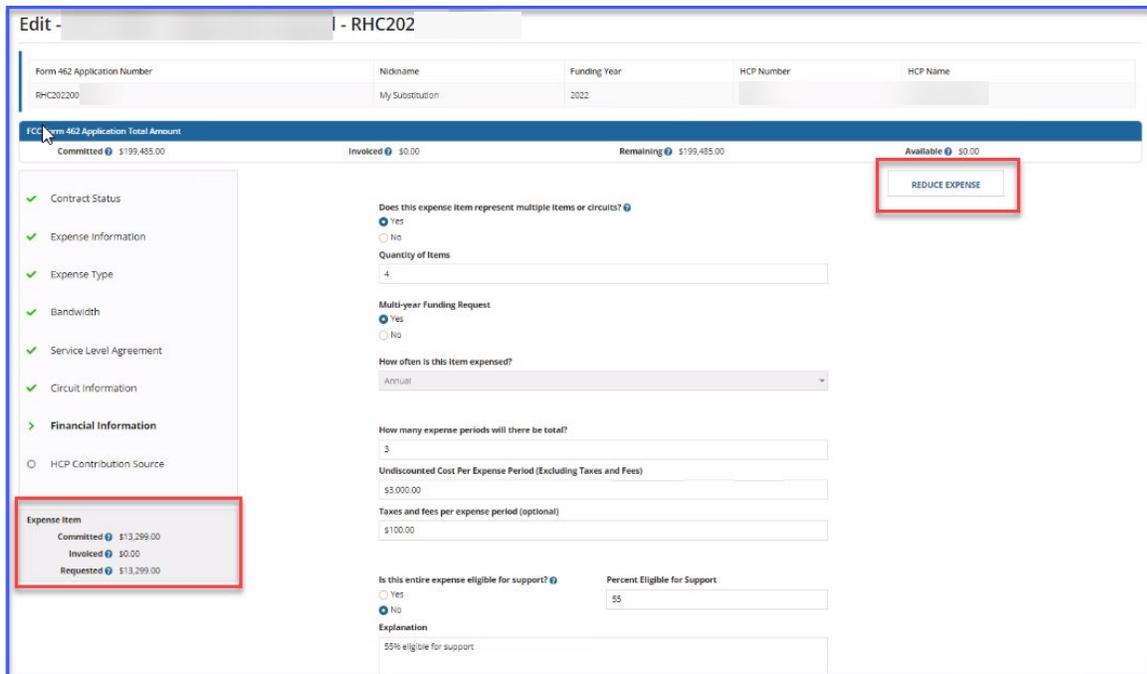
Does this expense item represent multiple items or circuits?  Yes  
 Quantity of Items: 4

Multi-year Funding Request:  Yes  
 How often is this item expensed?: Annual  
 How many expense periods will there be total?: 3  
 Undiscounted Cost Per Expense Period (Excluding Taxes and Fees): \$3,000.00  
 Taxes and fees per expense period (optional): \$100.00

Is this entire expense eligible for support?  No  
 Percent Eligible for Support: 55  
 Explanation: 55% eligible for support

Buttons: REDUCE EXPENSE

**Step 12:** To remove all remaining funds from a line item for use on a new line item, click **Reduce Expense** then click **Save**.



**Edit - RHC202**

Form 462 Application Number	Nickname	Funding Year	HCP Number	HCP Name
RHC20200	My Substitution	2022		

**FCC Form 462 Application Total Amount**

Committed \$199,485.00    Invoiced \$0.00    Remaining \$199,485.00    Available \$0.00

**REduce EXPENSE** (highlighted in red)

- Contract Status
- Expense Information
- Expense Type
- Bandwidth
- Service Level Agreement
- Circuit Information
- Financial Information
- HCP Contribution Source

**Expense Item** (highlighted in red)

Committed	\$13,299.00
Invoiced	\$0.00
Requested	\$13,299.00

Does this expense item represent multiple items or circuits?  Yes  No

Quantity of Items: 4

Multi-year Funding Request:  Yes  No

How often is this item expensed?: Annual

How many expense periods will there be total?: 3

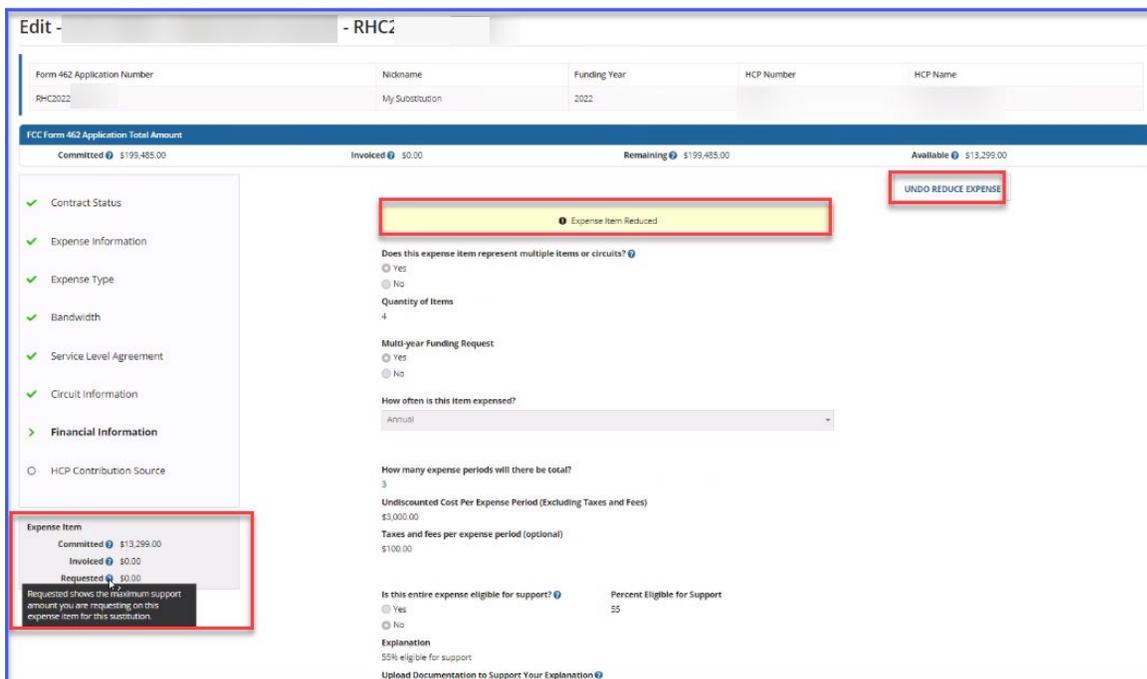
Undiscounted Cost Per Expense Period (Excluding Taxes and Fees): \$3,000.00

Taxes and fees per expense period (optional): \$100.00

Is this entire expense eligible for support?  Yes  No    Percent Eligible for Support: 55

Explanation: 55% eligible for support

**Note:** To restore available funding and continue with edits, click **Undo Reduce Expense**. The **Requested** amount displayed is the **Committed** amount minus the **Invoiced** amount.



**Edit - RHC2**

Form 462 Application Number	Nickname	Funding Year	HCP Number	HCP Name
RHC2022	My Substitution	2022		

**FCC Form 462 Application Total Amount**

Committed \$199,485.00    Invoiced \$0.00    Remaining \$199,485.00    Available \$13,299.00

**UNDO REDUCE EXPENSE** (highlighted in red)

**Expense Item Reduced** (highlighted in red)

- Contract Status
- Expense Information
- Expense Type
- Bandwidth
- Service Level Agreement
- Circuit Information
- Financial Information
- HCP Contribution Source

**Expense Item** (highlighted in red)

Committed	\$13,299.00
Invoiced	\$0.00
Requested	\$0.00

Requested shows the maximum support amount you are requesting on this expense item for this substitution.

Does this expense item represent multiple items or circuits?  Yes  No

Quantity of Items: 4

Multi-year Funding Request:  Yes  No

How often is this item expensed?: Annual

How many expense periods will there be total?: 3

Undiscounted Cost Per Expense Period (Excluding Taxes and Fees): \$3,000.00

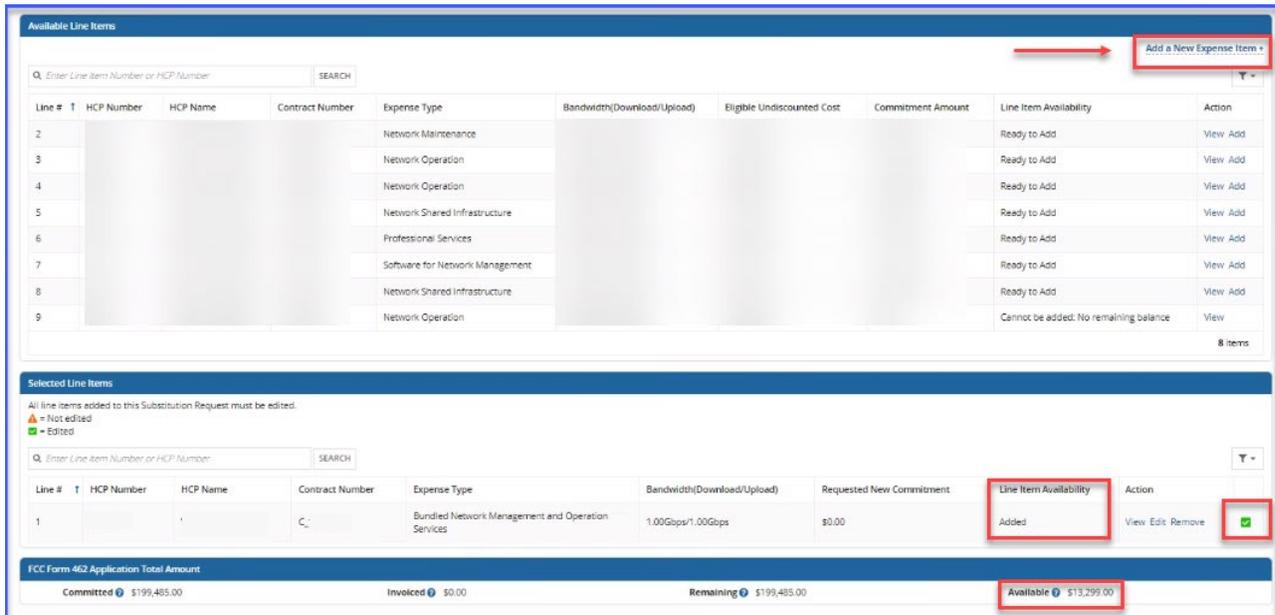
Taxes and fees per expense period (optional): \$100.00

Is this entire expense eligible for support?  Yes  No    Percent Eligible for Support: 55

Explanation: 55% eligible for support

Upload Documentation to Support Your Explanation

**Step 13:** Once **Save** is clicked, the line item will appear as **Added** in the **Selected Line Items** section of the **Site and Service Substitution Details** page. The dollar amount from the reduced line item is displayed as **Available** under the **FCC Form 462 Application Total Amount** section. To add a new line item, click the Add a **New Expense Item** hyperlink.



