

Submitting Post-Commitment Change Requests in RHC Connect

Healthcare Connect Fund (HCF) Program

Revised July 2025

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About RHC Connect for Post-Commitment Change Requests

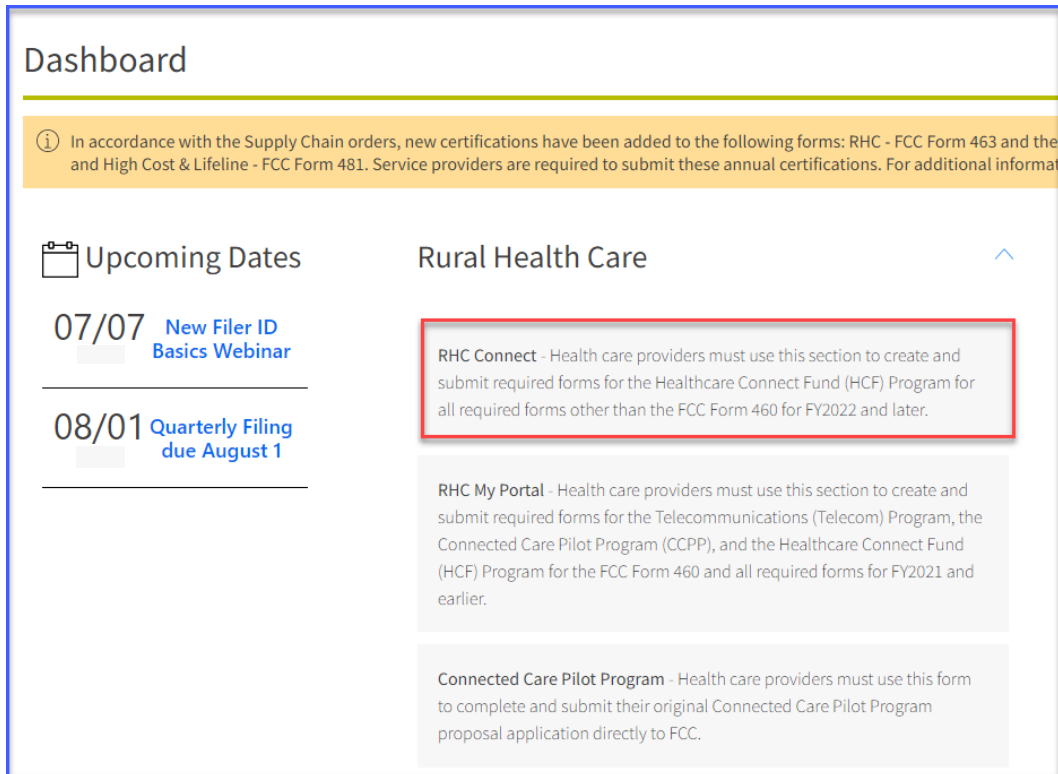
RHC Connect is the web-based system that hosts the FCC Forms used in the HCF Program. There are a number of actions that may be required outside of the regular application process. This user guide will walk you through how to submit post-commitment change requests in RHC Connect. The post-commitment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

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**.



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**

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

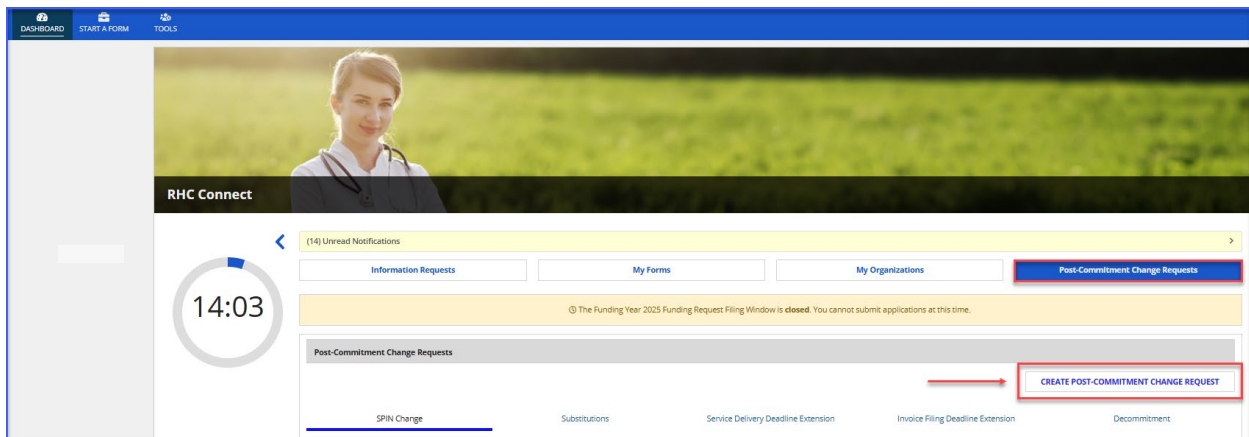
Rural Health Care

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 on the **Post-Commitment Change Requests** tab, then click **Create Post-Commitment Change Request**.



RHC Connect

(14) Unread Notifications

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

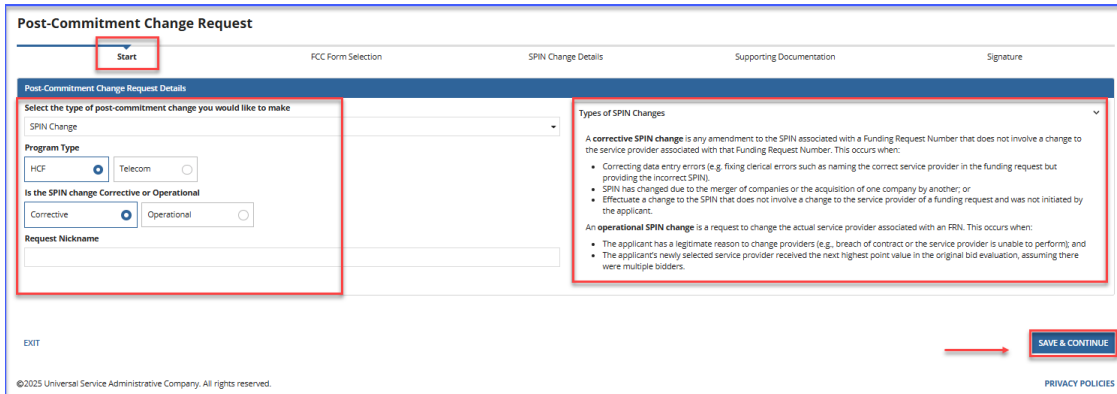
Ⓜ The Funding Year 2025 Funding Request Filing Window is closed. You cannot submit applications at this time.

Post-Commitment Change Requests

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

CREATE POST-COMMITMENT CHANGE REQUEST

Step 3: Select **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

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.

