

# Submitting Post-Commitment Change Requests in RHC Connect

Telecommunications (Telecom) Program

Revised September 2025

## Contents

About RHC Connect for Post-Commitment Change Requests .....	3
RHC Connect Walkthrough – SPIN Changes.....	4
RHC Connect Walkthrough – Service Substitution .....	9
RHC Connect Walkthrough – Invoice Filing Deadline Extension Request.....	20
Frequently Asked Questions.....	23
Resources .....	23

## About RHC Connect for Post-Commitment Change Requests

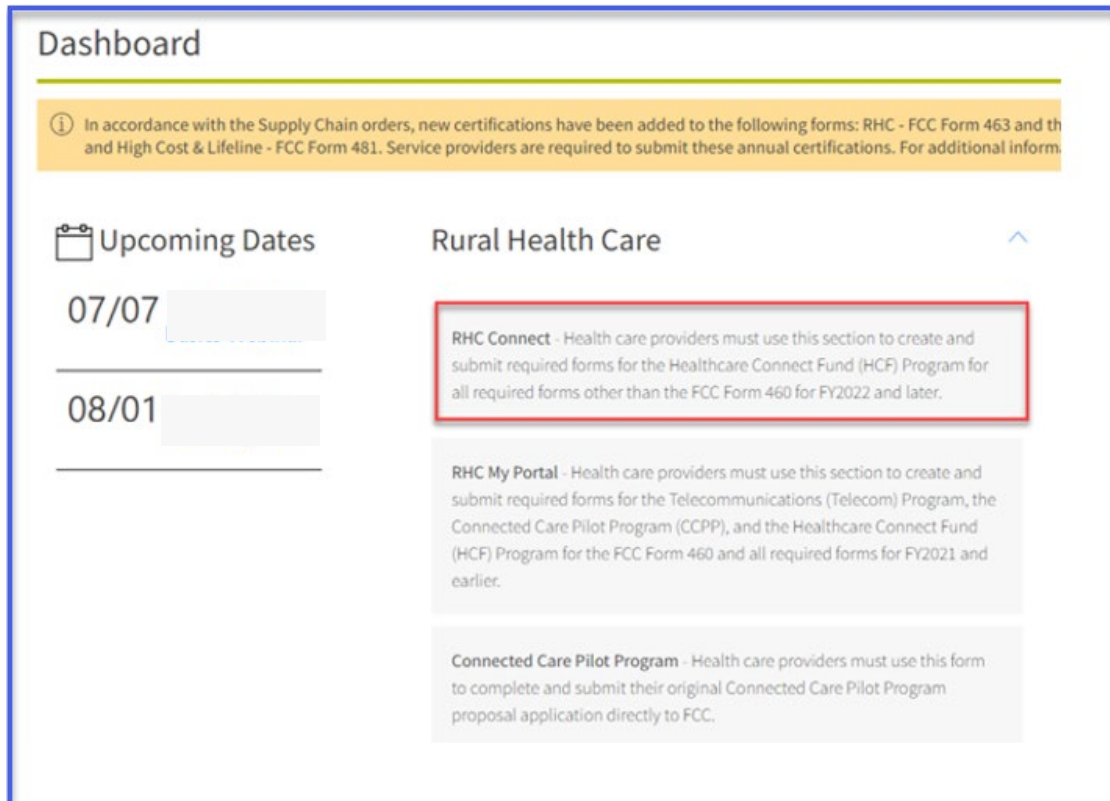
**RHC Connect** is the web-based system that hosts the FCC Forms used in the RHC programs. There are a number of actions that may be required outside of the regular application process. This user guide will walk you through how to submit post-commitment change requests in RHC Connect for the Telecommunications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

- [SPIN changes](#) (correctional and operational)
- [Service Substitutions](#)
- [Invoice filing 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**

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

**Upcoming Dates**

07/07

08/01

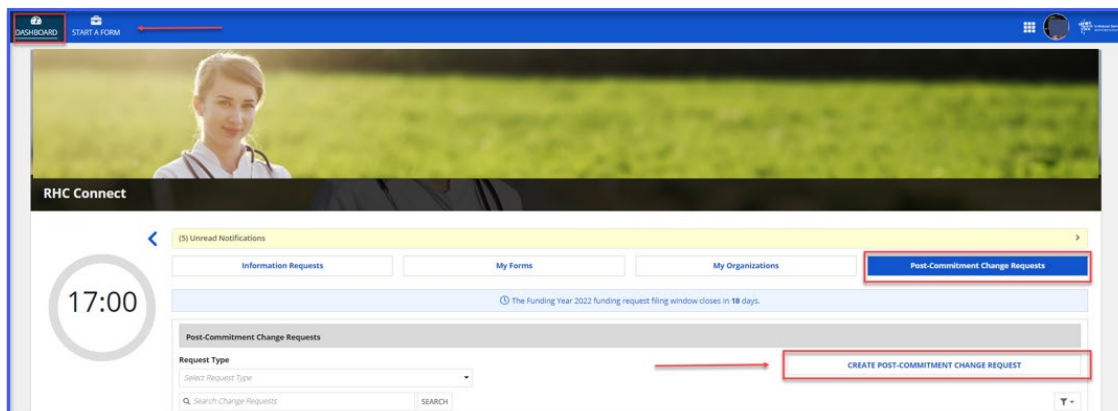
**Rural Health Care**

**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**

(5) Unread Notifications

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

The funding year 2022 funding request filing window closes in 18 days.