**Available Line Items**

Q: Enter Line Item Number or HCP Number SEARCH

Line #	HCP Number	HCP Name	Contract Number	Expense Type	Bandwidth(Download/Upload)	Eligible Undiscounted Cost	Commitment Amount	Line Item Availability	Action
2				Network Maintenance				Ready to Add	View Add
3				Network Operation				Ready to Add	View Add
4				Network Operation				Ready to Add	View Add
5				Network Shared Infrastructure				Ready to Add	View Add
6				Professional Services				Ready to Add	View Add
7				Software for Network Management				Ready to Add	View Add
8				Network Shared Infrastructure				Ready to Add	View Add
9				Network Operation				Cannot be added: No remaining balance	View

8 Items

**Selected Line Items**

All line items added to this Substitution Request must be edited.  
▲ = Not edited  
▲ = Edited

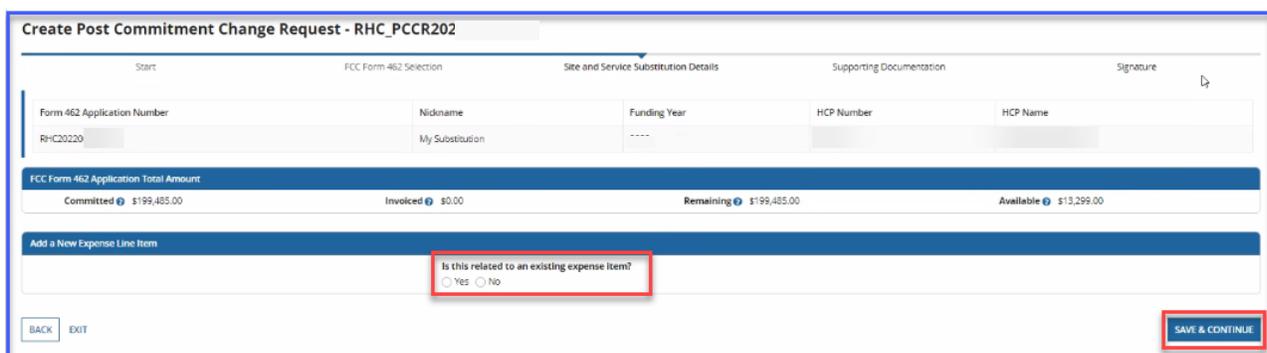
Q: Enter Line Item Number or HCP Number SEARCH

Line #	HCP Number	HCP Name	Contract Number	Expense Type	Bandwidth(Download/Upload)	Requested New Commitment	Line Item Availability	Action
1			C:	Bundled Network Management and Operation Services	1.00Gbps/1.00Gbps	\$0.00	Added	View Edit Remove <input checked="" type="checkbox"/>

**FCC Form 462 Application Total Amount**

Committed \$199,485.00    Invoiced \$0.00    Remaining \$199,485.00    Available \$13,299.00

**Step 14:** Click **Yes** or **No** to indicate if the added expense item is related to an existing expense item, then click **Save & Continue**.



**Create Post Commitment Change Request - RHC\_PCCR202**

Start    FCC Form 462 Selection    Site and Service Substitution Details    Supporting Documentation    Signature

Form 462 Application Number: RHC20220    Nickname: My Substitution    Funding Year: ----    HCP Number:    HCP Name:

**FCC Form 462 Application Total Amount**

Committed \$199,485.00    Invoiced \$0.00    Remaining \$199,485.00    Available \$13,299.00

**Add a New Expense Line Item**

Is this related to an existing expense item?  
 Yes     No

BACK EXIT    **SAVE & CONTINUE**

**Note:** If **No** is selected, all fields will be blank. If **Yes** is selected, relevant fields will be pre-populated with information from the associated expense item.

**Create Post Commitment Change Request - RHC\_PCCR202**

Start      FCC Form 462 Selection      **Site and Service Substitution Details**      Supporting Documentation      Signature

Form 462 Application Number	Nickname	Funding Year	HCP Number	HCP Name
RHC202200	My Substitution			

**FCC Form 462 Application Total Amount**

Committed	Invoiced	Remaining	Available
\$199,485.00	\$0.00	\$199,485.00	\$13,299.00

**Add a New Expense Line Item**

Is this related to an existing expense item?  
 Yes    No

Related Expense Item  
 Line Item 1

If Clicked "Yes," you must select a line item number associated with this new expense line item.

BACK   EXIT      **SAVE & CONTINUE**

**Step 15:** For the new expense item, the **Committed** amount and the **Invoiced** amount will be displayed as **\$0.00**. The **Requested** amount is the number of expense periods multiplied by the **Undiscounted Cost Per Expense Period**.

**Edit - RHC202**

Form 462 Application Number	Nickname	Funding Year	HCP Number	HCP Name
RHC202200	My Substitution	2022		

**FCC Form 462 Application Total Amount**

Committed	Invoiced	<b>Remaining</b>	Available
\$199,485.00	\$0.00	\$199,485.00	\$0.00

- Contract Status
- Expense Information**
  - Expense Type
  - Bandwidth
  - Service Level Agreement
  - Circuit Information
  - Financial Information
  - HCP Contribution Source

Is this a newly installed circuit?  
 Yes    No

Billing Account Number (Optional)  
 2246777

Installation Date

**Expense Item**

Committed	Invoiced	Requested
\$0.00	\$0.00	\$13,299.00

BACK   EXIT      **SAVE & CONTINUE**

**Step 16:** Expense items that were on the original FCC Form 462 application cannot be deleted however newly added expense items can be deleted.

**Create Post Commitment Change Request - RHC\_PCCR202**

Start | FCC Form 462 Selection | **Site and Service Substitution Details** | Supporting Documentation | Signature

Form 462 Application Number: RHC202 | Nickname: My Substitution | Funding Year: | HCP Number: | HCP Name: |

**Available Line Items**

Line #	HCP Number	HCP Name	Contract Number	Expense Type	Bandwidth(Download/Upload)	Eligible Undiscounted Cost	Commitment Amount	Line Item Availability	Action
2				Network Maintenance				Ready to Add	View Add
3				Network Operation				Ready to Add	View Add
4				Network Operation				Ready to Add	View Add
5				Network Shared Infrastructure				Ready to Add	View Add
6				Professional Services				Ready to Add	View Add
7				Software for Network Management				Ready to Add	View Add
8				Network Shared Infrastructure				Ready to Add	View Add
9				Network Operation				Cannot be added. No remaining balance	View

**Selected Line Items**

All line items added to this Substitution Request must be edited.

Line #	HCP Number	HCP Name	Contract Number	Expense Type	Bandwidth(Download/Upload)	Requested New Commitment	Line Item Availability	Action
1				Bundled Network Management and Operation Services			Added	View Edit Remove <input checked="" type="checkbox"/>
10				Bundled Network Management and Operation Services			Added	View Edit Delete <input checked="" type="checkbox"/>

**Step 17:** Click **Add Document** to upload all supporting documents and select the **Document Type** from the drop-down menu. An explanation of the requested change is required. Then click **Save & Continue**.

**Post-Commitment Change Request - RHC\_PCCR202**

Start | FCC Form 462 Selection | Site and Service Substitution Details | **Supporting Documentation** | Signature

**Supporting Documentation**

Please add documentation to support your request.

Document Type	Description	Files
Explanation of Change Document	<i>Describe if Other is selected</i>	<b>UPLOAD</b> <small>Drop file here</small>

**Add Document**

BACK EXIT **SAVE & CONTINUE**

**Step 18:** The **Signature Page** shows a summary of the requested substitutions. Under the **Requested Change** column, the amount in red represents the amount that was removed from the original expense item. The amount in green represents the amount that was reallocated to the new expense item. The **Reason for Substitution** is populated by the system based on the fields that were changed. The message in the yellow banner shows all remaining funds available for future substitutions.

**Post-Commitment Change Request - RHC\_PCCR202**

Start      FCC Form 462 Selection      Site and Service Substitution Details      Supporting Documentation      **Signature**

**Request Summary**

**Request Number**  
RHC\_PCCR

**Request Type**  
Site and Service Substitution

**Request Nickname**  
My Substitution

**Selected FCC Form 462 Application(s)**  
RHC

**Supporting Documentation**

Document Type	Description	File(s)
Explanation of Change Document		HCP and SP certifications.docx

**Site & Service Substitution Details**

The following denotes the changes created by your substitutions with the FCC Form 462 **RHC20220010421**

Note: This request is not in balance. **\$12,346.62** has been added to the discretionary account for this application for use in future substitution requests.

**Changed Expense Line Items**

Expense Item #	HCP Number	HCP Name	Expense Type	Bandwidth (Upload/Download)	Commitment Amount	Requested New Commitment	Requested Change	Reason for Substitution
1			Bundled Network Management and Operation Services		\$13,299.00	\$0.00	(\$13,299.00)	Cost
10			Bundled Network Management and Operation Services		\$0.00	\$952.38	\$952.38	New (related to expense item 1)

**Step 19:** On the **Signature** page, review all information, click the required certifications and your full name as it appears in RHC Connect in the **Digital Signature** field. Submit your request by clicking the **Request Change** button.