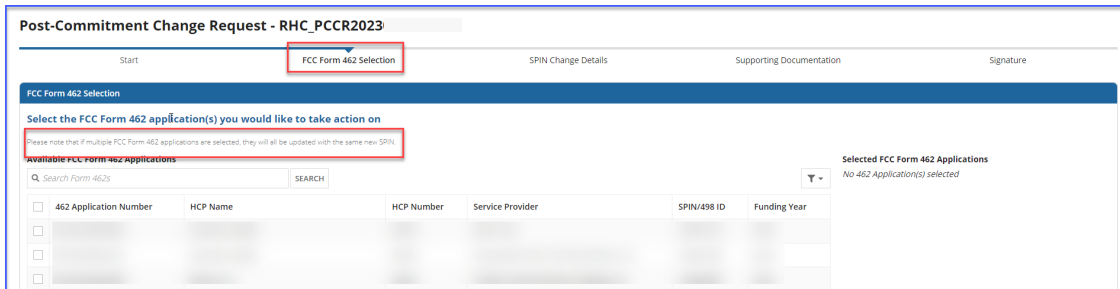
EXIT

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PRIVACY POLICIES

SAVE & CONTINUE

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

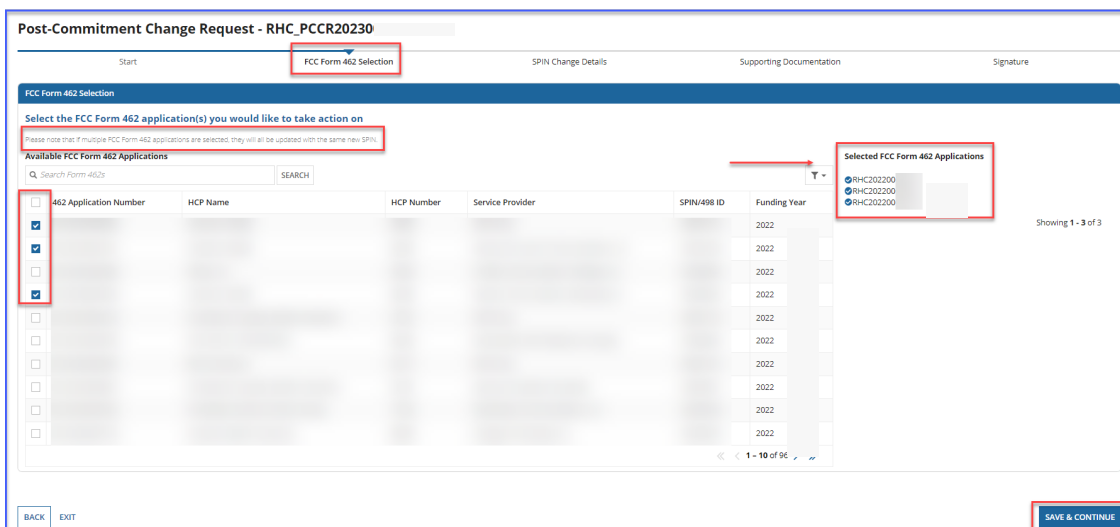
Q Search Form 462s SEARCH

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

Q 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: 1/1/2020

Effective Date: [Calendar]

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	Pro-Rated Commitment Funding Amount	Funding Start Date	Funding End Date	SPIN (Service Order) Deadline	Invoice Filing Deadline	Number of previous invoices	Total Approved for Reimbursement	Latest Invoiced Date	SPIN / 468 ID	Service Provider Name	Service Provider DBA	Address
RHC20220				45610.55	07/01/2022	06/30/2022	06/30/2022	10/28/2022	0	0		14300			

SPIN / 468 ID	Service Provider Name	Service Provider DBA	Requested Change Effective Date	Address	Address Line 2	City	State	Zip
143037034	Charter At Charter Communicat	12405 Powerscourt C	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 Agreem... 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: [Calendar]

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.

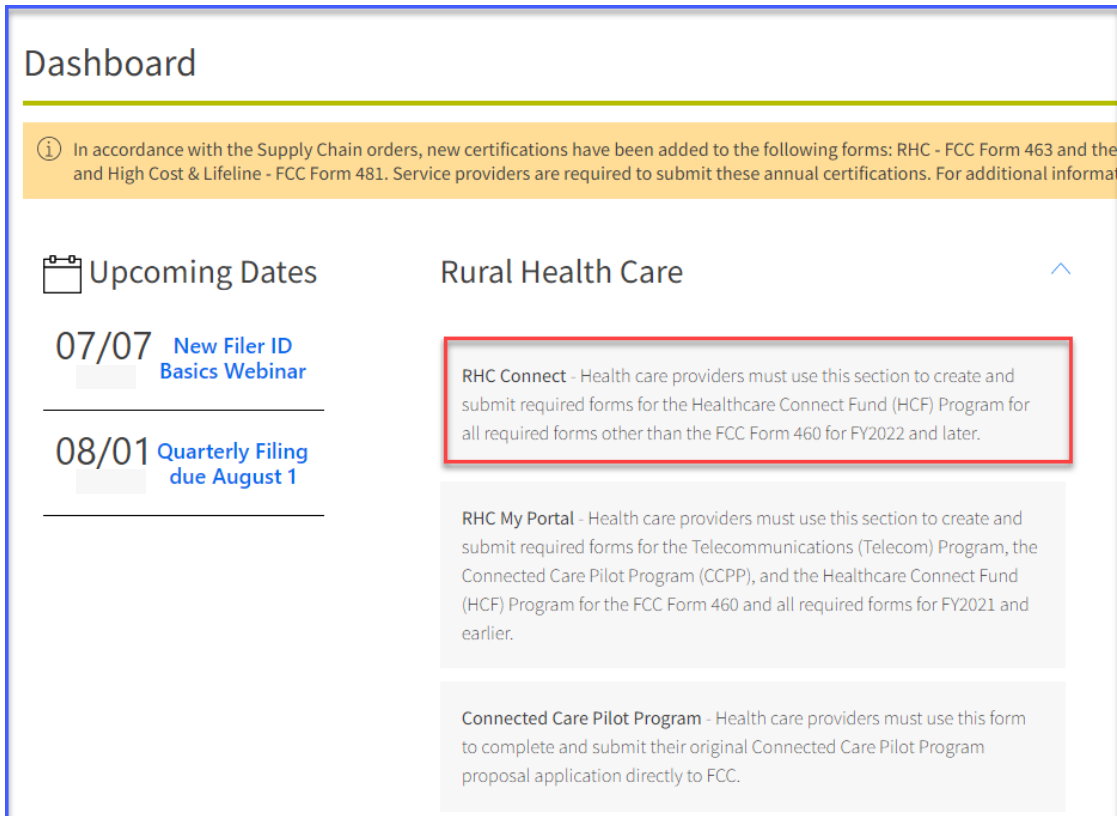
Post-Commitment Change Request Details

Request Number	Request Type	SPIN Change Type
RHC_PCCR202	SPIN Change	Corrective
Request Nickname		
SPIN Change #1	Submitted By	
Selected FCC Form 462 Application(s)		Submitted On
RHC202		
Supporting Documentation		

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

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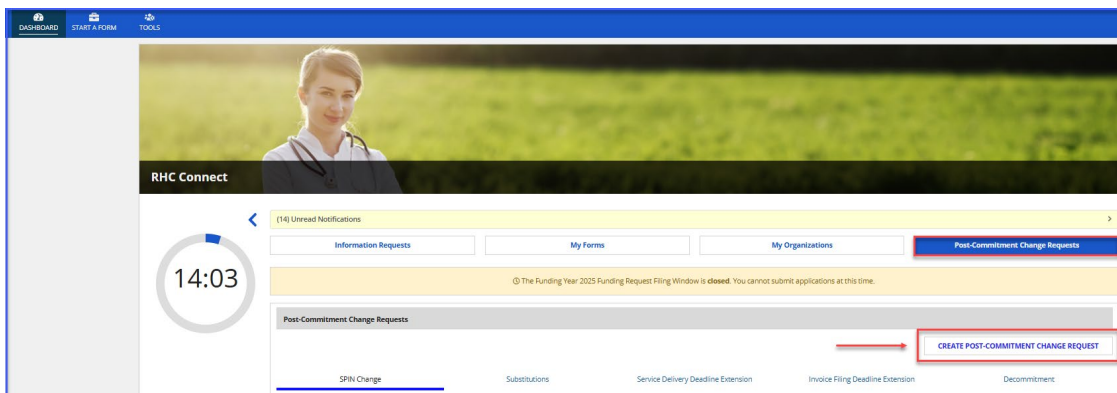
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Connected Care Pilot Program - Health care providers must use this form to complete and submit their original Connected Care Pilot Program proposal application directly to FCC.