**Post-Commitment Change Requests**

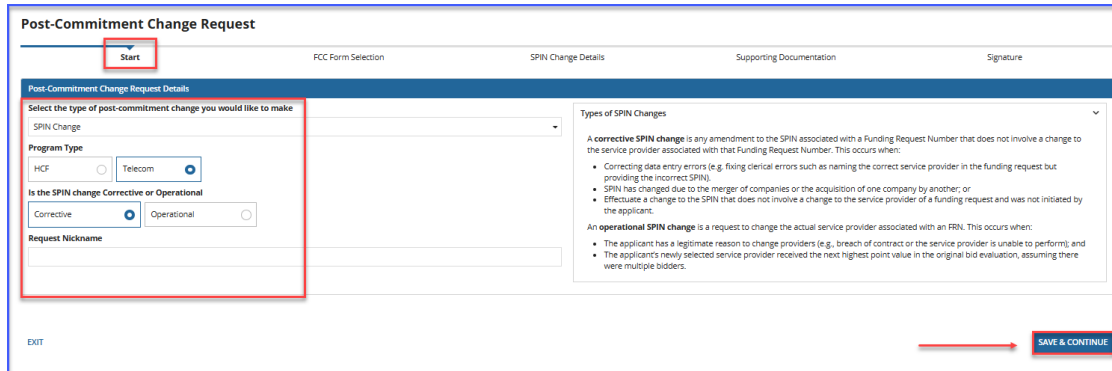
Request Type

Select Request Type

Search Change Requests

**CREATE POST-COMMITMENT CHANGE REQUEST**

**Step 3:** On the **Start** screen, select **SPIN CHANGE** from the drop-down menu, click **Telecom**, and select the type of SPIN change e.g., **Corrective** or **Operational**. Enter a **Request Nickname**, 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: HCP 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:

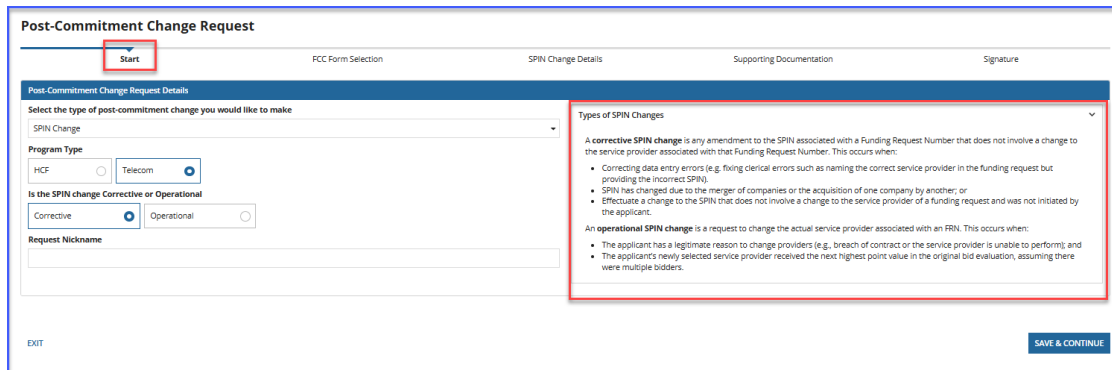
- Correcting data entry errors (e.g. fixing clerical errors such as naming the correct service provider in the funding request but providing the incorrect SPIN).
- SPIN has changed due to the merger of companies or the acquisition of one company by another; or
- Effectuate a change to the SPIN that does 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**

A description of each SPIN change type is displayed.



**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: HCP 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:

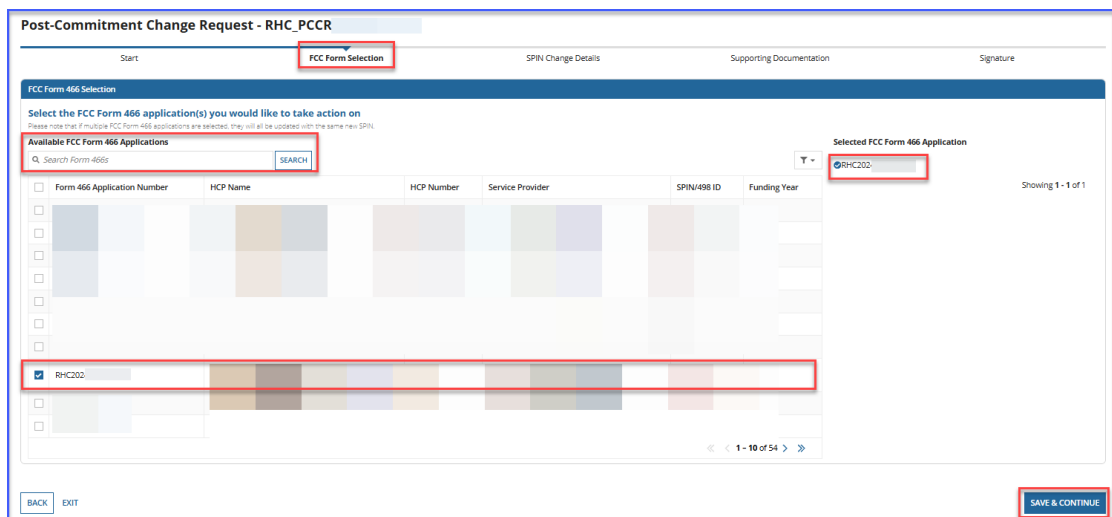
- Correcting data entry errors (e.g. fixing clerical errors such as naming the correct service provider in the funding request but providing the incorrect SPIN).
- SPIN has changed due to the merger of companies or the acquisition of one company by another; or
- Effectuate a change to the SPIN that does 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**

**Step 4:** Select the FCC Form 466 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\_PCCR**

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

**FCC Form 466 Selection**

Select the FCC Form 466 application(s) you would like to take action on

Please note that if multiple FCC Form 466 applications are selected, they will all be updated with the same new SPIN.