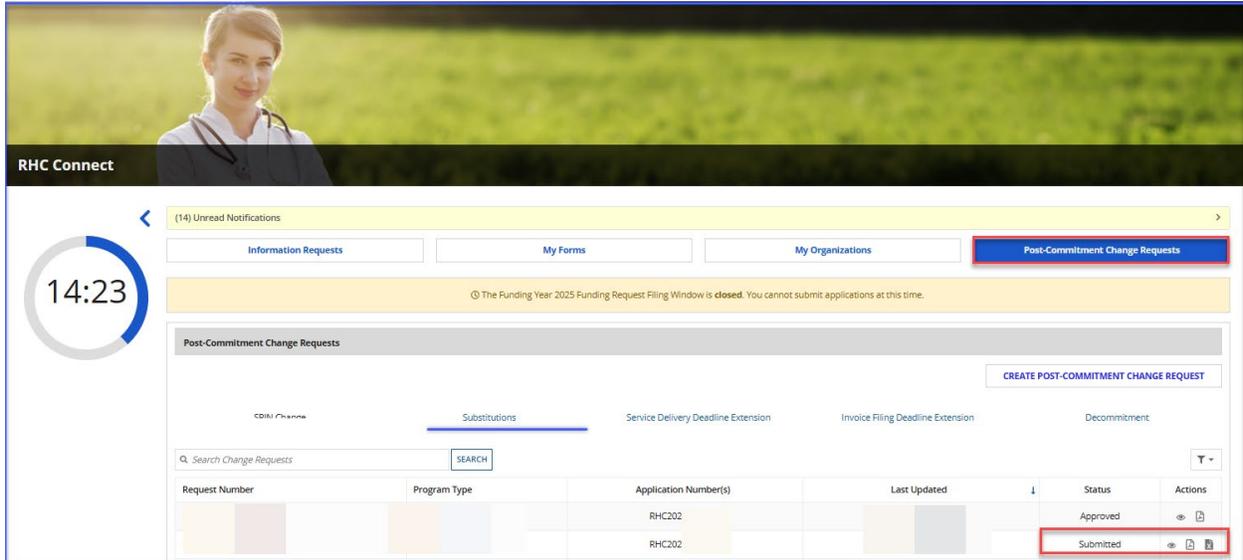
**Signature**

- certify under penalty of perjury that I am authorized to submit this request on behalf of the applicant or consortium.
- certify under penalty of perjury that I have examined this request and all attachments and to the best of my knowledge, information, and belief, all statements of fact contained therein are true.
- certify under penalty of perjury that the applicant or consortium has considered all bids received and selected the most cost-effective method of providing the requested services. "Cost effective" is defined as the "method that costs the least after consideration of the features, quality of transmission, reliability, and other factors that the applicant deems relevant to choosing a method of providing the required health care services." 47 CFR § 54.622(c).
- certify under penalty of perjury that all RHC Program support will be used only for eligible health care purposes.
- certify under penalty of perjury that the applicant or consortium is not requesting support for the same service from both the Telecommunications Program and the Healthcare Connect Fund Program.
- certify under penalty of perjury that the applicant or consortium satisfies all of the requirements under Section 254 of the Act and applicable Commission rules, and understand that any letter from the Administrator that erroneously commits funds for the benefit of the applicant may be subject to rescission.
- certify under penalty of perjury that I have reviewed all applicable rules and requirements for the RHC Program and complied with those rules and requirements.
- understand that all documentation associated with this application, including all bids, contracts, scoring matrices, and other information associated with the competitive bidding process, all billing records for services received and any other documentation demonstrating compliance with all rules must be retained for a period of at least five years after the last date of service delivered in a particular funding year pursuant to 47 CFR § 54.621 or as otherwise prescribed by the Commission's rules.
- certify under penalty of perjury that the applicant or consortium and/or its consultant, if applicable, has not solicited or accepted a gift or any other thing of value from a service provider participating in or seeking to participate in the RHC Program.
- certify under penalty of perjury that any consultants or third parties associated with this request or RFP do not have an ownership interest, sales commission arrangement, or other financial stake in the vendor chosen to provide the requested services, and that they have otherwise complied with RHC Program rules, including the Commission's rules requiring fair and open competitive bidding.

**Certifier's Full Name**  **Digital Signature**

**Date**

**Step 20:** After submitting, you can download a PDF copy of the requested substitution by clicking the icon under **Actions**.



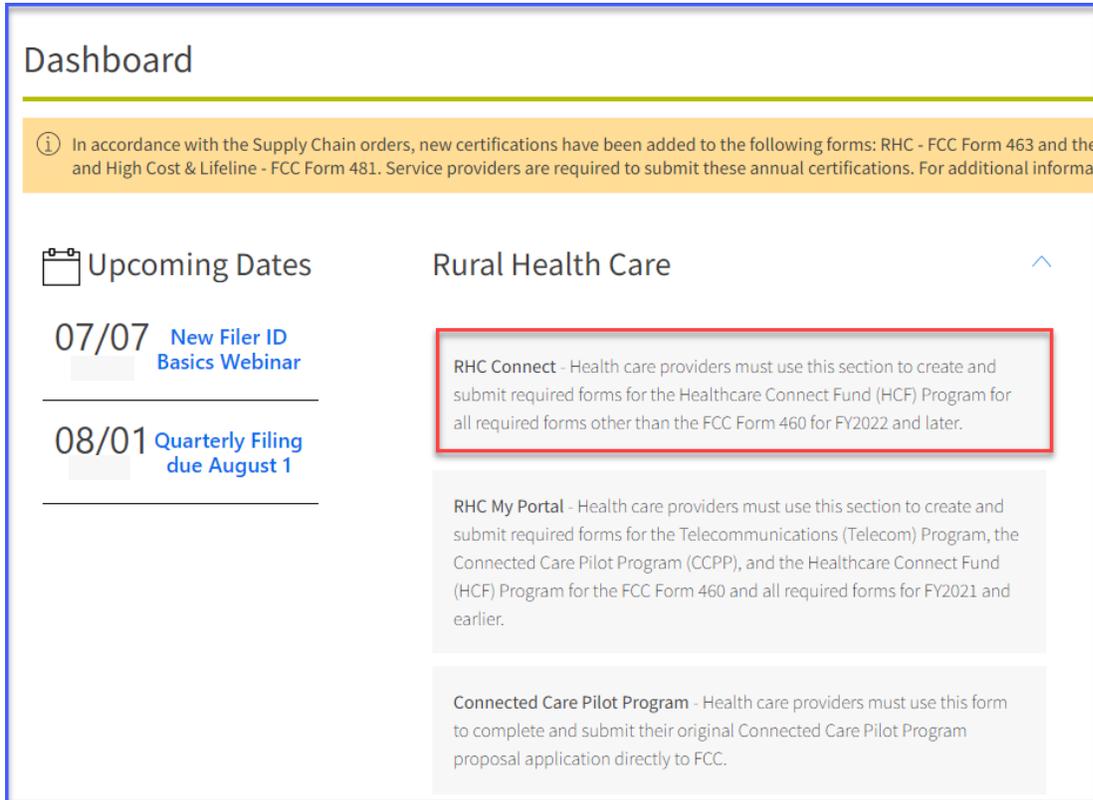
The screenshot shows the RHC Connect web application interface. At the top, there is a navigation bar with a clock showing 14:23 and a notification count of (14) Unread Notifications. Below the navigation bar, there are tabs for Information Requests, My Forms, My Organizations, and Post-Commitment Change Requests. A message indicates that the Funding Year 2025 Funding Request Filing Window is closed. The main content area is titled 'Post-Commitment Change Requests' and includes a 'CREATE POST-COMMITMENT CHANGE REQUEST' button. Below this, there are tabs for CDM Change, Substitutions, Service Delivery Deadline Extension, Invoice Filing Deadline Extension, and Decommithment. A search bar is present with the text 'Search Change Requests' and a 'SEARCH' button. A table displays the following data:

Request Number	Program Type	Application Number(s)	Last Updated	Status	Actions
		RHC202		Approved	 
		RHC202		Submitted	 

For more information, visit the [Site and Service Substitution](#) webpage on the USAC website.

# RHC Connect Walkthrough – Service Delivery Deadline Extension Request

**Step 1:** Log in to My Portal and click **RHC Connect**.



**Dashboard**

*i* In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional informat

**Upcoming Dates**

07/07 **New Filer ID Basics Webinar**

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08/01 **Quarterly Filing due August 1**

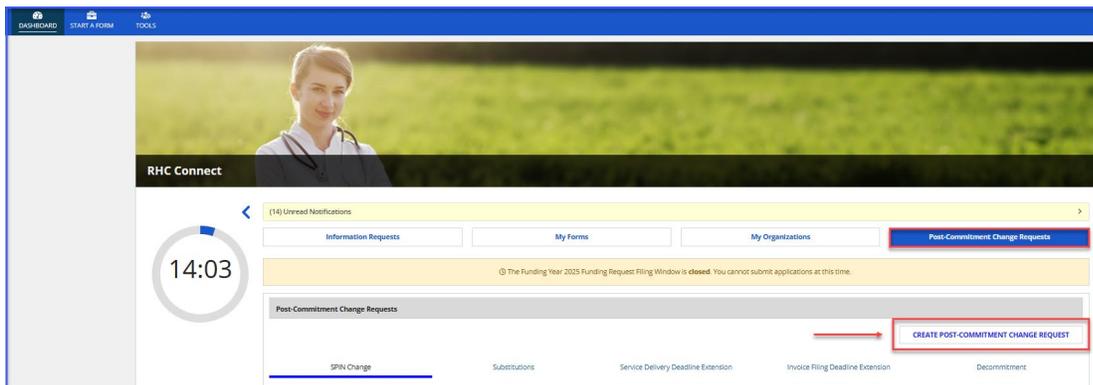
**Rural Health Care**

**RHC Connect** - Health care providers must use this section to create and submit required forms for the Healthcare Connect Fund (HCF) Program for all required forms other than the FCC Form 460 for FY2022 and later.

**RHC My Portal** - Health care providers must use this section to create and submit required forms for the Telecommunications (Telecom) Program, the Connected Care Pilot Program (CCPP), and the Healthcare Connect Fund (HCF) Program for the FCC Form 460 and all required forms for FY2021 and earlier.

**Connected Care Pilot Program** - Health care providers must use this form to complete and submit their original Connected Care Pilot Program proposal application directly to FCC.

**Step 2:** Click **Post-Commitment Change Requests**, then click **Create Post-Commitment Change Request**.



**RHC Connect**

(14) Unread Notifications

Information Requests | My Forms | My Organizations | **Post-Commitment Change Requests**

14:03

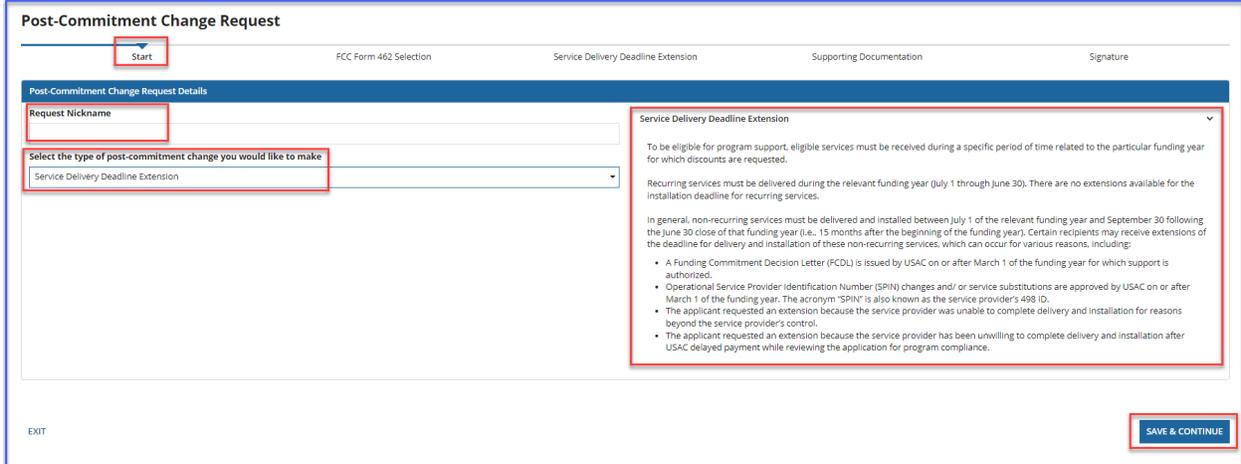
© The Funding Year 2025 Funding Request Filing Window is closed. You cannot submit applications at this time.

**Post-Commitment Change Requests**

SPIN Change | Subscriptions | Service Delivery Deadline Extension | Invoice Filing Deadline Extension | Decommittment

**CREATE POST-COMMITMENT CHANGE REQUEST**

**Step 3:** Enter a **Request Nickname** and select **Service Delivery Deadline Extension** from the drop-down menu. A description of the RHC rules about service delivery extensions is displayed on the **Start** page. Click **Save & Continue**.



**Post-Commitment Change Request**

Start      FCC Form 462 Selection      Service Delivery Deadline Extension      Supporting Documentation      Signature

**Post-Commitment Change Request Details**

Request Nickname

Select the type of post-commitment change you would like to make

Service Delivery Deadline Extension

**Service Delivery Deadline Extension**

To be eligible for program support, eligible services must be received during a specific period of time related to the particular funding year for which discounts are requested.