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



RHC Connect

14:03

(14) Unread Notifications

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

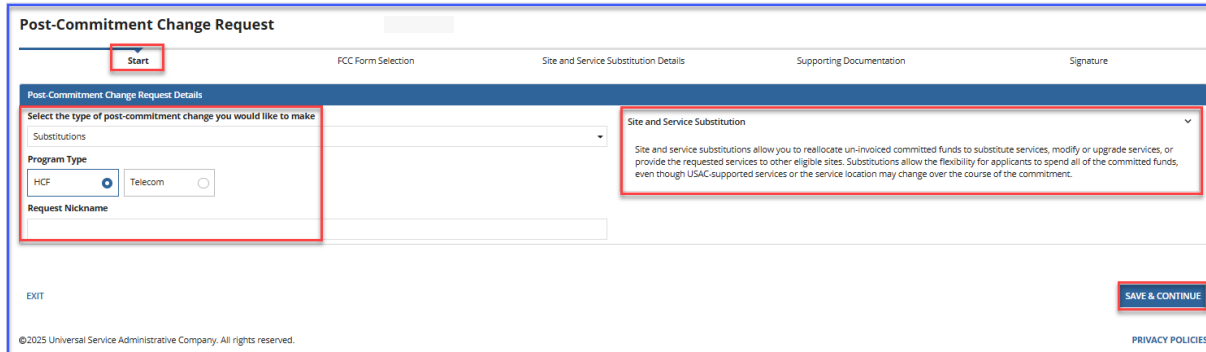
© The Funding Year 2025 Funding Request Filing Window is closed. You cannot submit applications at this time.

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

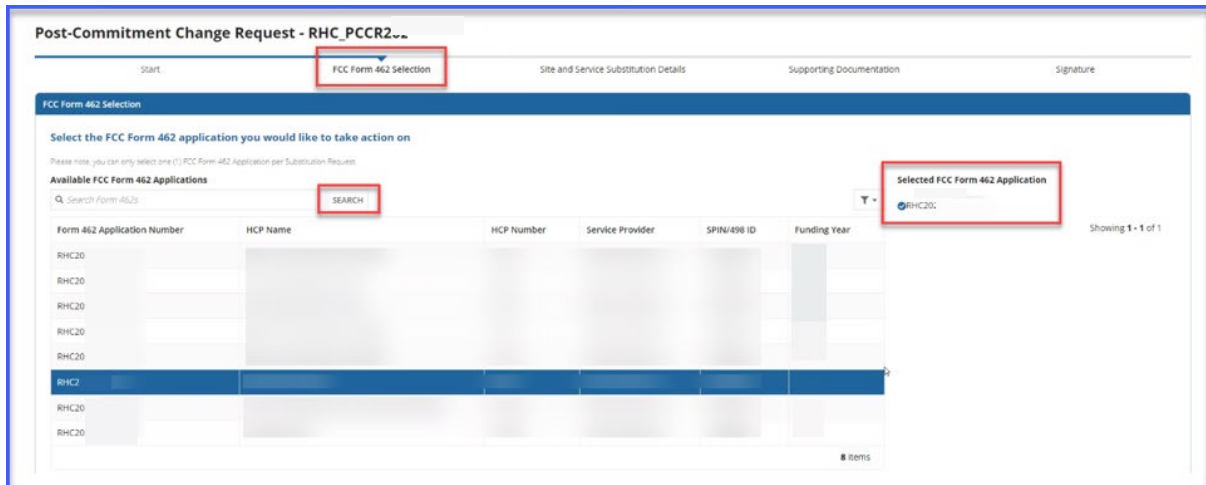
Site and Service Substitution

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 462s

SEARCH

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

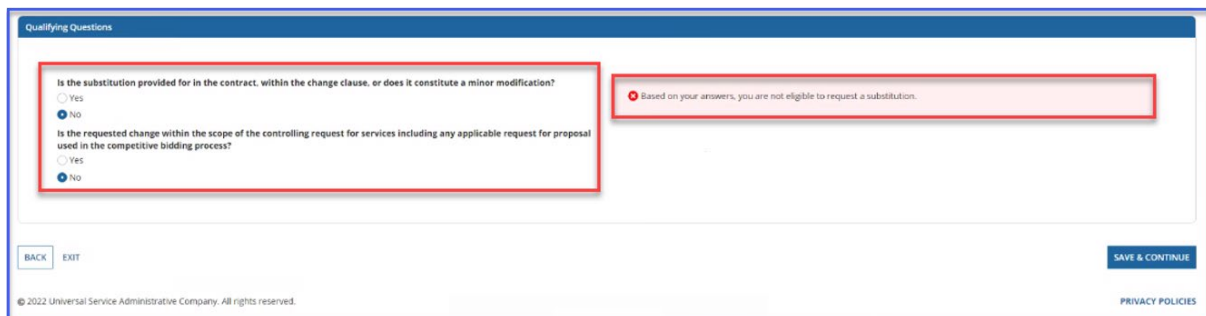
Showing 1 - 1 of 1

Selected FCC Form 462 Application

RHC20

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?