Available FCC Form 466 Applications

Search Form 466s:  **SEARCH**

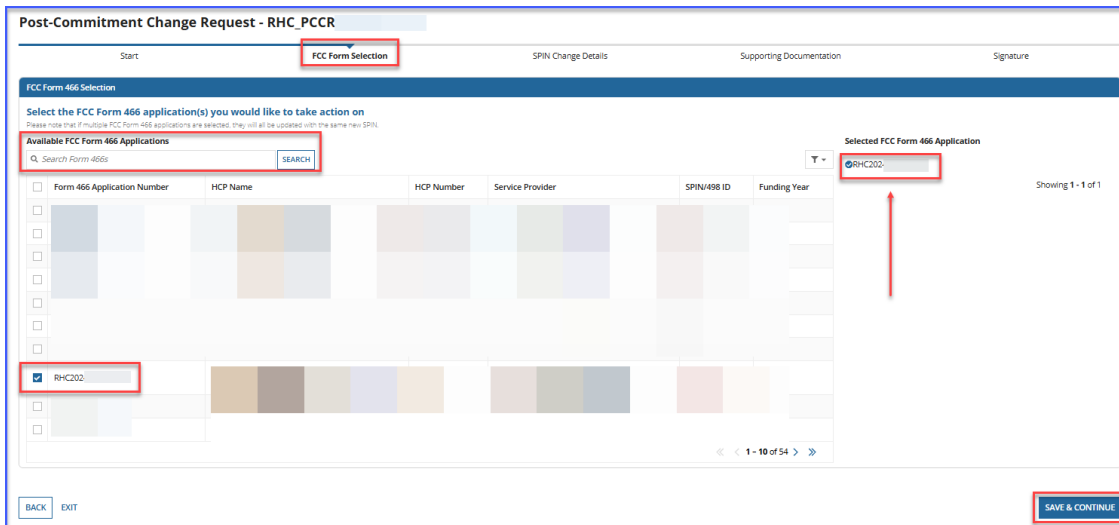
Form 466 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	RHC202				
<input type="checkbox"/>					
<input type="checkbox"/>					

Selected FCC Form 466 Application: RHC202

Showing 1 - 1 of 1

BACK | EXIT | **SAVE & CONTINUE**

**Step 5:** Once selected, the FCC Form 466 application(s) will be displayed on the right side of the **FCC Form 466 Selection** page. Then click **Save & Continue**.



Post-Commitment Change Request - RHC\_PCCR

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

**FCC Form 466 Selection**

Select the FCC Form 466 application(s) you would like to take action on  
Please note that if multiple FCC Form 466 applications are selected, they will all be updated with the same new SPIN.

Available FCC Form 466 Applications

Q Search Form 466s SEARCH

Form 466 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	RHC202				
<input type="checkbox"/>					

Selected FCC Form 466 Application: RHC202

Showing 1 - 1 of 1

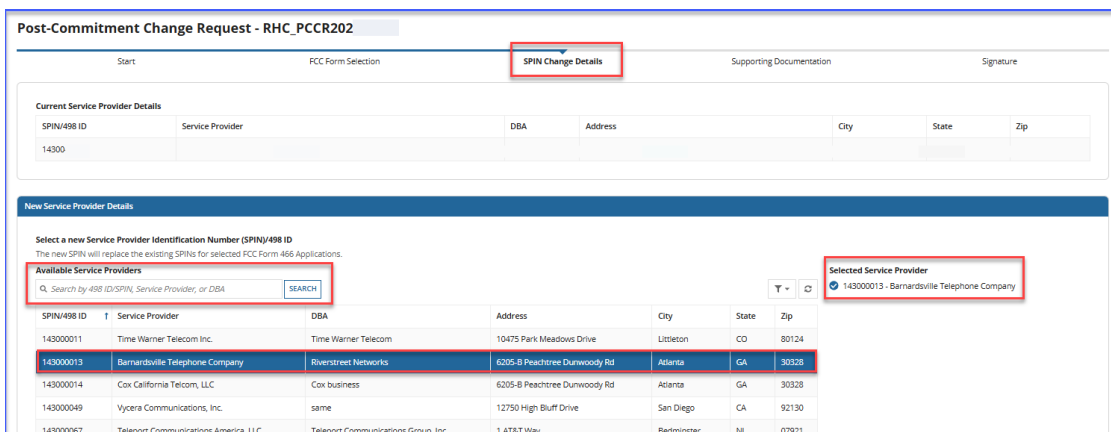
BACK EXIT SAVE & CONTINUE

**Note:** An error message will display if the FCC Form 466 is not eligible for a SPIN change request. You cannot submit a SPIN change request if there is a draft or submitted FCC Form 469, or another post-commitment change request submitted for the selected FRN.

The following FCC Form 466(s) are not eligible for a SPIN Change because there is a linked Post Commitment Change Request awaiting review by USAC: RHC202.  
The following FCC Form 466(s) are not eligible for a SPIN change because there is an approved Telecom Substitutions PPCR application: RHC202.

**Note:** If a one-time cost is on the selected FCC Form 466 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.

**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 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 466 Applications.

Available Service Providers

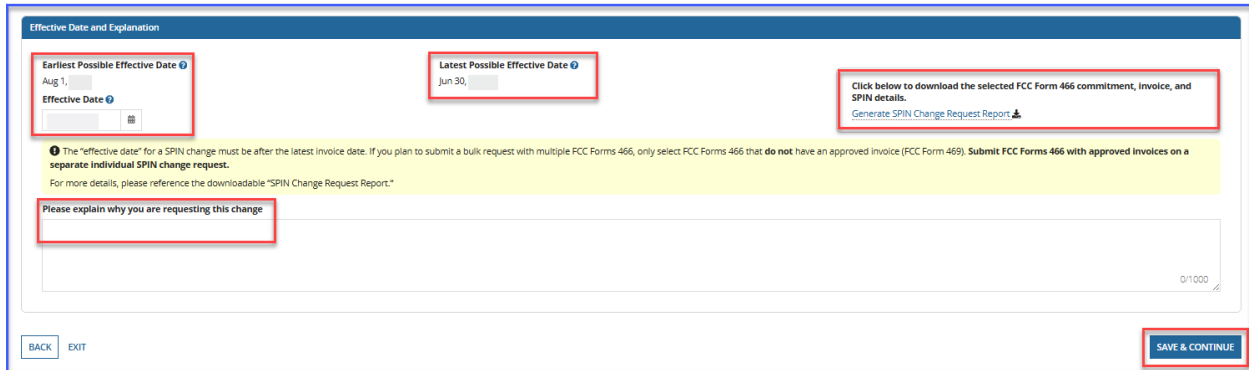
Q Search by 498 ID/SPIN, Service Provider, or DBA SEARCH