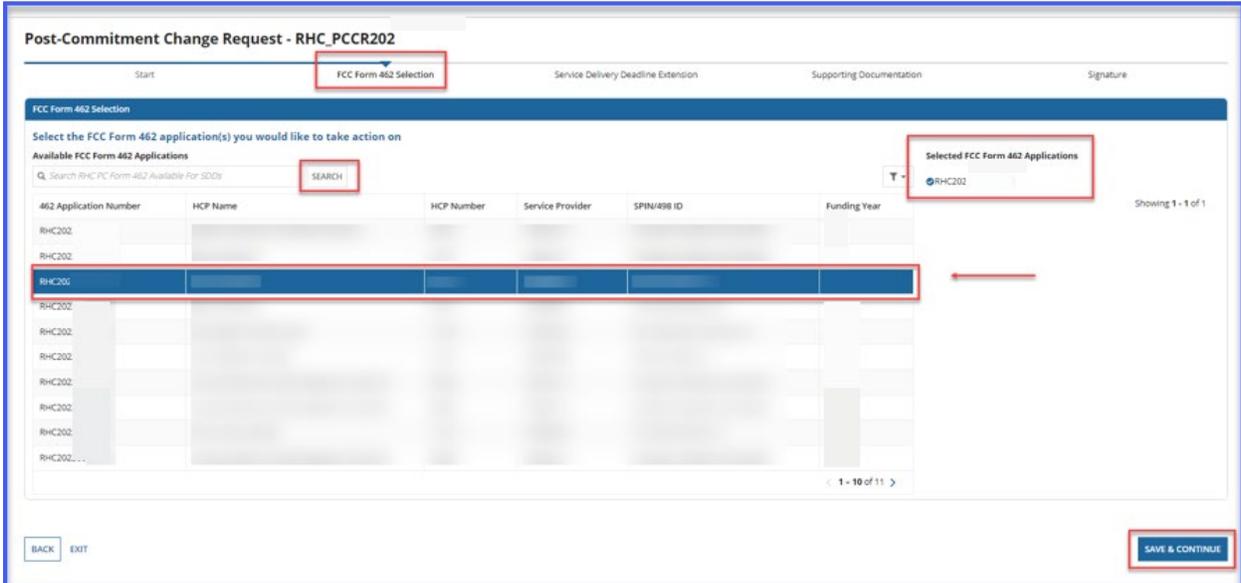
Recurring services must be delivered during the relevant funding year (July 1 through June 30). There are no extensions available for the installation deadline for recurring services.

In general, non-recurring services must be delivered and installed between July 1 of the relevant funding year and September 30 following the June 30 close of that funding year (i.e., 15 months after the beginning of the funding year). Certain recipients may receive extensions of the deadline for delivery and installation of these non-recurring services, which can occur for various reasons, including:

- A Funding Commitment Decision Letter (FCDL) is issued by USAC on or after March 1 of the funding year for which support is authorized.
- Operational Service Provider Identification Number (SPIN) changes and/or service substitutions are approved by USAC on or after March 1 of the funding year. The acronym "SPIN" is also known as the service provider's 498 ID.
- The applicant requested an extension because the service provider was unable to complete delivery and installation for reasons beyond the service provider's control.
- The applicant requested an extension because the service provider has been unwilling to complete delivery and installation after USAC delayed payment while reviewing the application for program compliance.

EXIT      **SAVE & CONTINUE**

**Step 4:** Search by FCC Form 462 application number or simply select the FCC Form 462 application(s) from the list displayed. The selected FCC Form 462 application(s) will be displayed on the right side of the screen. Once selected, click **Save & Continue**.



**Post-Commitment Change Request - RHC\_PCCR202**

Start      **FCC Form 462 Selection**      Service Delivery Deadline Extension      Supporting Documentation      Signature

**FCC Form 462 Selection**

Select the FCC Form 462 application(s) you would like to take action on

Available FCC Form 462 Applications

Q Search RHC/PC Form 462 Available For SDDs      **SEARCH**      T

**Selected FCC Form 462 Applications**

RHC202

462 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year
RHC202					
RHC202					
<b>RHC202</b>					
RHC202					
RHC202...					

Showing 1 - 1 of 1

1 - 10 of 11 >

**BACK**      EXIT      **SAVE & CONTINUE**

**Step 5:** Select the correct radio button to indicate the reason for the non-recurring service delivery extension request. Provide an explanation, then click **Save & Continue**.

**Post-Commitment Change Request - RHC\_PCCR202**

Start      FCC Form 462 Selection      **Service Delivery Deadline Extension**      Supporting Documentation      Signature

Form 462 Application Number	Nickname	Funding Year	HCP Number	HCP Name
RHC20220009927	Service Delivery Deadline Extension #1			

**Certify the reason for the non-recurring service delivery extension request. Select one that applies.**

The service provider is unable to complete implementation for reasons beyond service provider's control.  
 The service provider has been unwilling to complete delivery and installation because the applicant's funding request is under review by USAC for program compliance.

**Provide a brief narrative regarding the necessity of the change and identify the line item(s) on the FCC Form 462 require this change:**  
 Service provider is impacted by supply chain issues.

EXIT     

**Step 6:** Add supporting documentation by clicking the **Add Document** hyperlink. Choose a **Document Type** from the drop-down menu or choose **Other** and enter a description of the document. Then click **Save & Continue**.

**Post-Commitment Change Request - RHC\_PCCR202**

Start      FCC Form 462 Selection      Service Delivery Deadline Extension      **Supporting Documentation**      Signature

**Supporting Documentation**

Please add documentation to support your request.

Document Type	Description	File(s)
Explanation	<i>Describe if Other is selected</i>	

<< Showing 1 - 1 of 1 >>

EXIT     

**Step 7:** On the **Signature** page, review all of the information, click the required certifications and sign using your full name as it appears in RHC Connect in the **Digital Signature** field. Click **Request Change**.

**Post-Commitment Change Request - RHC\_PCCR202**

Start      FCC Form 462 Selection      Service Delivery Deadline Extension      Supporting Documentation      **Signature**

**Request Summary**

**Request Number:** RHC\_PCCR  
**Request Type:** Service Delivery Deadline Extension

**Request Nickname:** Service Delivery Deadline Extension #1

**Selected FCC Form 462 Application(s):** RHC:

**Supporting Documentation**

Document Type	Description	File(s)
Explanation		Email from SP - Delay.pdf

**Service Delivery Deadline Extension Details**

The service provider is unable to complete implementation for reasons beyond service provider's control.

**Provide a brief narrative regarding the necessity of the change and identify the line item(s) on the FCC Form 462 require this change:**  
 Service provider is impacted by supply chain issues.

**Signature**

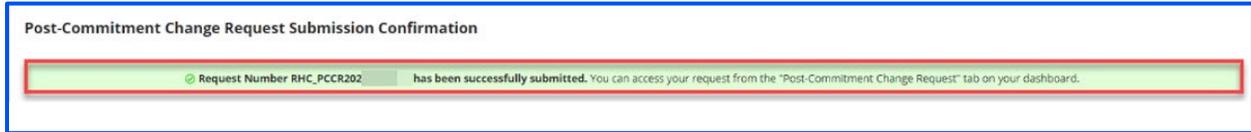
I certify that I am authorized to submit this request, that I have examined this request, and that, to the best of my knowledge, information, and belief, all the statements of fact contained herein are true.  
 I understand that all documentation associated with this request, including all billing records for services received, must be retained for a period of at least five years after the last date of service delivered in a particular funding year pursuant to 47 CFR § 54.631.

**Certifier's Full Name:** \_\_\_\_\_ **Digital Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

EXIT

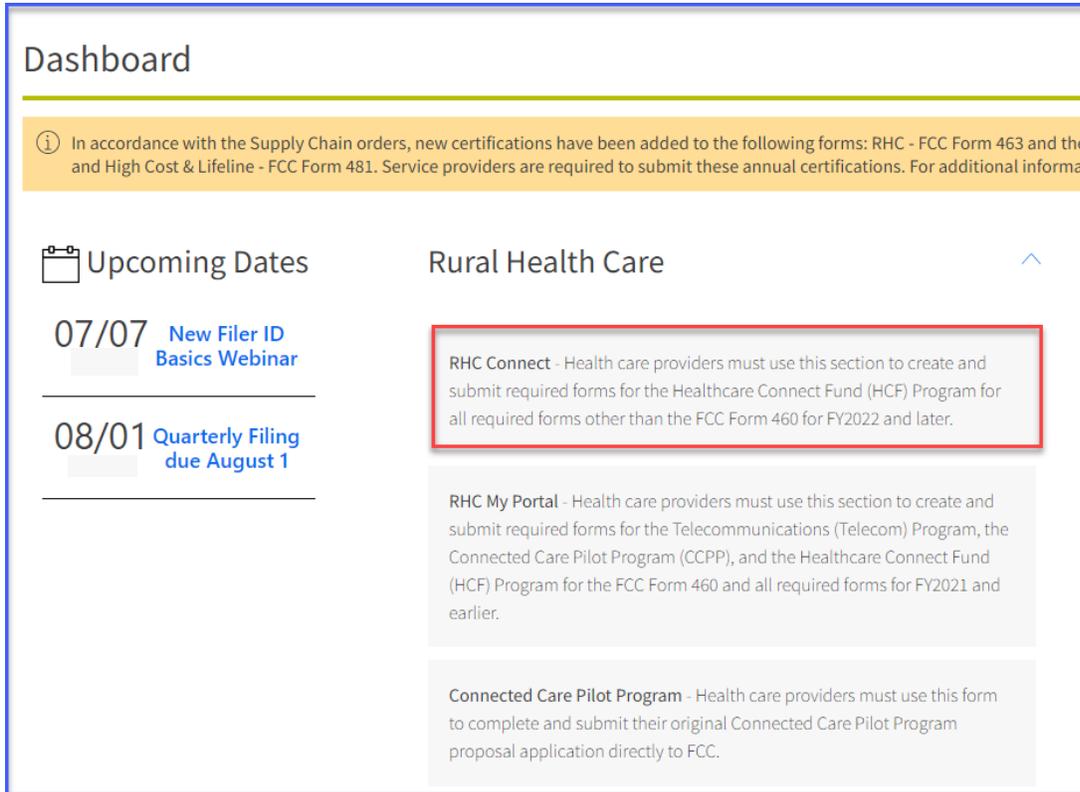
**Step 8:** Once submitted the confirmation message in green will display.



For more information, visit the [Post-Commitment Actions](#) webpage on the USAC website.