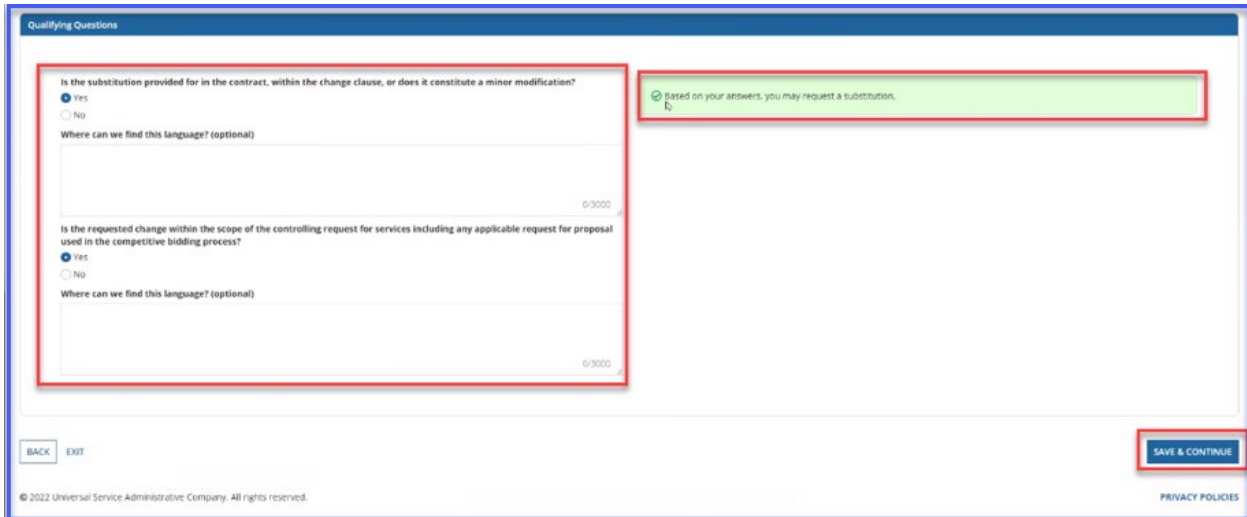
☐ Yes ☒ No

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

BACK | EXIT | **SAVE & CONTINUE**

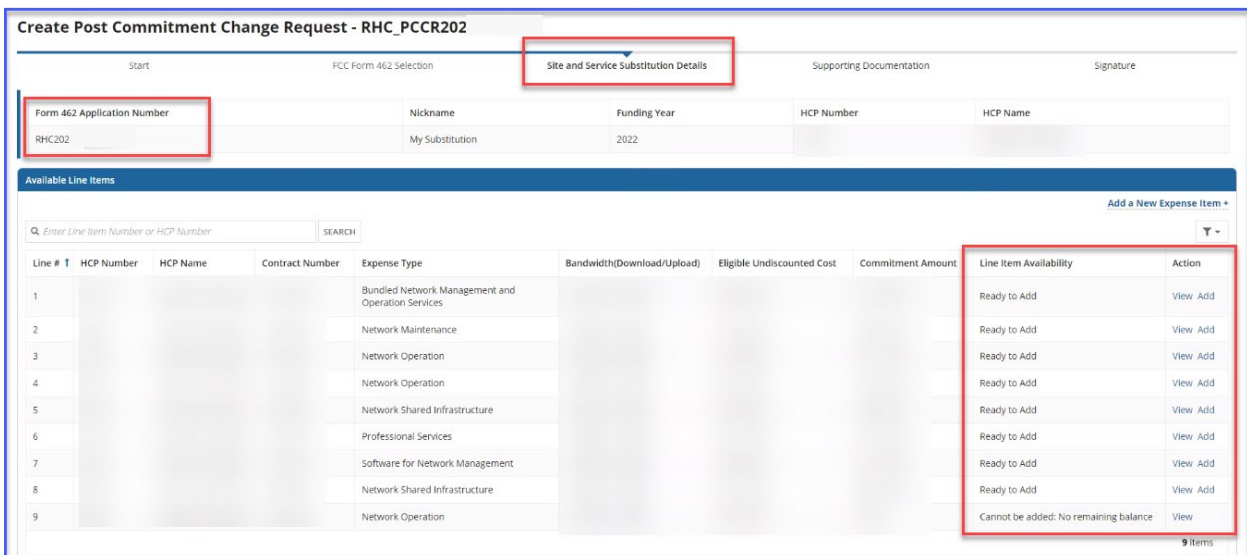
© 2022 Universal Service Administrative Company. All rights reserved. | [PRIVACY POLICIES](#)

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.



The screenshot shows the 'Qualifying Questions' form. It contains two questions with 'Yes' selected. A green message box states: 'Based on your answers, you may request a substitution.' The form includes 'BACK', 'EXIT', and 'SAVE & CONTINUE' buttons. A copyright notice for 2022 Universal Service Administrative Company is at the bottom.

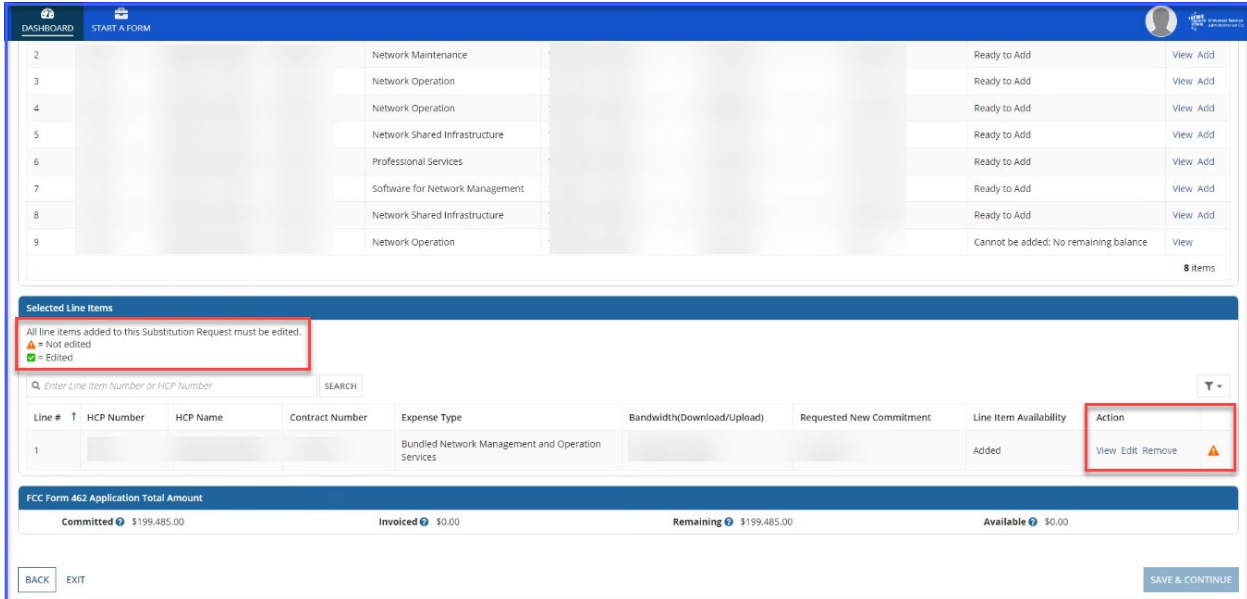
Step 7: Click the **View** hyperlink to view details about the line item. Click the **Add** hyperlink to select the line items you wish to add. The **Add** hyperlink is not available if the line item is not eligible for the substitution. The reason is displayed in the **Line-Item Availability** column.



The screenshot shows the 'Create Post Commitment Change Request - RHC_PCCR202' form. It includes a 'Form 462 Application Number' field with 'RHC202' entered. Below is a table of 'Available Line Items' with columns for Line #, HCP Number, HCP Name, Contract Number, Expense Type, Bandwidth, Eligible Undiscounted Cost, Commitment Amount, Line Item Availability, and Action. The 'Line Item Availability' column shows 'Ready to Add' for most items and 'Cannot be added: No remaining balance' for the last item. The 'Action' column contains 'View' and 'Add' links.

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

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**.



Selected Line Items

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

Enter Line Item Number or HCP Number SEARCH

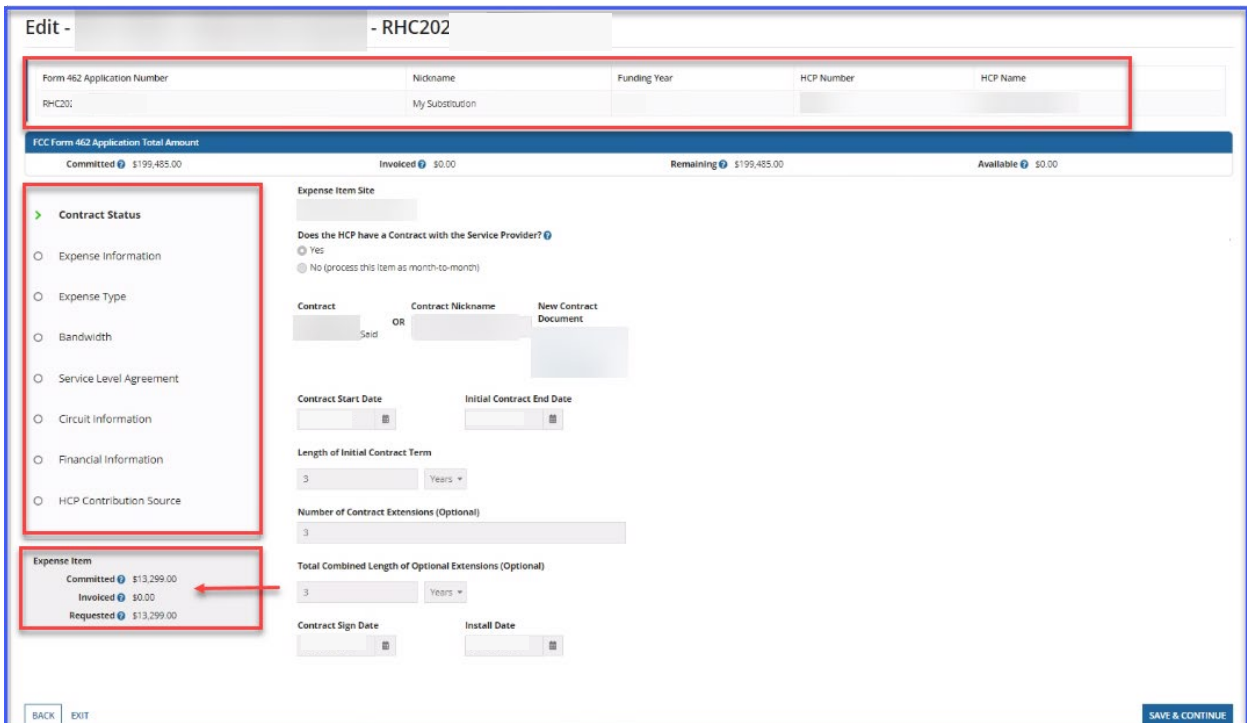
Line #	HCP Number	HCP Name	Contract Number	Expense Type	Bandwidth(Download/Upload)	Requested New Commitment	Line Item Availability	Action
1				Bundled Network Management and Operation Services			Added	View Edit Remove ▲

FCC Form 462 Application Total Amount

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

BACK EXIT SAVE & CONTINUE

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.