SPIN/498 ID	Service Provider	DBA	Address	City	State	Zip
143000011	Time Warner Telecom Inc.	Time Warner Telecom	10475 Park Meadows Drive	Littleton	CO	80124
143000013	Barnardville Telephone Company	Riverstreet Networks	6205-B Peachtree Dunwoody Rd	Atlanta	GA	30328
143000014	Cox California Telecom, LLC	Cox business	6205-B Peachtree Dunwoody Rd	Atlanta	GA	30328
143000049	Vycera Communications, Inc.	same	12750 High Bluff Drive	San Diego	CA	92130
143000067	Teleport Communications America, LLC	Teleport Communications Group, Inc.	1 AT&T Way	Bedminster	NJ	07921

Selected Service Provider: 143000013 - Barnardville Telephone Company

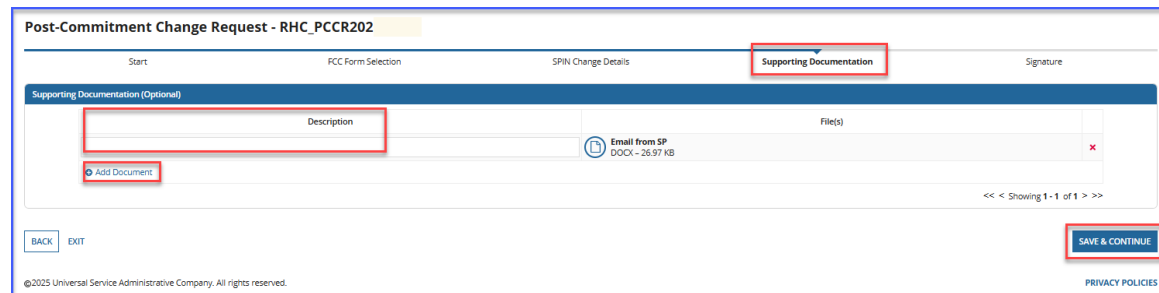
SAVE & CONTINUE

**Step 7:** Continuing on the **SPIN Change Details** screen, 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 469). 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**.



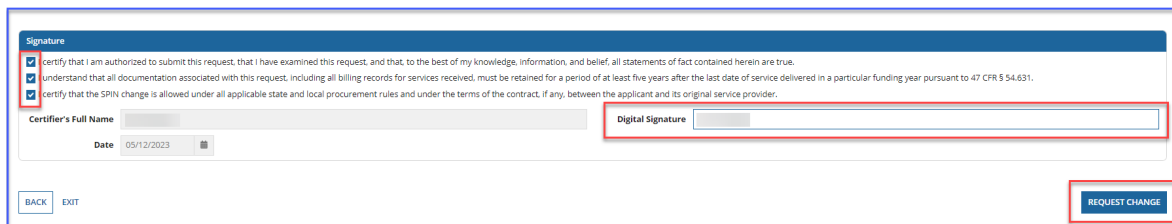
FCC Form 466				Commitment and Invoice Details				Previous Service Provider				New Service Provider			
Funding Request Number	Site Number	Site Name	# of previous SPIN changes	Pro-Rated Commitment Funding & Amount	Funding Start Date	Funding End Date	SDD (Service Delivery Deadline)	Invoice Filing Deadline	Number of Processed Invoices	Total Approved for Reimbursement	Latest Invoiced Date	SPIN / 466 ID	Service Provider Name	Service Provider DBA	Address

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



**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

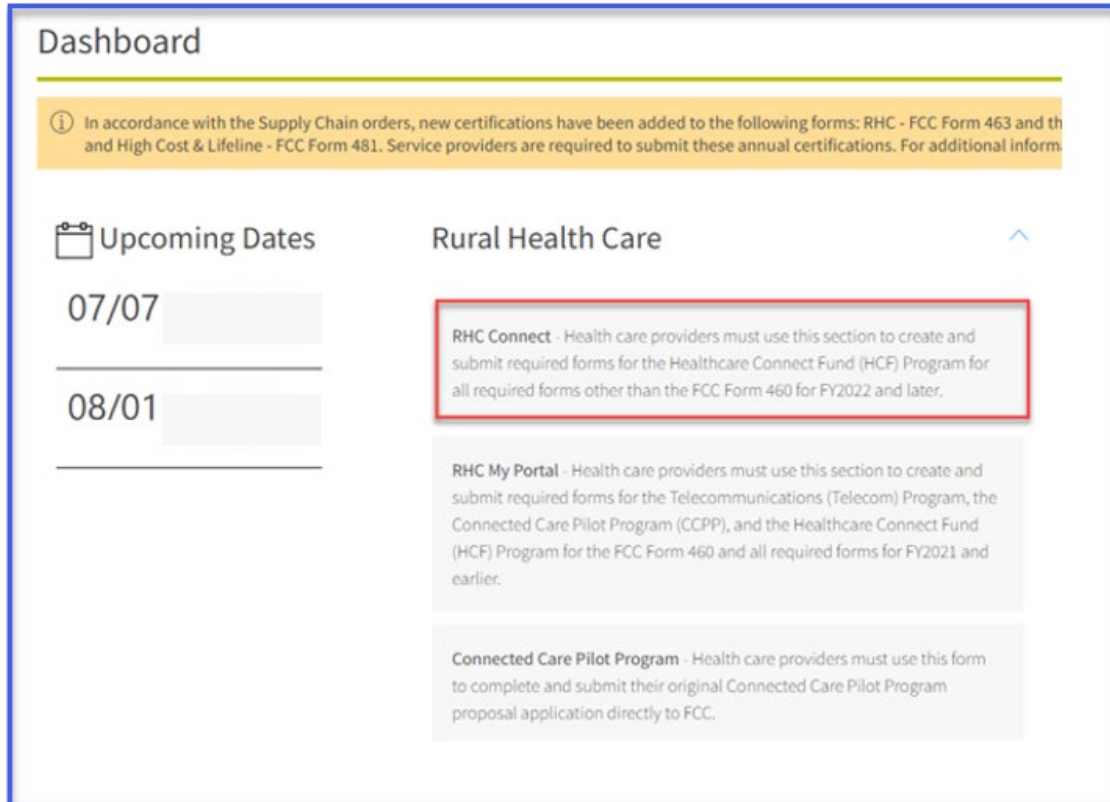
Request Number RHC_PCCR202	Request Type SPIN Change	SPIN Change Type Corrective
Request Nickname SPIN Change #1	Submitted By	
Selected FCC Form 462 Application(s) RHC202200		Submitted On
Supporting Documentation		