# RHC Connect Walkthrough – Invoice Filing Deadline Extension Request

**Step 1:** Log in to My Portal and click **RHC Connect**.



**Dashboard**

*i* In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional informat

**Upcoming Dates**

**07/07** New Filer ID Basics Webinar

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**08/01** Quarterly Filing due August 1

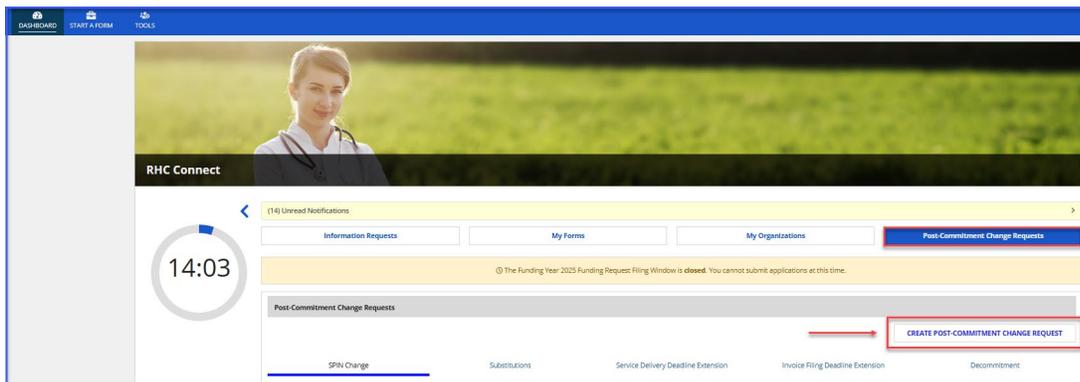
**Rural Health Care**

**RHC Connect** - Health care providers must use this section to create and submit required forms for the Healthcare Connect Fund (HCF) Program for all required forms other than the FCC Form 460 for FY2022 and later.

**RHC My Portal** - Health care providers must use this section to create and submit required forms for the Telecommunications (Telecom) Program, the Connected Care Pilot Program (CCPP), and the Healthcare Connect Fund (HCF) Program for the FCC Form 460 and all required forms for FY2021 and earlier.

**Connected Care Pilot Program** - Health care providers must use this form to complete and submit their original Connected Care Pilot Program proposal application directly to FCC.

**Step 2:** Click **Post-Commitment Change Requests**, then click **Create Post-Commitment Change Request**.



**RHC Connect**

(14) Unread Notifications

Information Requests | My Forms | My Organizations | **Post-Commitment Change Requests**

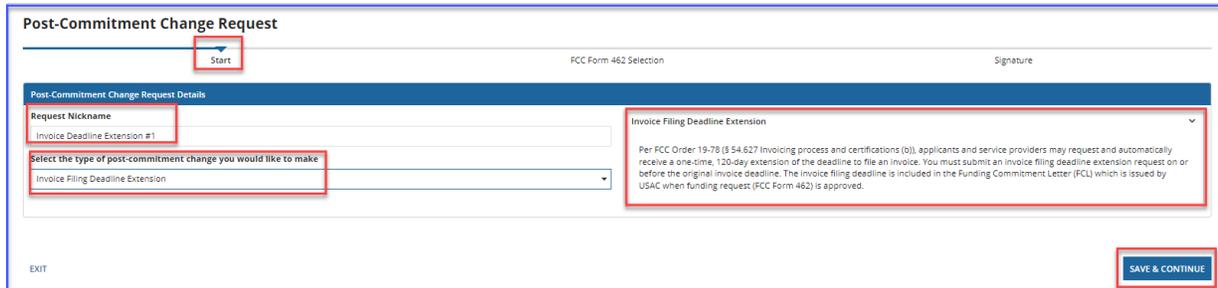
© The Funding Year 2023 Funding Request Filing Window is closed. You cannot submit applications at this time.

**Post-Commitment Change Requests**

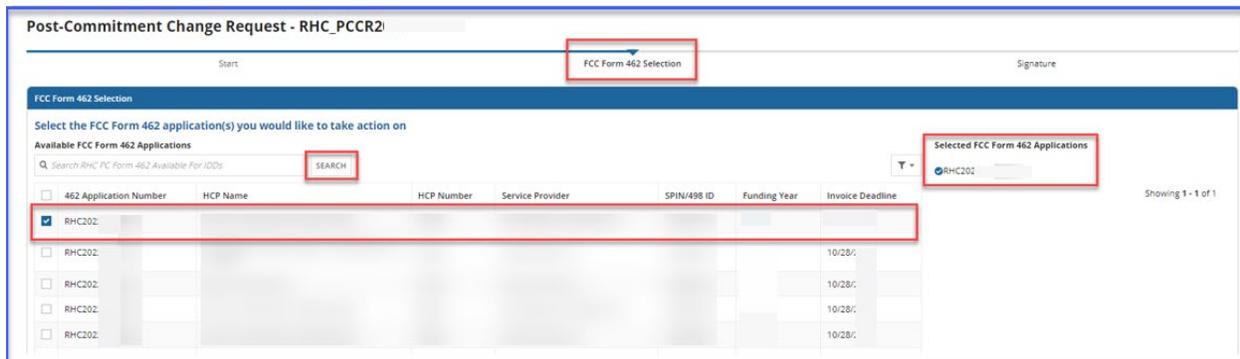
SPIN Change | Substitutions | Service Delivery Deadline Extension | Invoice Filing Deadline Extension | Decommitment

**CREATE POST-COMMITMENT CHANGE REQUEST**

**Step 3:** Enter a **Request Nickname** and select **Invoice Filing Deadline Extension** from the drop-down menu. A description of the RHC rules about the invoice filing deadline extension is displayed on the **Start** page. Click **Save & Continue**.



**Step 4:** Search by FCC Form 462 application number or simply select the FCC Form 462 application(s) from the list displayed. The selected FCC Form 462 application(s) will be displayed on the right side of the screen. Once selected, click **Save & Continue**.



**Step 5:** On the **Signature** page, review all of the information, click the required certifications and sign using your full name as it appears in RHC Connect in the **Digital Signature** field. Click **Request Change**.

Post-Commitment Change Request - RHC\_PCCR202

Start FCC Form 462 Selection Signature

**Request Summary**

Request Number: RHC\_PCCR202 Request Type: Invoice Filing Deadline Extension

Request Nickname: Invoice Deadline Extension #1

Selected FCC Form 462 Application(s): RHC20

**Signature**

I certify that I am authorized to submit this request, that I have examined this request, and that, to the best of my knowledge, information, and belief, all the statements of fact contained herein are true.

I understand that all documentation associated with this request, including all billing records for services received, must be retained for a period of at least five years after the last date of service delivered in a particular funding year pursuant to 47 CFR § 54.631.

Certifier's Full Name: Digital Signature:

Date: [calendar icon]

BACK EXIT REQUEST CHANGE

**Step 6:** Once submitted the confirmation message in green will display.

Post-Commitment Change Request Submission Confirmation

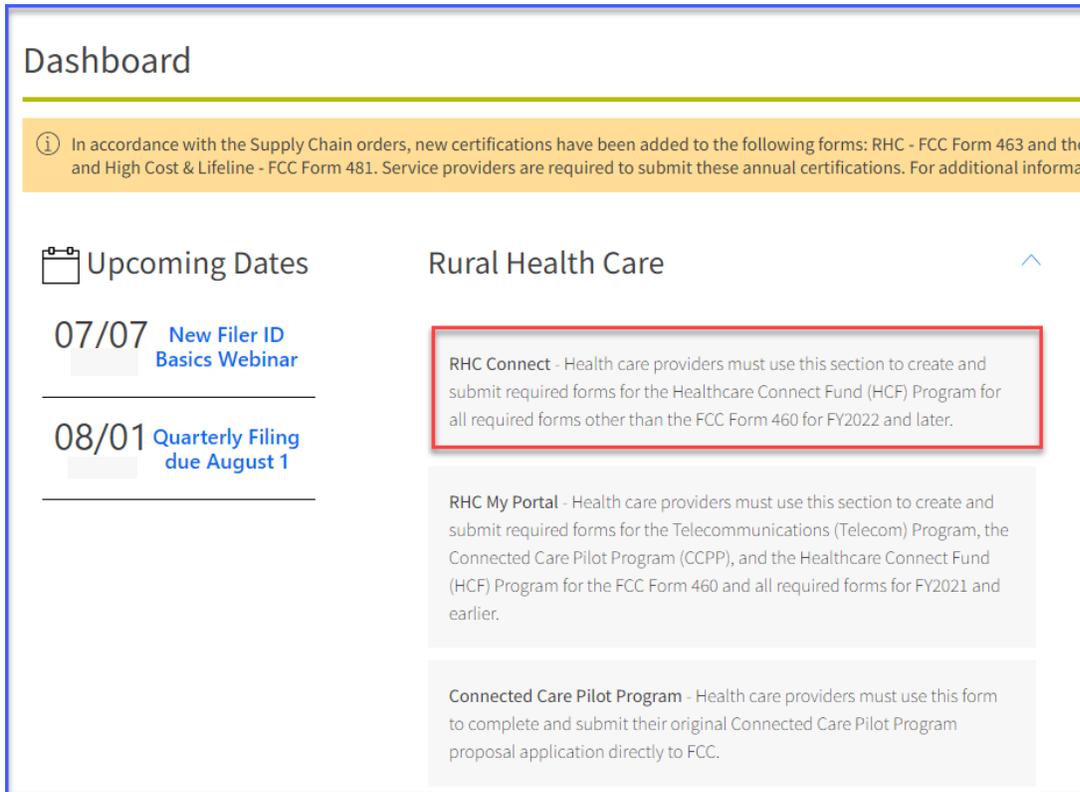
✔ Request Number RHC\_PCCR202 has been successfully submitted. You can access your request from the "Post-Commitment Change Request" tab on your dashboard.

For more information, visit the [Post-Commitment Actions](#) webpage on the USAC website.

# RHC Connect Walkthrough – Decommitment Requests

## Full Decommitment

**Step 1:** Log in to My Portal and click **RHC Connect**.



**Dashboard**

*i* In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional informat

**Upcoming Dates**

**07/07** New Filer ID Basics Webinar

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**08/01** Quarterly Filing due August 1

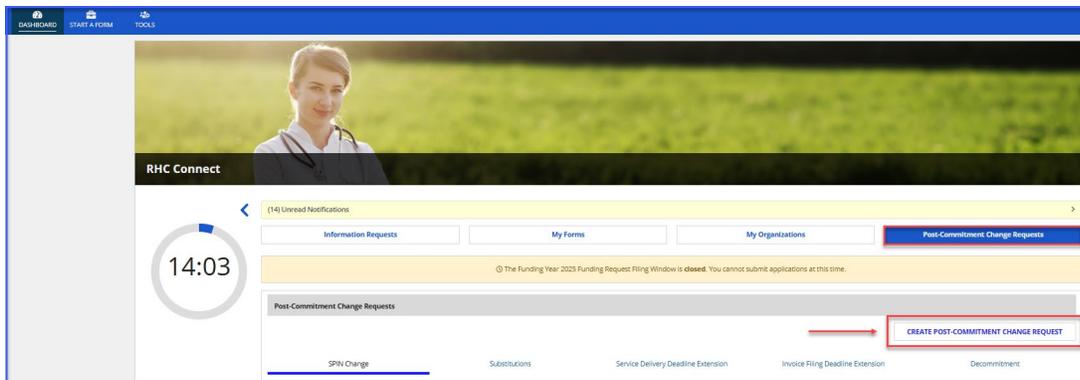
**Rural Health Care**

**RHC Connect** - Health care providers must use this section to create and submit required forms for the Healthcare Connect Fund (HCF) Program for all required forms other than the FCC Form 460 for FY2022 and later.

**RHC My Portal** - Health care providers must use this section to create and submit required forms for the Telecommunications (Telecom) Program, the Connected Care Pilot Program (CCPP), and the Healthcare Connect Fund (HCF) Program for the FCC Form 460 and all required forms for FY2021 and earlier.

**Connected Care Pilot Program** - Health care providers must use this form to complete and submit their original Connected Care Pilot Program proposal application directly to FCC.