Edit - RHC202

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

FCC Form 462 Application Total Amount

Committed	Invoiced	Remaining	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

Expense Item

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

Expense Item Site: Does the HCP have a Contract with the Service Provider? Yes No (process this item as month-to-month)

Contract: OR Contract Nickname: New Contract Document

Contract Start Date: Initial Contract End Date:

Length of Initial Contract Term: 3 Years

Number of Contract Extensions (Optional): 3

Total Combined Length of Optional Extensions (Optional): 3 Years

Contract Sign Date: Install Date:

BACK EXIT SAVE & CONTINUE

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

Edit - RHC202

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

FCC Form 462 Application Total Amount

Committed \$199,485.00	Invoked \$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

Committed \$13,299.00	Invoked \$0.00	Requested \$13,299.00
-----------------------	----------------	-----------------------

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.

Edit - RHC202

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

FCC Form 462 Application Total Amount

Committed \$199,485.00	Invoked \$0.00	Remaining \$199,485.00	Available \$0.00
------------------------	----------------	------------------------	------------------

REDUCE EXPENSE

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

Expense Item

Committed \$13,299.00	Invoked \$0.00	Requested \$13,299.00
-----------------------	----------------	-----------------------

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 - I - RHC202

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

ICC Form 462 Application Total Amount

Committed ⓘ \$199,485.00	Involved ⓘ \$0.00	Remaining ⓘ \$199,485.00	Available ⓘ \$0.00
--------------------------	-------------------	--------------------------	--------------------

Expense Item

Committed ⓘ \$13,299.00	Involved ⓘ \$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.

REDUCE EXPENSE

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

Edit - - RHC2

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

ICC Form 462 Application Total Amount

Committed ⓘ \$199,485.00	Involved ⓘ \$0.00	Remaining ⓘ \$199,485.00	Available ⓘ \$13,299.00
--------------------------	-------------------	--------------------------	-------------------------

Expense Item Reduced

Expense Item

Committed ⓘ \$13,299.00	Involved ⓘ \$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

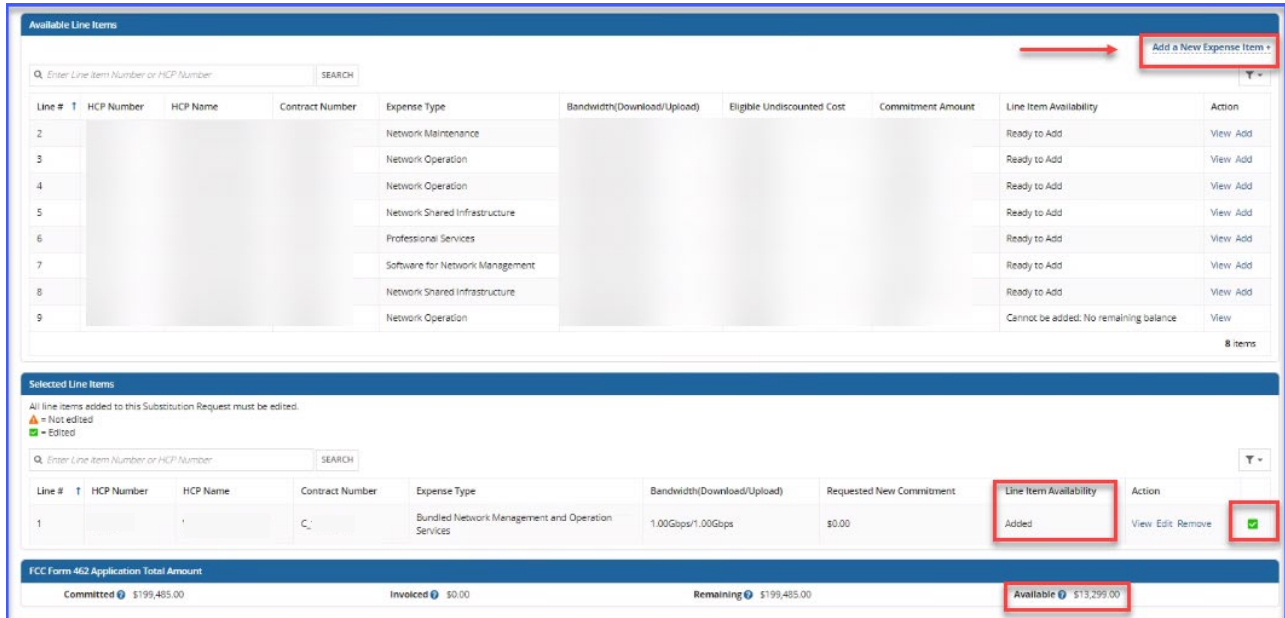
Percent Eligible for Support
55

Explanation
55% eligible for support.

Upload Documentation to Support Your Explanation ⓘ

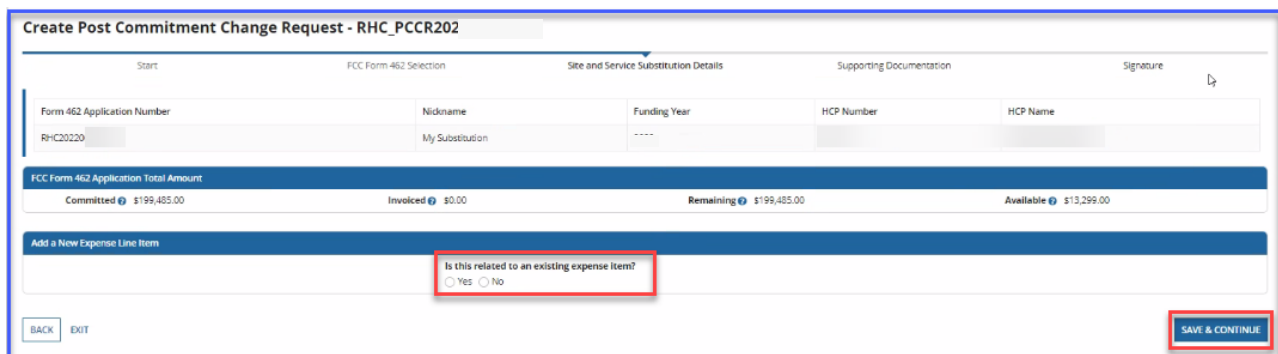
UNDO REDUCE EXPENSE

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.



The screenshot shows the 'Site and Service Substitution Details' page. At the top right, there is a red box around the 'Add a New Expense Item' link with a red arrow pointing to it. Below this is the 'Available Line Items' section, which contains a table with columns: Line #, HCP Number, HCP Name, Contract Number, Expense Type, Bandwidth(Download/Upload), Eligible Undiscounted Cost, Commitment Amount, Line Item Availability, and Action. The table lists 9 items, all with 'Ready to Add' availability. Below this is the 'Selected Line Items' section, which contains 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 table shows 1 item with 'Added' availability. At the bottom, the 'FCC Form 462 Application Total Amount' section shows 'Committed' at \$199,485.00, 'Involved' at \$0.00, 'Remaining' at \$199,485.00, and 'Available' at \$13,299.00. A red box highlights the 'Available' amount.