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



## RHC Connect Walkthrough – Service Substitution

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



**Dashboard**

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

**Upcoming Dates**

07/07

08/01

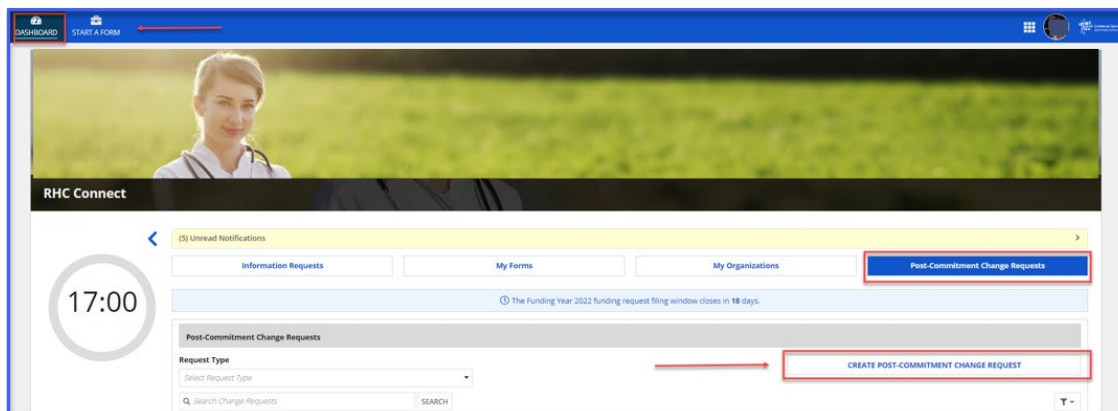
**Rural Health Care**

**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.

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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:** To submit a service substitution on the **Post-Commitment Change Requests** tab, navigate to the **Post-Commitment Change Requests** tab, then click **Create Post-Commitment Change Request**.



**RHC Connect**

(5) Unread Notifications

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

The funding year 2022 funding request filing window closes in 18 days.