**Step 2:** Click **Post-Commitment Change Requests**, then click **Create Post-Commitment Change Request**.



**RHC Connect**

(14) Unread Notifications

Information Requests | My Forms | My Organizations | **Post-Commitment Change Requests**

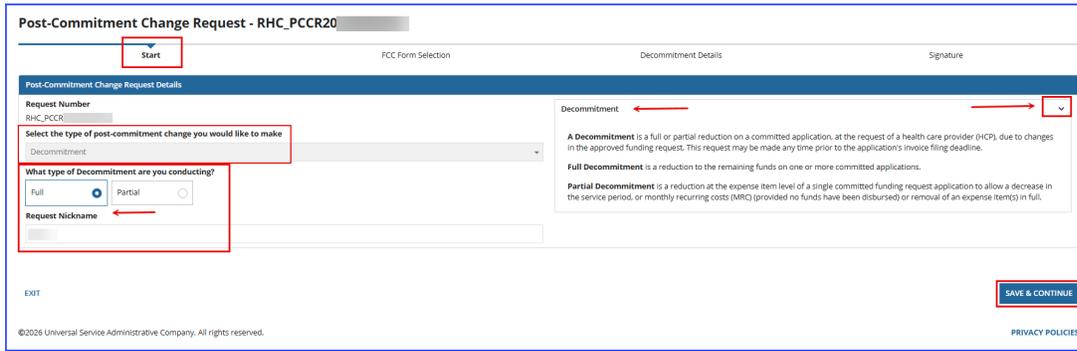
Ⓞ The Funding Year 2025 Funding Request Filing Window is closed. You cannot submit applications at this time.

**Post-Commitment Change Requests**

**CREATE POST-COMMITMENT CHANGE REQUEST**

SPIN Change | Substitutions | Service Delivery Deadline Extension | Invoice Filing Deadline Extension | Decommitment

**Step 3:** Enter a **Request Nickname** and select **Decommitment** from the drop-down menu. Select **Full** or **Partial** for the type of decommitment. A description of the decommitments is displayed on the **Start** page. Click **Save & Continue**.



Post-Commitment Change Request - RHC\_PCCR20

Start | FCC Form Selection | Decommitment Details | Signature

Post-Commitment Change Request Details

Request Number  
RHC\_PCCR20

Select the type of post-commitment change you would like to make

Decommitment

What type of Decommitment are you conducting?

Full  Partial

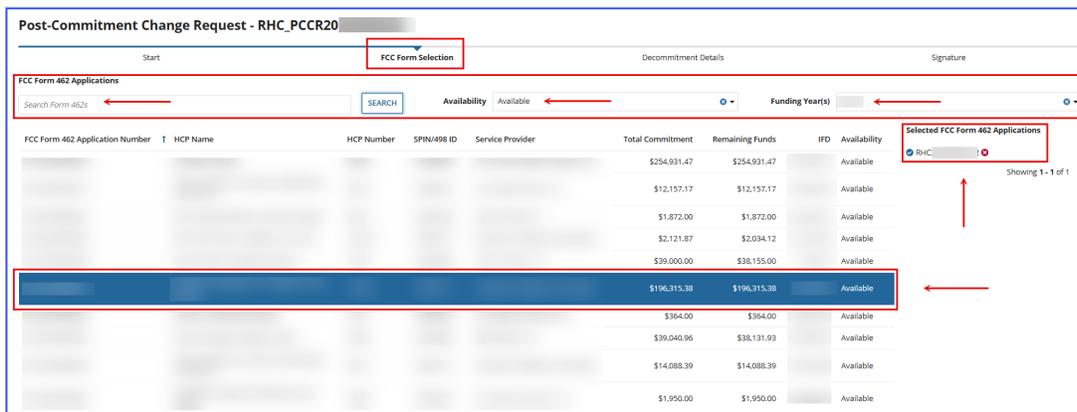
Request Nickname

EXIT

SAVE & CONTINUE

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**Step 4:** On the **FCC Form Selection** page, select the FCC Form 462 from the list. You can filter by **FCC Form 462 Application**, **Availability**, and/or **Funding Year**. An FCC Form 462 will not be available if it's on a submitted FCC Form 463, another post-commitment change request, or if the invoice filing deadline for that form has passed.



Post-Commitment Change Request - RHC\_PCCR20

Start | FCC Form Selection | Decommitment Details | Signature

FCC Form 462 Applications

Search Form 462s

SEARCH

Availability Available

Funding Year(s)

FCC Form 462 Application Number	HCP Name	HCP Number	SPIN/498 ID	Service Provider	Total Commitment	Remaining Funds	IFD	Availability
					\$254,931.47	\$254,931.47		Available
					\$12,157.17	\$12,157.17		Available
					\$1,872.00	\$1,872.00		Available
					\$2,121.87	\$2,034.12		Available
					\$39,000.00	\$38,155.00		Available
					\$196,315.38	\$196,315.38		Available
					\$364.00	\$364.00		Available
					\$39,040.96	\$38,131.93		Available
					\$14,088.39	\$14,088.39		Available
					\$1,950.00	\$1,950.00		Available

Selected FCC Form 462 Applications

RHC

Showing 1 - 1 of 1

**Step 5:** Continuing on the **FCC Form Selection** page, enter the **Reason for the Decommitment Request**, and upload a file, if applicable, to document the request. Please note, the explanation of the decommitment request is mandatory if you select **Other** from the drop-down menu. Then click **Save & Continue**.



Reason for Decommitment Request

Select Reason

Select Reason

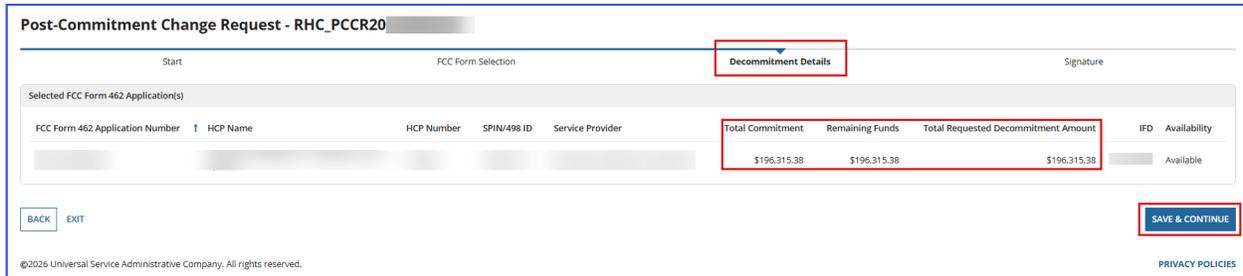
- Change in expense information
- Circuit/Service never installed or no longer needed
- Circuit/Service ended prior to start of fund year
- Circuit/Service installed late
- Duplicate funding on an existing FRN
- Early termination of circuit/service
- Other

BACK

EXIT

SAVE & CONTINUE

**Step 6:** On the **Decommitment Details** page, a summary of the request is displayed. If it's correct, click **Save & Continue**.



Post-Commitment Change Request - RHC\_PCCR20

Start FCC Form Selection **Decommitment Details** Signature

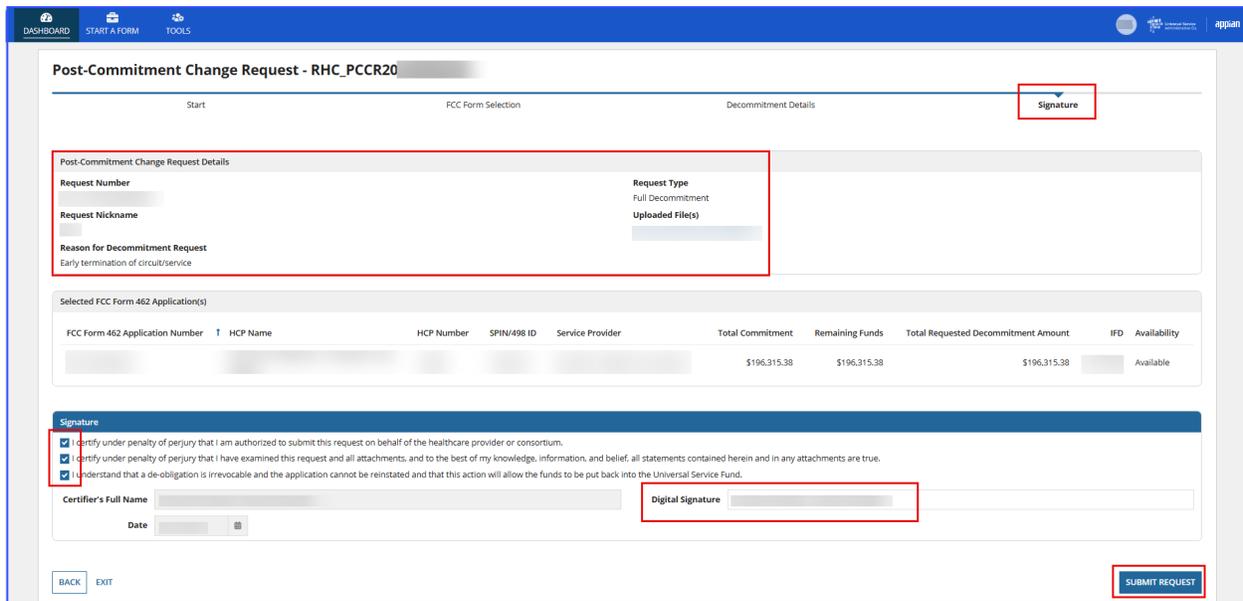
Selected FCC Form 462 Application(s)

FCC Form 462 Application Number	HCP Name	HCP Number	SPIN/498 ID	Service Provider	Total Commitment	Remaining Funds	Total Requested Decommitment Amount	IFD	Availability
					\$196,315.38	\$196,315.38	\$196,315.38		Available

BACK EXIT **SAVE & CONTINUE**

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**Step 7:** On the **Signature** page, review the post-commitment change request details. Click all of the certifications and enter your name as it appears in RHC Connect in the **Digital Signature** field. Click **Submit Request**.



Post-Commitment Change Request - RHC\_PCCR20

Start FCC Form Selection Decommitment Details **Signature**

Post-Commitment Change Request Details

Request Number Request Type  
Request Nickname Full Decommitment  
Reason for Decommitment Request Uploaded File(s)  
Early termination of circuit/service

Selected FCC Form 462 Application(s)

FCC Form 462 Application Number	HCP Name	HCP Number	SPIN/498 ID	Service Provider	Total Commitment	Remaining Funds	Total Requested Decommitment Amount	IFD	Availability
					\$196,315.38	\$196,315.38	\$196,315.38		Available

Signature

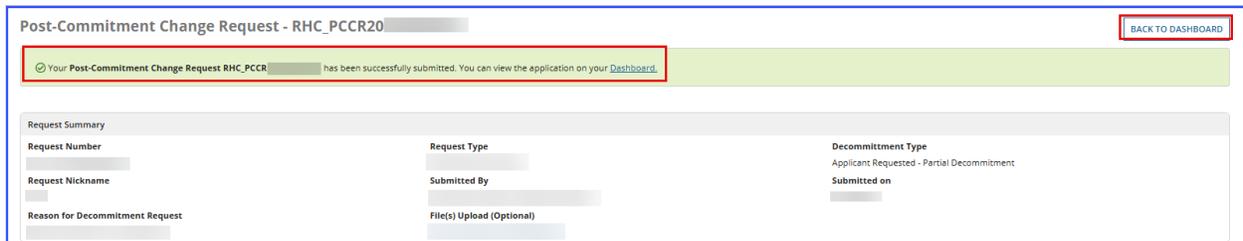
I certify under penalty of perjury that I am authorized to submit this request on behalf of the healthcare provider or consortium.  
 I certify under penalty of perjury that I have examined this request and all attachments, and to the best of my knowledge, information, and belief, all statements contained herein and in any attachments are true.  
 I understand that a de-obligation is irrevocable and the application cannot be reinstated and that this action will allow the funds to be put back into the Universal Service Fund.