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



The screenshot shows the 'Create Post Commitment Change Request - RHC_PCCR202' page. It has a navigation bar with 'Start', 'FCC Form 462 Selection', 'Site and Service Substitution Details', 'Supporting Documentation', and 'Signature'. The 'Site and Service Substitution Details' section is active, showing fields for 'Form 462 Application Number' (RHC20220), 'Nickname' (My Substitution), 'Funding Year' (-----), 'HCP Number', and 'HCP Name'. Below this is the 'FCC Form 462 Application Total Amount' section, showing 'Committed' at \$199,485.00, 'Involved' at \$0.00, 'Remaining' at \$199,485.00, and 'Available' at \$13,299.00. Below this is the 'Add a New Expense Line Item' section, which contains a red box around the question 'Is this related to an existing expense item?' with radio buttons for 'Yes' and 'No'. At the bottom right, there is a red box around the 'SAVE & CONTINUE' button.

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.

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**.

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: RHC20 | Nickname: My Substitution | Funding Year: | HCP Number: | HCP Name: |

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				Bundled Network Management and Operation Services			Added	View Edit Remove
10				Bundled Network Management and Operation Services	1 Manager / 1 Manager	3934.00	Added	View Edit Delete

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	Describe if Other is selected	<input type="button" value="UPLOAD"/> <input type="button" value="Group file here"/>

BACK EXIT

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_PCCO

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 RHC2020010421

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

☒ I certify under penalty of perjury that I am authorized to submit this request on behalf of the applicant 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 of fact contained therein are true.

☒ I 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).

☒ I certify under penalty of perjury that all RHC Program support will be used only for eligible health care purposes.

☒ I 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.

☒ I 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.

☒ I 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.

☒ I 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 the 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.

☒ I 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.

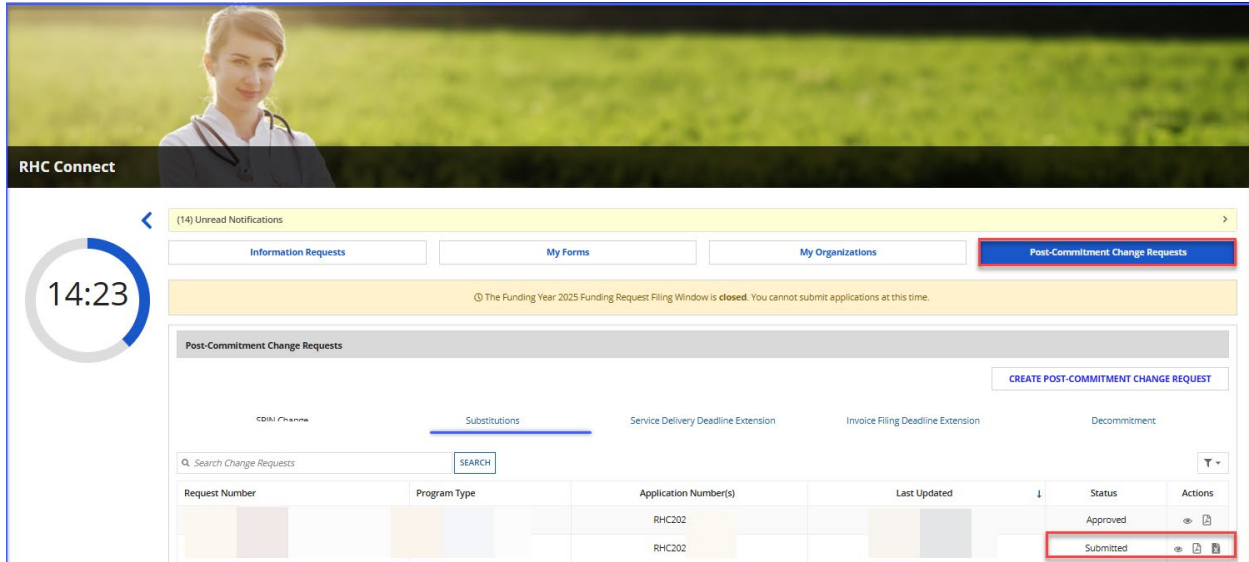
☒ I certify under penalty of perjury that any consultants or third parties associated with this request or RFP do not have an ownership interest, sales commission arrangement, or other financial stake in the vendor chosen to provide the requested services, and that they have otherwise complied with RHC Program rules, including the Commission's rules requiring fair and open competitive bidding.

Certifier's Full Name

Date

Digital Signature

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



RHC Connect

(14) Unread Notifications

Information Requests My Forms My Organizations Post-Commitment Change Requests

14:23

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

COI Change Substitutions Service Delivery Deadline Extension Invoice Filing Deadline Extension Decommittment