**Post-Commitment Change Requests**

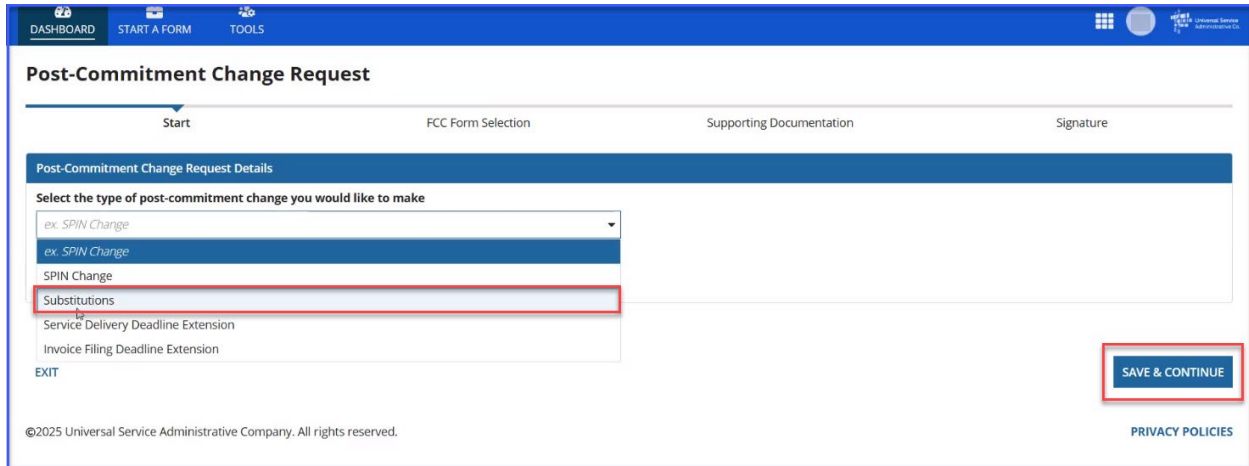
Request Type

Select Request Type

Search Change Requests

**CREATE POST-COMMITMENT CHANGE REQUEST**

**Step 3:** Select the type of post-commitment change from the drop-down menu. Then click **Save & Continue**.



**Post-Commitment Change Request**

Start FCC Form Selection Supporting Documentation Signature

**Post-Commitment Change Request Details**

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

ex. SPIN Change

SPIN Change

**Substitutions**

Service Delivery Deadline Extension

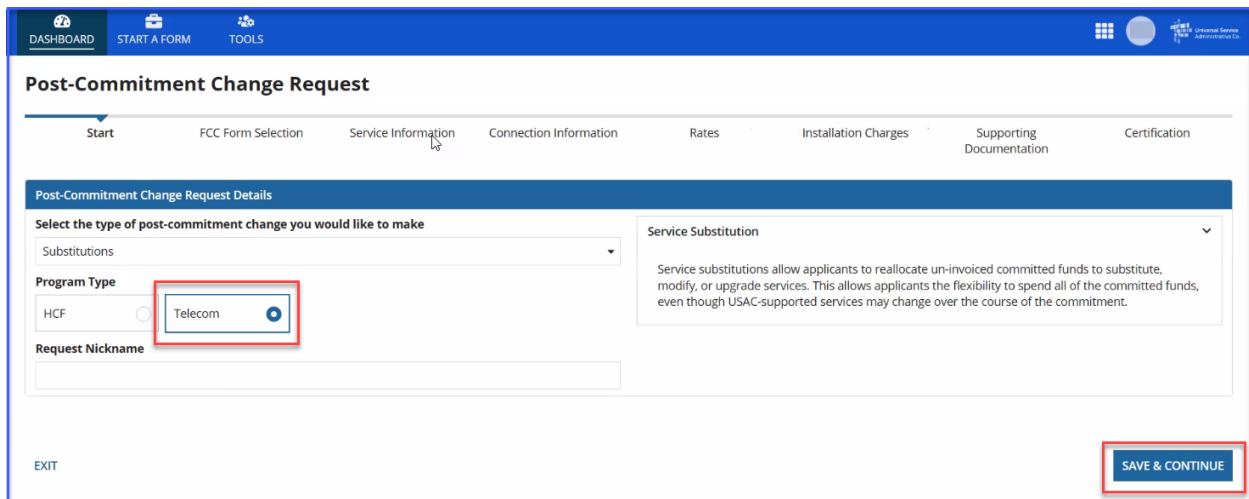
Invoice Filing Deadline Extension

EXIT

**SAVE & CONTINUE**

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**Step 4:** Select the **Program Type**, then click **Save & Continue**.



**Post-Commitment Change Request**

Start FCC Form Selection Service Information Connection Information Rates Installation Charges Supporting Documentation Certification

**Post-Commitment Change Request Details**

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

Substitutions

**Program Type**

HCF

**Telecom**

Request Nickname

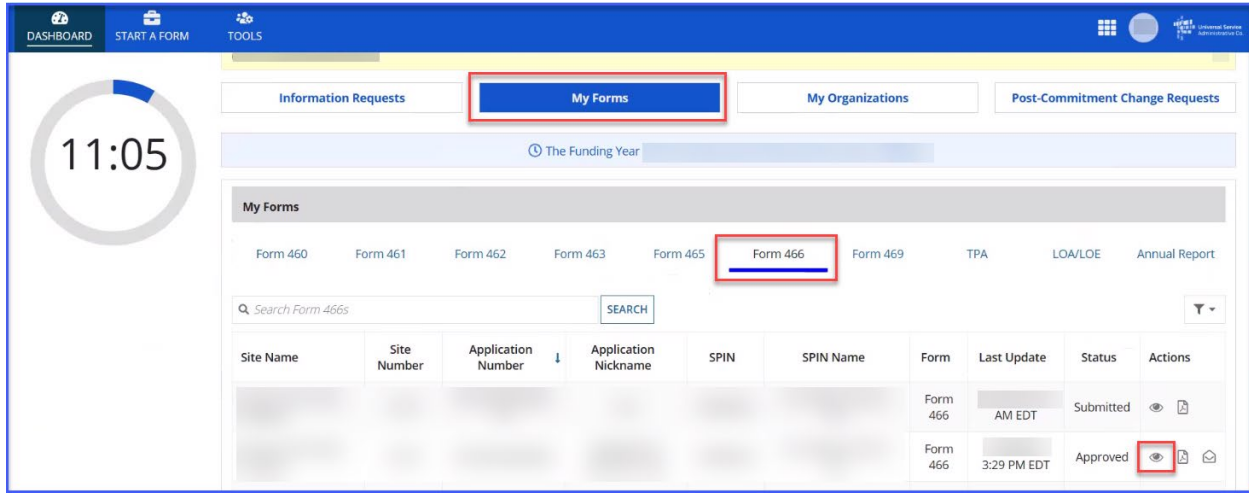
**Service Substitution**

Service substitutions allow applicants to reallocate un-invoiced committed funds to substitute, modify, or upgrade services. This allows applicants the flexibility to spend all of the committed funds, even though USAC-supported services may change over the course of the commitment.