Certifier's Full Name Digital Signature

Date

BACK EXIT **SUBMIT REQUEST**

**Step 8:** A confirmation of the submission will be displayed in the green banner with a summary of the request. Click **Back to Dashboard** to return to the RHC Connect **Dashboard**.



Post-Commitment Change Request - RHC\_PCCR20 **BACK TO DASHBOARD**

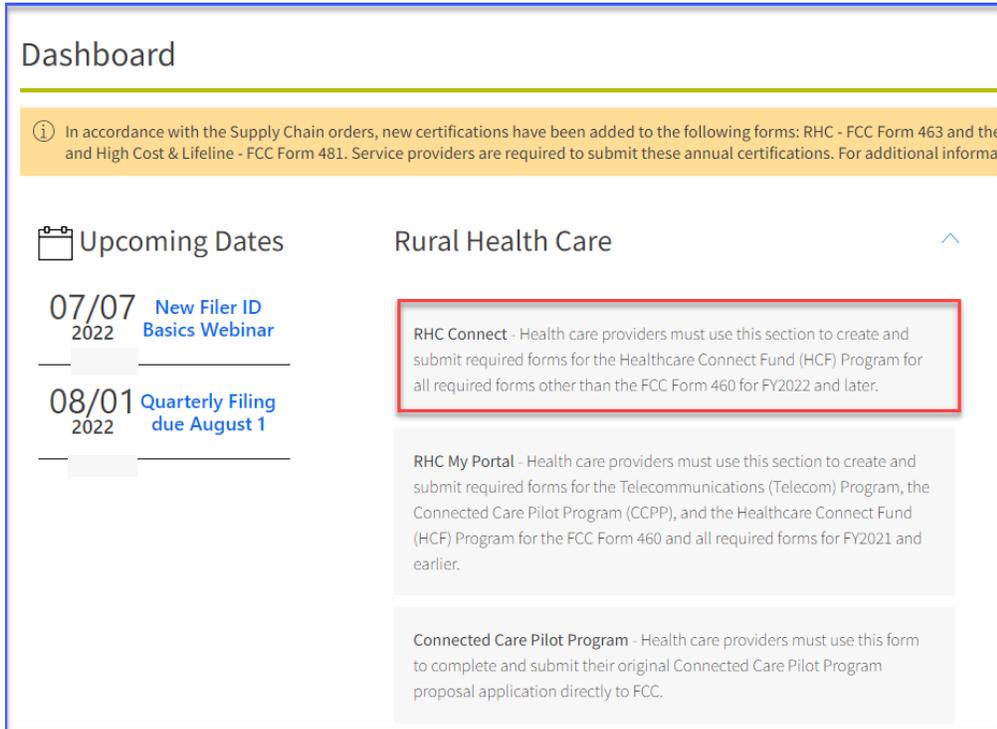
✔ Your Post-Commitment Change Request RHC\_PCCR has been successfully submitted. You can view the application on your [Dashboard](#).

Request Summary

Request Number Request Type Decommitment Type  
Request Nickname Submitted By Applicant Requested - Partial Decommitment  
Reason for Decommitment Request File(s) Upload (Optional) Submitted on

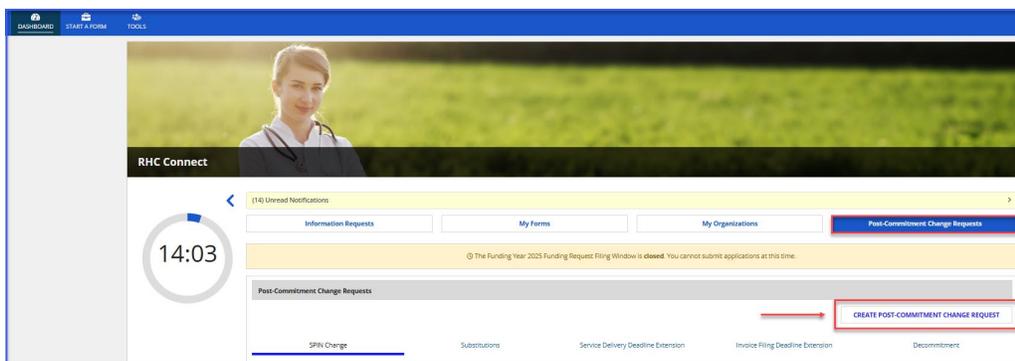
## Partial Decommitment

**Step 1:** Log in to My Portal and click **RHC Connect**.



The screenshot shows the 'RHC Connect' dashboard. At the top, there is a notification banner: 'In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional informat'. Below this, the 'Upcoming Dates' section lists two events: '07/07 2022 New Filer ID Basics Webinar' and '08/01 2022 Quarterly Filing due August 1'. The main content area is titled 'Rural Health Care' and contains three sections: 'RHC Connect' (highlighted with a red box), 'RHC My Portal', and 'Connected Care Pilot Program'. The 'RHC Connect' section states: 'Health care providers must use this section to create and submit required forms for the Healthcare Connect Fund (HCF) Program for all required forms other than the FCC Form 460 for FY2022 and later.'

**Step 2:** Click **Post-Commitment Change Requests**, then click **Create Post-Commitment Change Request**.



The screenshot shows the 'RHC Connect' interface. The top navigation bar includes 'DASHBOARD', 'START A FORM', and 'TOOLS'. Below the navigation, there is a header for 'RHC Connect' and a notification: '(14) Unread Notifications'. The main content area has a navigation bar with 'Information Requests', 'My Forms', 'My Organizations', and 'Post-Commitment Change Requests'. A message states: '© The Funding Year 2025 Funding Request Filing Window is closed. You cannot submit applications at this time.' Below this, there is a section for 'Post-Commitment Change Requests' with a 'CREATE POST-COMMITMENT CHANGE REQUEST' button highlighted by a red box. At the bottom, there are links for 'SPIN Change', 'Substitutions', 'Service Delivery Deadline Extension', 'Invoice Filing Deadline Extension', and 'Decommitment'.

**Step 3:** Enter a **Request Nickname** and select **Decommitment** from the drop-down menu. Select **Full** or **Partial** for the type of decommitment. A description of the decommitments is displayed on the **Start** page. Click **Save & Continue**.

Post-Commitment Change Request - RHC\_PCCR20

Start      FCC Form Selection      Decommithment Details      Signature

Post-Commitment Change Request Details

Request Number  
RHC\_PCCR

Select the type of post-commitment change you would like to make  
Decommithment

What type of Decommithment are you conducting?  
Full  Partial

Request Nickname

Decommithment

A Decommithment is a full or partial reduction on a committed application, at the request of a health care provider (HCP), due to changes in the approved funding request. This request may be made any time prior to the application's invoice filing deadline.

Full Decommithment is a reduction to the remaining funds on one or more committed applications.

Partial Decommithment is a reduction at the expense item level of a single committed funding request application to allow a decrease in the service period, or monthly recurring costs (MRC) (provided no funds have been disbursed) or removal of an expense item(s) in full.

EXIT

SAVE & CONTINUE

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**Step 4:** On the **FCC Form Selection** page, select the FCC Form 462 from the list. You can filter by **FCC Form 462 Application, Availability, and/or Funding Year**. An FCC Form 462 will not be available if it's on a submitted FCC Form 463, another post-commitment change request, or if the invoice filing deadline for that form has passed.

Post-Commitment Change Request - RHC\_PCCR20

Start      FCC Form Selection      Decommithment Details      Signature

FCC Form 462 Applications

Search Form 462s      SEARCH      Availability Available      Funding Year(s)

FCC Form 462 Application Number	HCP Name	HCP Number	SPIN/498 ID	Service Provider	Total Commitment	Remaining Funds	IFD	Availability
					\$254,931.47	\$254,931.47		Available
					\$12,157.17	\$12,157.17		Available
					\$1,872.00	\$1,872.00		Available
					\$2,121.87	\$2,034.12		Available
					\$39,000.00	\$38,155.00		Available
					\$39,040.96	\$38,131.93		Available
					\$14,088.39	\$14,088.39		Available
					\$1,950.00	\$1,950.00		Available
					\$1,209,000.00	\$1,209,000.00		Available
					\$60,666.45	\$58,429.86		Available

Selected FCC Form 462 Applications  
RHC

Showing 1 - 1 of 1

Reason for Decommithment Request  
Change in expense information

Explanation of decommithment Request  
Comment required when other is selected

File(s) Upload (Optional)  
UPLOAD Drop or paste file here

BACK      EXIT      SAVE & CONTINUE

**Step 5:** On the **Decommithment Details** page, select the available line item(s) to be partially decommithted.

**Post-Commitment Change Request - RHC\_PCCR20**

Start      FCC Form Selection      Decommitment Details      Signature

Selected FCC Form 462 Application(s)

FCC Form 462 Application Number	HCP Name	HCP Number	SPIN/498 ID	Service Provider	Total Commitment	Remaining Funds	Total Requested Decommitment Amount	IFD
					\$196,310.18	\$196,310.18	\$0.00	

Available Expense Items

Search by Line Item Number or HCP Number      SEARCH

Expense Item #	HCP Number	HCP Name	Eligible Undiscounted Cost	Committed Amount	Funding Start Date	Funding End Date	# of Expense Periods	Frequency	Quantity	Expense Item Availability
1				\$1,884.48			1	One Time		Available
2				\$25,985.33			9,87097	Monthly		Available
4				\$62,412.48			1	One Time		Available
5				\$7,800.00			1	One Time		Available

Changed Expense Items

Expense Item #	HCP Number	HCP Name	Adjusted Eligible Undiscounted Cost	Committed Amount	Requested Funding Start Date	Requested Funding End Date	Revised # of Expense Periods	Frequency	Quantity	Requested Decommitment Amount	Decommitment Type	Action
No Expense Items Selected												

**Step 6: Enter information in the fields shown.**

Available Expense Items

Search by Line Item Number or HCP Number      SEARCH

Expense Item #	HCP Number	HCP Name	Eligible Undiscounted Cost	Committed Amount	Funding Start Date	Funding End Date	# of Expense Periods	Frequency	Quantity	Expense Item Availability
1			\$18,120.00	\$1,884.48			1	One Time		Available
2			\$39,977.43	\$25,985.33			9,87097	Monthly		Available
4			\$600,120.00	\$62,412.48			1	One Time		Available
5			\$75,000.00	\$7,800.00			1	One Time		Available

Expense Item: 2 | Add Expense Item

Decommitment Type  Full  Partial

**Expense Item**

Committed

Disbursed/Invoiced

Remaining/Available

Requested De-committed

Undiscounted Cost Per Expense Period (Excluding Taxes and Fees)

Taxes and Fees Per Expense Period (Optional)

Funding Start Date

Funding End Date

CANCEL ADD

**Note:** The following error messages will display if the undiscounted cost per expense period is higher than what was approved, and if the dates selected are outside of the funding dates in the original FCC Form 462.