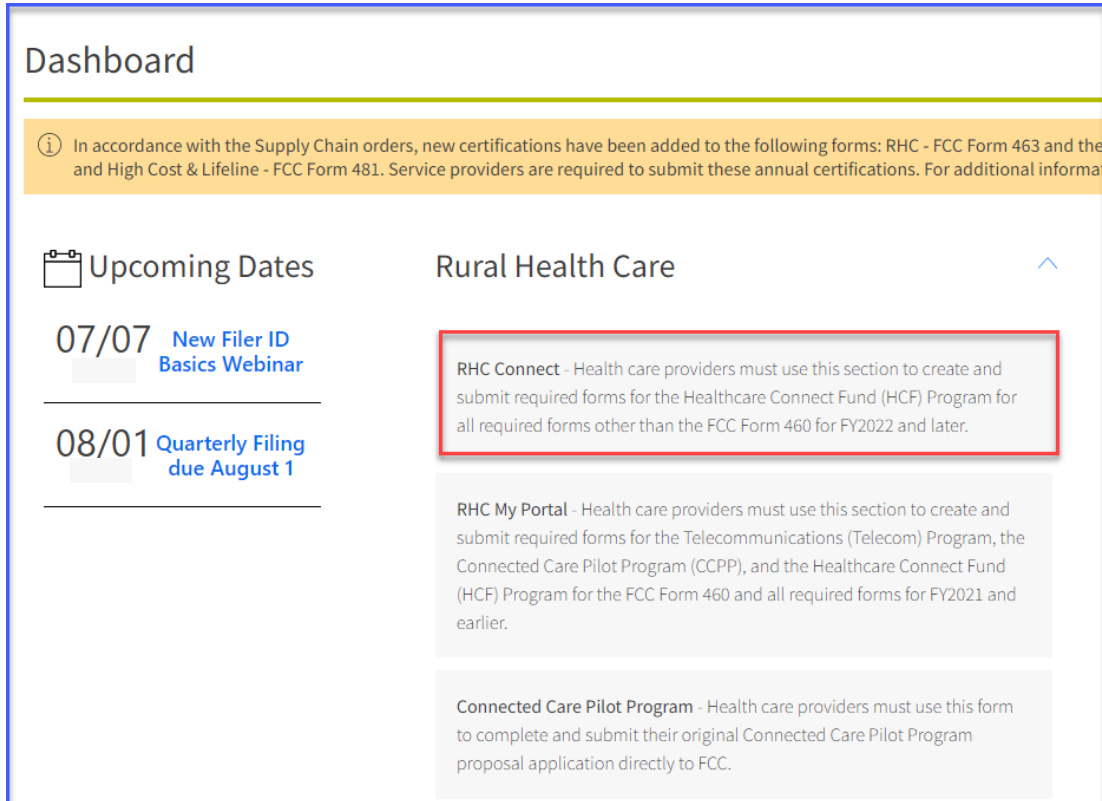
Search Change Requests SEARCH

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**

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

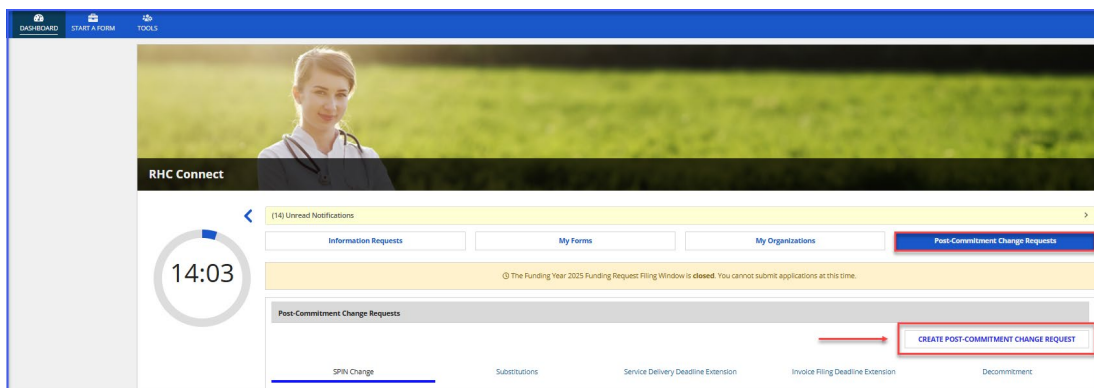
Rural Health Care

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**

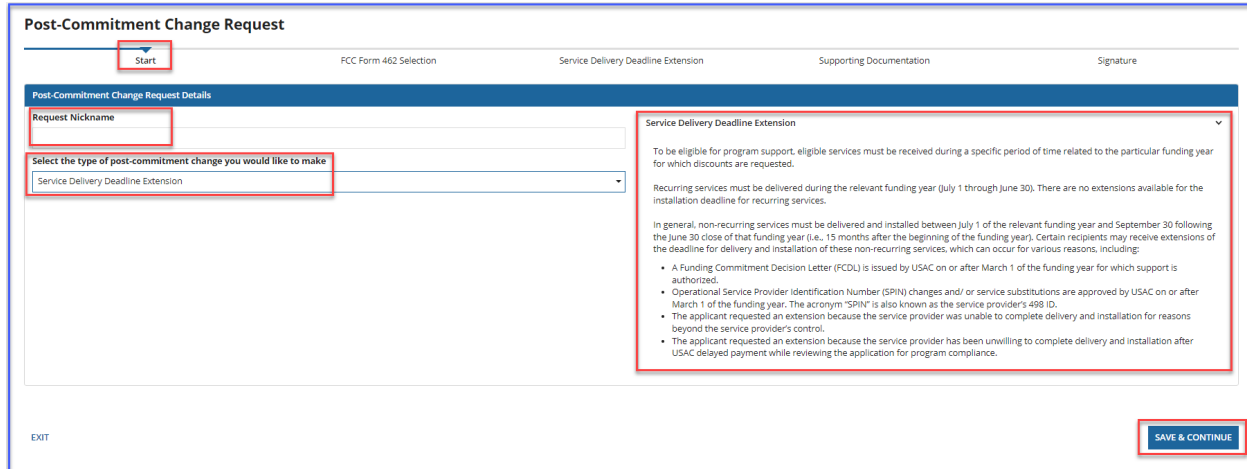
© The Funding Year 2025 Funding Request Filing Window is closed. You cannot submit applications at this time.

Post-Commitment Change Requests

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

CREATE POST-COMMITMENT CHANGE REQUEST

Step 3: 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.

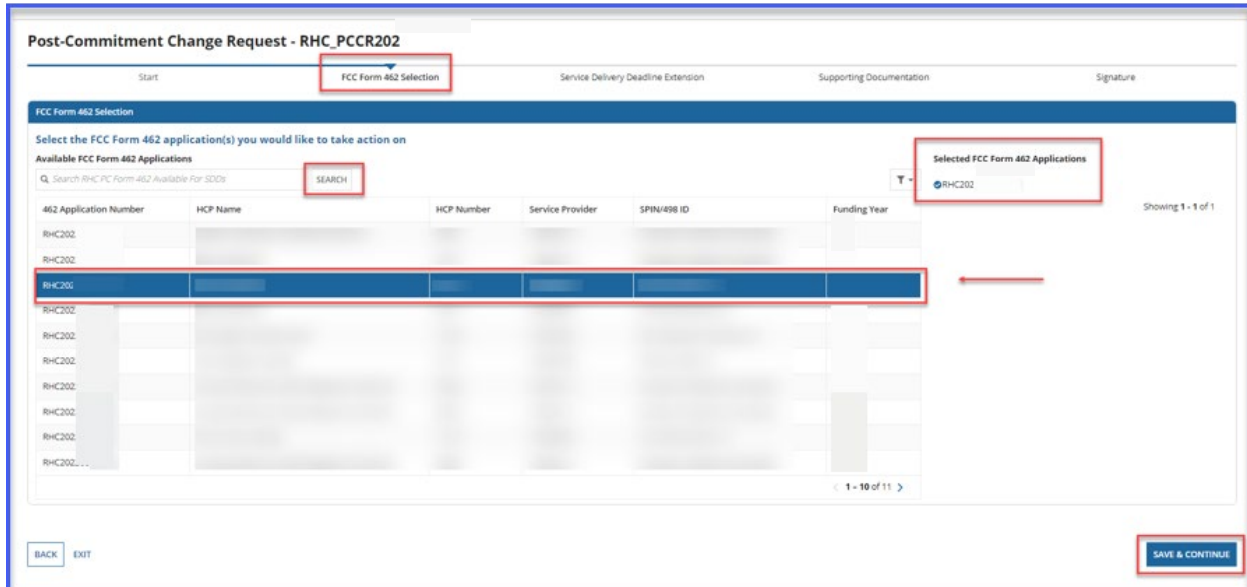
Recurring services must be delivered during the relevant funding year (July 1 through June 30). There are no extensions available for the installation deadline for recurring services.

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 SDOs

SEARCH

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

Showing 1 - 1 of 1

Selected FCC Form 462 Applications

RHC202

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: RHC20220009927 Nickname: Service Delivery Deadline Extension #1 Funding Year: HCP Number: HCP Name:

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.

[BACK](#) [EXIT](#) [SAVE & CONTINUE](#)

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 Describe if Other is selected Email from SP - Delay PDF - 677.49 KB

[Add Document](#)

<< Showing 1 - 1 of 1 >>

[BACK](#) [EXIT](#) [SAVE & CONTINUE](#)

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

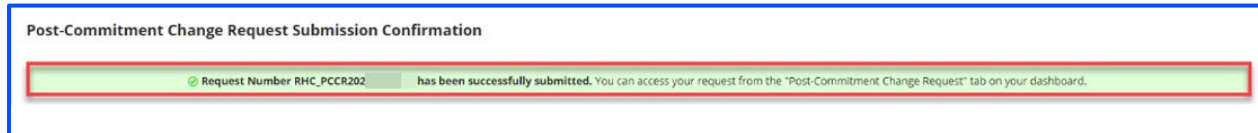
☒ I certify that I am authorized to submit this request, that I have examined this request, and that, to the best of my knowledge, information, and belief, all the statements of fact contained herein are true.
☒ I understand that all documentation associated with this request, including all billing records 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: **Request Change**

[BACK](#) [EXIT](#) [REQUEST CHANGE](#)