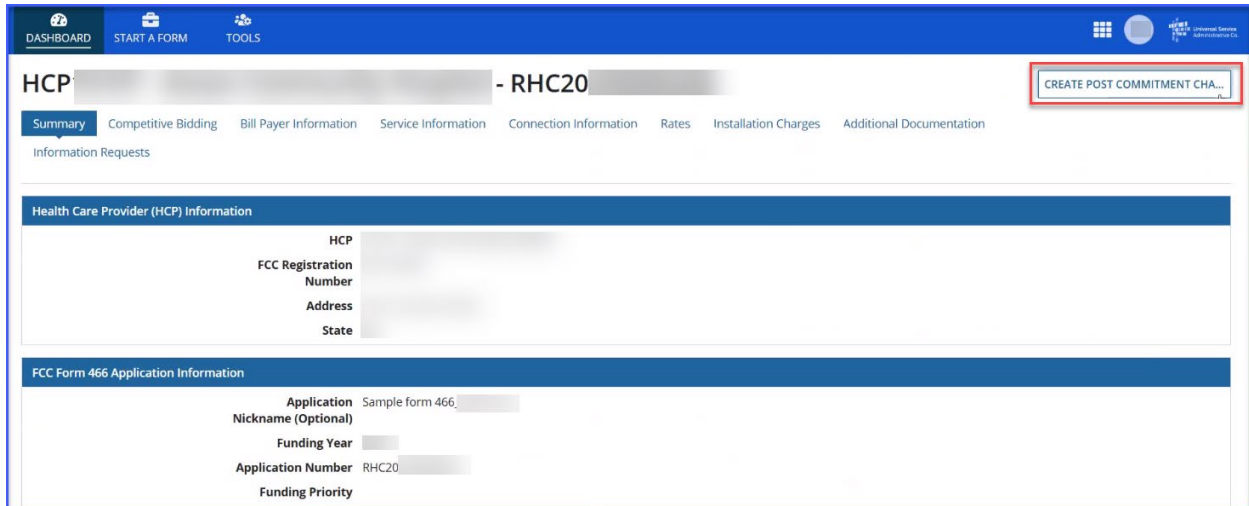
EXIT

**SAVE & CONTINUE**

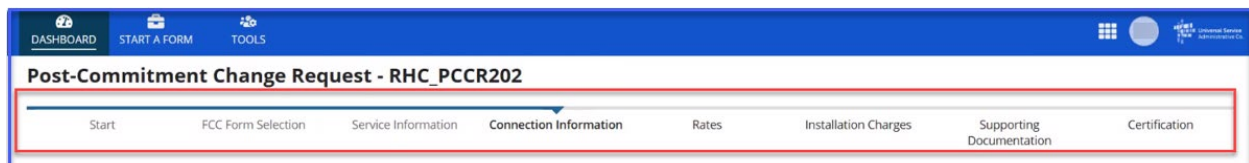
**Step 5:** To submit a service substitution directly through an FCC Form 466, navigate to the **My Forms** tab and click the **Form 466** hyperlink. Choose the FCC Form 466 and click the “eye” icon under the **Actions** column.



**Step 6:** On the **Summary** page, click the **Create Post-Commitment Change Request** button, then click **Save & Continue**.



**Step 7:** Complete information in each section of the service substitution. Each section is the same as a new FCC Form 466.



**Step 8:** On the **Start** page, enter a **Request Nickname**, then click **Save & Continue**.

**Post-Commitment Change Request**

Start **FCC Form Selection** Service Information Connection Information Rates Installation Charges Supporting Documentation Certification

**Post-Commitment Change Request Details**

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

Substitutions

Program Type

HCP ☐ Telecom ☒

Request Nickname

Service Substitution

Service substitutions allow applicants to reallocate un-invoiced committed funds to substitute, modify, or upgrade services. This allows applicants the flexibility to spend all of the committed funds, even though USAC-supported services may change over the course of the commitment.

EXIT **SAVE & CONTINUE**

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**Step 9:** On the **FCC Form Selection** page, select an **Available FCC Form 466 Application**. If you began the substitution directly through an FCC Form 466, the system will default to that **FCC Form 466 Application Number**, however, another available application may be chosen. The **Selected FCC Form 466 Application** is displayed on the right.

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

Start **FCC Form Selection** Service Information Connection Information Rates Installation Charges Supporting Documentation Certification

**Available FCC Form 466 Applications**

Select one previously approved FCC Form 466 to update through substitution.

Search Search Form 466s

SEARCH

Selected FCC Form 466 Application

RHC20

Form 466 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year
RHC20					
RHC20					

**Step 10:** Messages in red will appear if the selected FCC Form 466 is not eligible for a substitution.

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

Start **FCC Form Selection** Service Information Connection Information Rates Installation Charges Supporting Documentation Certification

**Available FCC Form 466 Applications**

Select one previously approved FCC Form 466 to update through substitution.

Search Search Form 466s

SEARCH

Selected FCC Form 466 Application

RHC20

Form 466 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year
RHC20					

FCC Form 466 Application Number RHC20 is not eligible for a Substitution request because there is a linked Post Commitment Change Request awaiting review by USAC.

FCC Form 466 Application Number RHC20 is not eligible for a Substitution request because the application has multiple connections.

FCC Form 466 Application Number RHC20 is not eligible for a Substitution request because the Service Delivery Deadline has passed.

FCC Form 466 Application Number RHC20 is not eligible for a Substitution request because there are no funds remaining to invoice.

FCC Form 466 Application Number RHC20 is not eligible for a Substitution request because an invoice has been submitted and is under review.

**Step 11:** Answer **Yes** or **No** to the **Qualifying Questions**. If **Yes**, provide requested optional information, if possible.

### Qualifying Questions

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

☒ Yes  
☐ No

Where can we find this language? (optional)

0/3000

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)

Based on your answers, you may request a substitution.

**Step 12:** Answer **Yes** or **No** to the question “Will this substitution request replace the entire commitment?” Enter new dates in fields shown.

Will this substitution request replace the entire commitment?

☐ Yes - This substitution request replaces the entire funding commitment  
☒ No - This substitution request will replace some of the dates from the original funding commitment

#### Original Funding Request - Updated Dates

Please Provide the new funding start and end dates of the original funding request, excluding the dates of the substitution.

Funding Start Date (Original Funding Request)	Funding End Date (Original Funding Request)
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

#### Substitution Request Dates

Please Provide the start and end dates for the requested substitution.

Funding Start Date (Substitution Request)	Funding End Date (Substitution Request)
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

**Will this substitution request replace the entire commitment?**

☒ Yes - This substitution request replaces the entire funding commitment

☐ No - This substitution request will replace some of the dates from the original funding commitment

**Substitution Request Dates**

Please Provide the start and end dates for the requested substitution.