Expense Item: 2 | Add Expense Item

Decommitment Type  Full  Partial

**Expense Item**

Committed

Disbursed/Invoiced

Remaining/Available

Requested De-committed

Undiscounted Cost Per Expense Period (Excluding Taxes and Fees)

Undiscounted Cost Per Expense Period is greater than the original FCC Form 462 Undiscounted Cost.

Taxes and Fees Per Expense Period (Optional)

Funding Start Date

Funding End Date

CANCEL ADD

Expense Item: 2 | Add Expense Item

Decommitment Type  Full  Partial

**Expense Item**

Committed   
 Disbursed/Invoiced   
 Remaining/Available   
 Requested De-committed

Undiscounted Cost Per Expense Period (Excluding Taxes and Fees)   
 Taxes and Fees Per Expense Period (Optional)

Funding Start Date   
 Funding End Date

The selected date must fall within the original approved funding period.

**Step 7:** Once all information has been entered, click **Add**.

Available Expense Items

Search by Line Item Number or HCP Number

Expense Item #	HCP Number	HCP Name	Eligible Undiscounted Cost	Committed Amount	Funding Start Date	Funding End Date	# of Expense Periods	Frequency	Quantity	Expense Item Availability
1			\$18,120.00	\$1,894.48			1	One Time		Available
2			\$39,977.43	\$25,985.33			9:87097	Monthly	9	Available
4			\$600,120.00	\$62,412.48			1	One Time		Available
5			\$75,000.00	\$7,800.00			1	One Time		Available

Expense Item: 2 | Add Expense Item

Decommitment Type  Full  Partial

**Expense Item**

Committed   
 Disbursed/Invoiced   
 Remaining/Available   
 Requested De-committed

Undiscounted Cost Per Expense Period (Excluding Taxes and Fees)   
 Taxes and Fees Per Expense Period (Optional)

Funding Start Date   
 Funding End Date

**Step 8:** To view, edit or remove an expense item, click the hyperlinks in the **Action** column. Click **Save & Continue** to proceed.

Available Expense Items

Search by Line Item Number or HCP Number

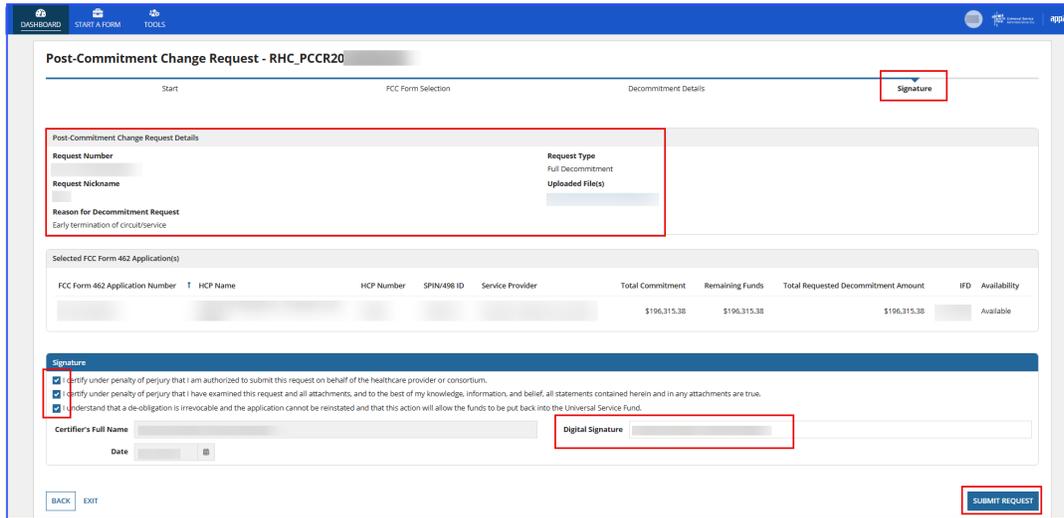
Expense Item #	HCP Number	HCP Name	Eligible Undiscounted Cost	Committed Amount	Funding Start Date	Funding End Date	# of Expense Periods	Frequency	Quantity	Expense Item Availability
1			\$18,120.00	\$1,894.48			1	One Time		Available
4			\$600,120.00	\$62,412.48			1	One Time		Available
5			\$75,000.00	\$7,800.00			1	One Time		Available

Changed Expense Items

Expense Item #	HCP Number	HCP Name	Adjusted Eligible Undiscounted Cost	Committed Amount	Requested Funding Start Date	Requested Funding End Date	Revised # of Expense Periods	Frequency	Quantity	Requested Decommitment Amount	Decommitment Type	Action
2			\$8,100.00	\$25,985.33			9	Monthly	9	\$20,720.33	Partial	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Remove</a>

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**Step 7:** On the **Signature** page, review the post-commitment change request details. Click all of the certifications and enter you name as it appears in RHC Connect in the **Digital Signature** field. Click **Submit Request**.



**Post-Commitment Change Request - RHC\_PCCR20**

Start      FCC Form Selection      Decommittment Details      **Signature**

**Post-Commitment Change Request Details**

Request Number: [redacted]      Request Type: Full Decommittment

Request Nickname: [redacted]      Uploaded File(s): [redacted]

Reason for Decommittment Request: Early termination of Circuit/Service

**Selected FCC Form 462 Application(s)**

FCC Form 462 Application Number	HCP Name	HCP Number	SPIN/498 ID	Service Provider	Total Commitment	Remaining Funds	Total Requested Decommittment Amount	IFD	Availability
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	\$196,315.38	\$196,315.38	\$196,315.38	[redacted]	Available

**Signature**

I certify under penalty of perjury that I am authorized to submit this request on behalf of the healthcare provider or consortium.

I certify under penalty of perjury that I have examined this request and all attachments, and to the best of my knowledge, information, and belief, all statements contained herein and in any attachments are true.

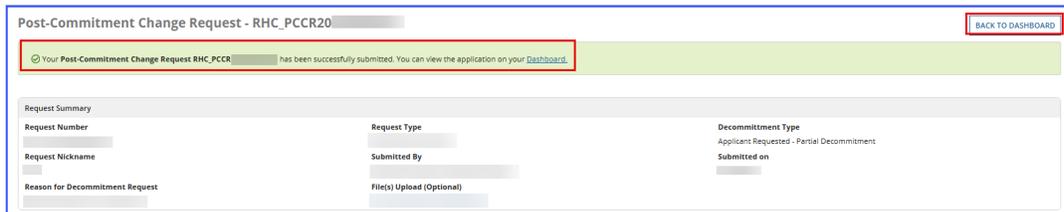
I understand that a de-obligation is irrevocable and the application cannot be reinstated and that this action will allow the funds to be put back into the Universal Service Fund.

Certifier's Full Name: [redacted]      Digital Signature: [redacted]

Date: [redacted]

**BACK**    **EXIT**      **SUBMIT REQUEST**

**Step 8:** A confirmation of the submission will be displayed in the green banner with a summary of the request. Click **Back to Dashboard** to return to the RHC Connect **Dashboard**.



**Post-Commitment Change Request - RHC\_PCCR20**      **BACK TO DASHBOARD**

**Your Post-Commitment Change Request RHC\_PCCR [redacted] has been successfully submitted. You can view the application on your Dashboard.**

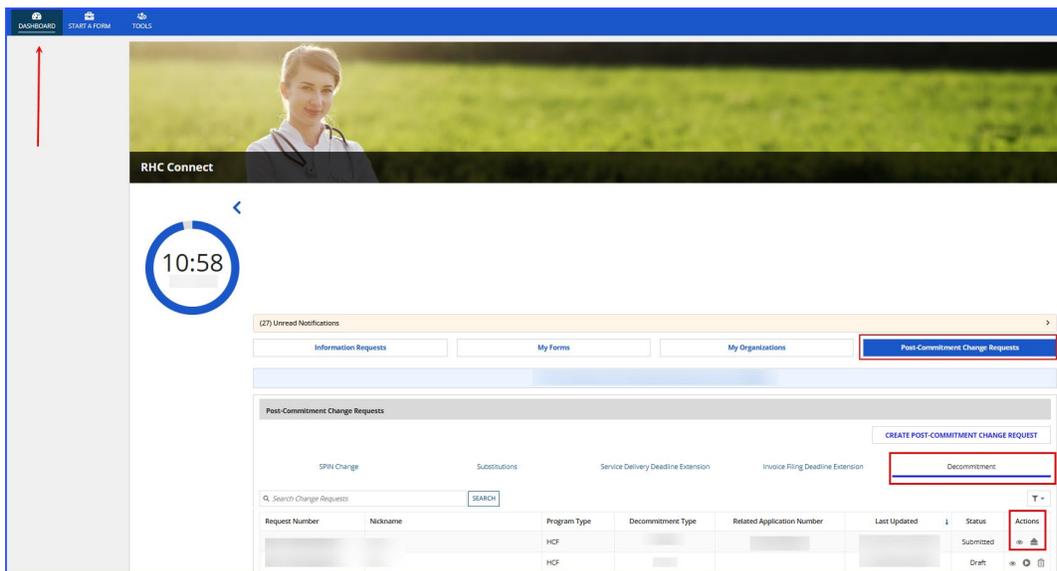
**Request Summary**

Request Number: [redacted]      Request Type: [redacted]      Decommittment Type: Applicant Requested - Partial Decommittment

Request Nickname: [redacted]      Submitted By: [redacted]      Submitted on: [redacted]

Reason for Decommittment Request: [redacted]      File(s) Upload (Optional): [redacted]

**Step 9:** On the RHC Connect Dashboard, locate the submitted decommitment request in the Decommittment section of the Post-Commitment Change Request tab. Under actions, select the eye icon to view the request, or select the “up arrow” to withdraw the request.



**RHC Connect**

10:58

(27) Unread Notifications

Information Requests    My Forms    My Organizations    **Post-Commitment Change Requests**

**Post-Commitment Change Requests**      **CREATE POST-COMMITMENT CHANGE REQUEST**

SPIN Change    Substitutions    Service Delivery Deadline Extension    Invoice Filing Deadline Extension    **Decommittment**

Search Change Requests: [redacted]      **SEARCH**

Request Number	Nickname	Program Type	Decommittment Type	Related Application Number	Last Updated	Status	Actions
[redacted]	[redacted]	HCP	[redacted]	[redacted]	[redacted]	Submitted	 
[redacted]	[redacted]	HCP	[redacted]	[redacted]	[redacted]	Draft	 

## 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 rules for post-commitment changes change?**

[FCC Order 19-78](#) formalized the process and provided definitions for SPIN change requests. This FCC order also authorized USAC to grant a one-year extension to the service delivery deadline under certain conditions and authorized USAC to grant a single 120-day extension to the invoice filing deadline. No changes have been made to the rules about site and service substitutions.

### **Who is impacted by this change?**

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

## Resources

For more information, visit the [Post-Commitment Actions](#) webpage.

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