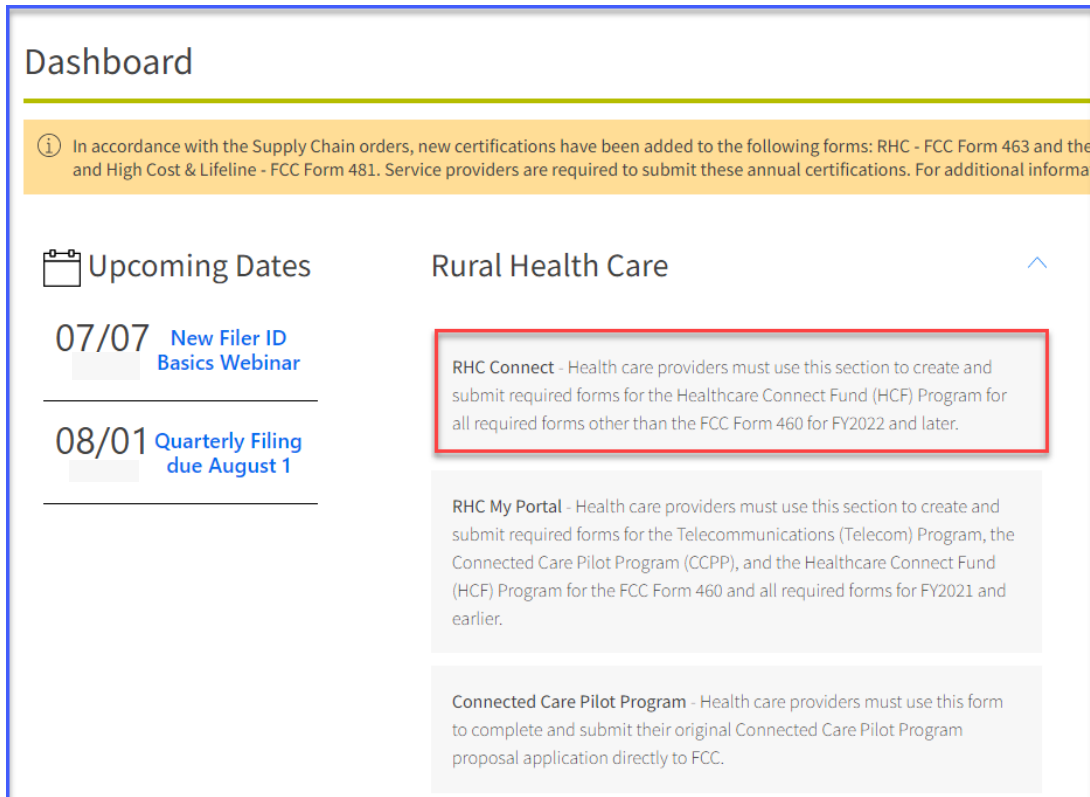
Step 8: Once submitted the confirmation message in green will display.



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

08/01 Quarterly Filing due August 1

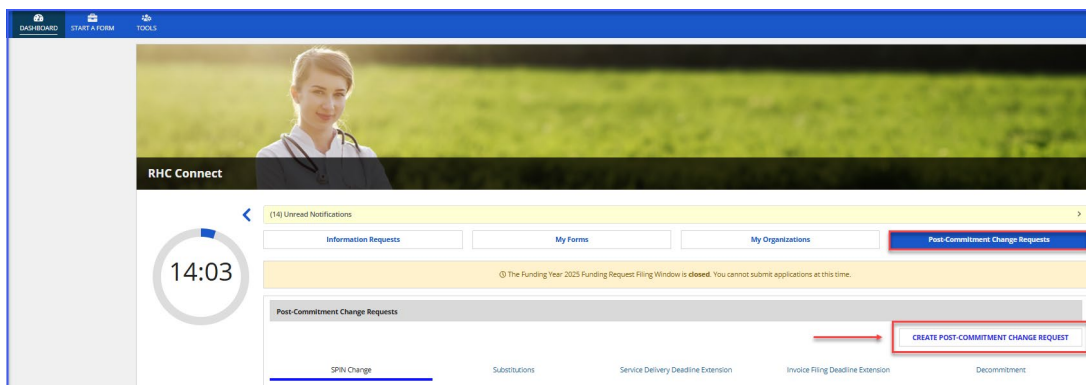
Rural Health Care

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**

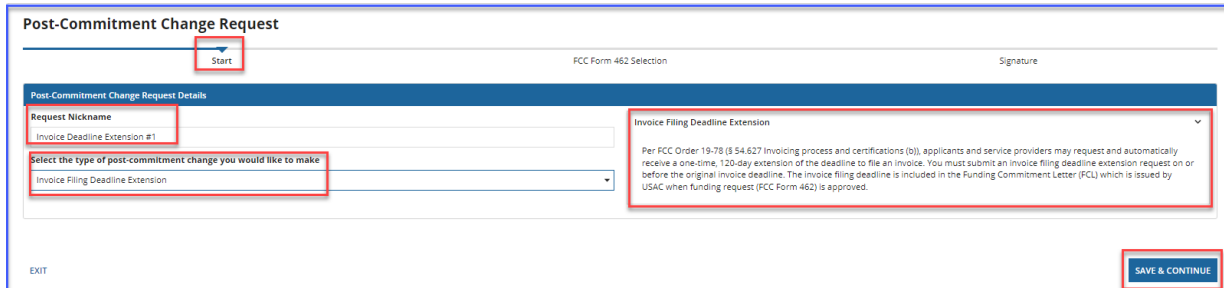
⌚ 14:03

ⓘ The Funding Year 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 | **CREATE POST-COMMITMENT CHANGE REQUEST** | Invoice Filing Deadline Extension | Decommittment

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**.



Post-Commitment Change Request

Start

FCC Form 462 Selection

Signature

Post-Commitment Change Request Details

Request Nickname

Invoice Deadline Extension #1

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

Invoice Filing Deadline Extension

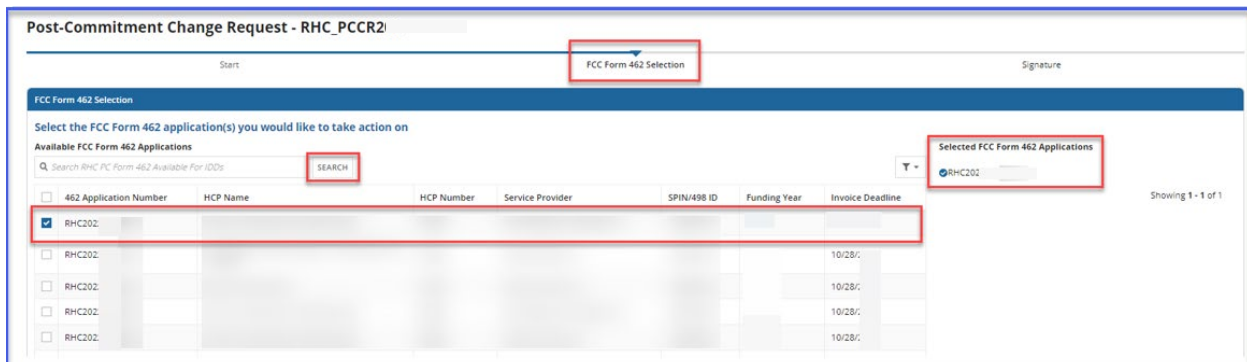
Invoice Filing Deadline Extension

Per FCC Order 19-78 (S 54.627 Invoicing process and certifications (b)), applicants and service providers may request and automatically receive a one-time, 120-day extension of the deadline to file an invoice. You must submit an invoice filing deadline extension request on or before the original invoice deadline. The invoice filing deadline is included in the Funding Commitment Letter (FCL) which is issued by USAC when funding request (FCC Form 462) is approved.

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_PCCR2

Start

FCC Form 462 Selection

Signature

FCC Form 462 Selection

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

Available FCC Form 462 Applications

Search RHC FCC Form 462 Available For IDs

SEARCH

Selected FCC Form 462 Applications

RHC202

462 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year	Invoice Deadline
<input checked="" type="checkbox"/> RHC202						
<input type="checkbox"/> RHC202						10/28/
<input type="checkbox"/> RHC202						10/28/
<input type="checkbox"/> RHC202						10/28/
<input type="checkbox"/> RHC202						10/28/

Showing 1 - 1 of 1

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 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 

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.

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 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.