Funding Start Date (Substitution Request)	Funding End Date (Substitution Request)
mm/dd/yyyy	mm/dd/yyyy

**BACK** **EXIT**

If you enter incorrect dates, error messages will appear asking you to make correction before proceeding. Correct the dates, then click **Save & Continue**.

**Will this substitution request replace the entire commitment?**

☒ Yes - This substitution request replaces the entire funding commitment

☐ No - This substitution request will replace some of the dates from the original funding commitment

**Substitution Request Dates**

Please Provide the start and end dates for the requested substitution.

Funding Start Date (Substitution Request)	Funding End Date (Substitution Request)
05/01/20	04/30/20

The Start Date cannot be later than the Funding End Date.

The End Date cannot be earlier than the Funding Start Date.

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

**Step 13:** On the **Service Information** page, fields are editable to allow for any corrections e.g., **Service Category**, **Service Type**, and **Number of Lines** for voice services. Cost allocation may be changed by entering the **Percent eligible for support** and uploading the cost-allocation document. Once changes/corrections are made, click **Save & Continue**.

Start FCC Form Selection **Service Information** Connection Information Rates Installation Charges Supporting Documentation Certification

**Service Information**

Service Category	Service Type	Number of Lines
Voice	Central Office Trunk (COT)	78

Is entire expense eligible for support ☒ Yes ☐ No

**Percent eligible for support**  
80

**Explanation**  
test

**Uploaded documents**

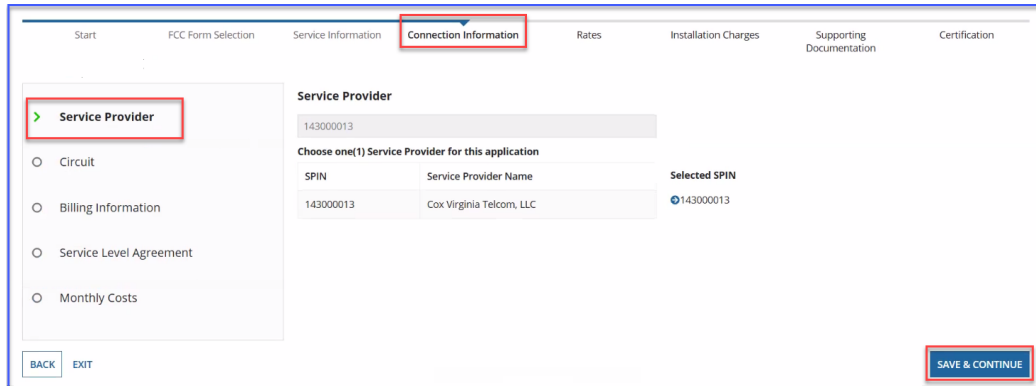
Document name
RMI-7801 Unit Testing

Are you a Mobile Rural health care provider?  
☐ Yes ☒ No

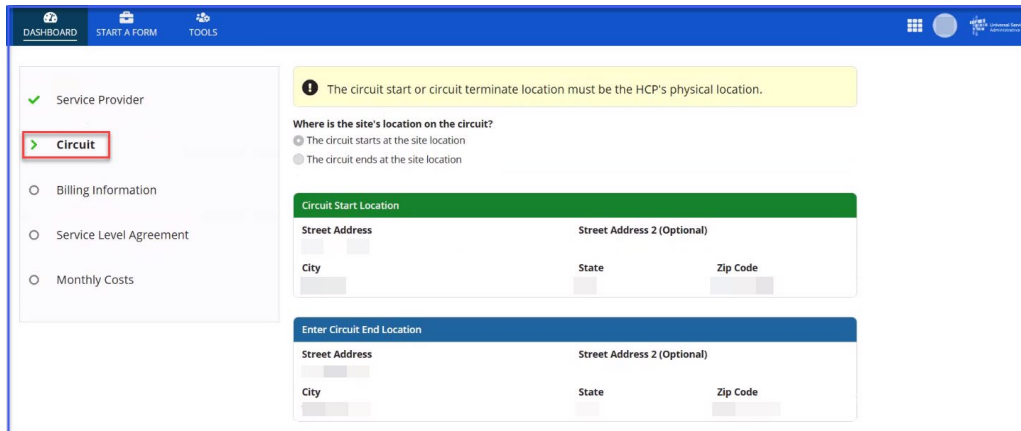
**SAVE & CONTINUE**



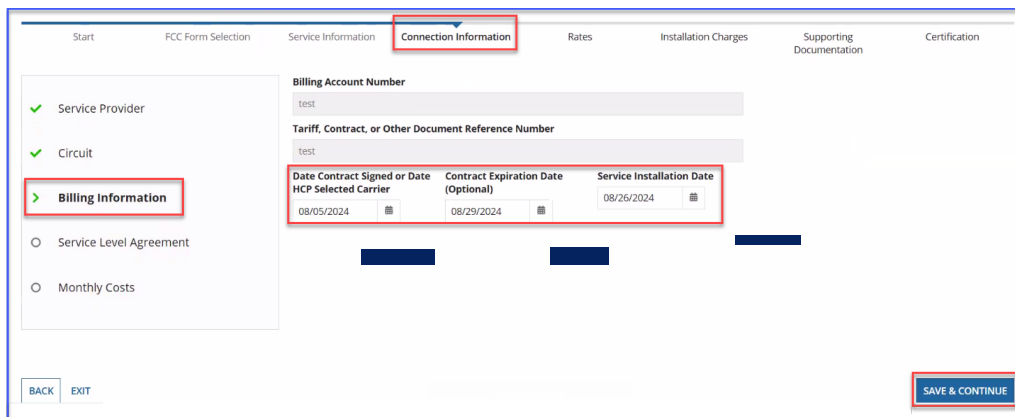
**Step 14:** On the **Connection Information** page under **Service Provider**, **Service Provider** is prepopulated with information from the original FCC Form 466. Click **Save & Continue**.



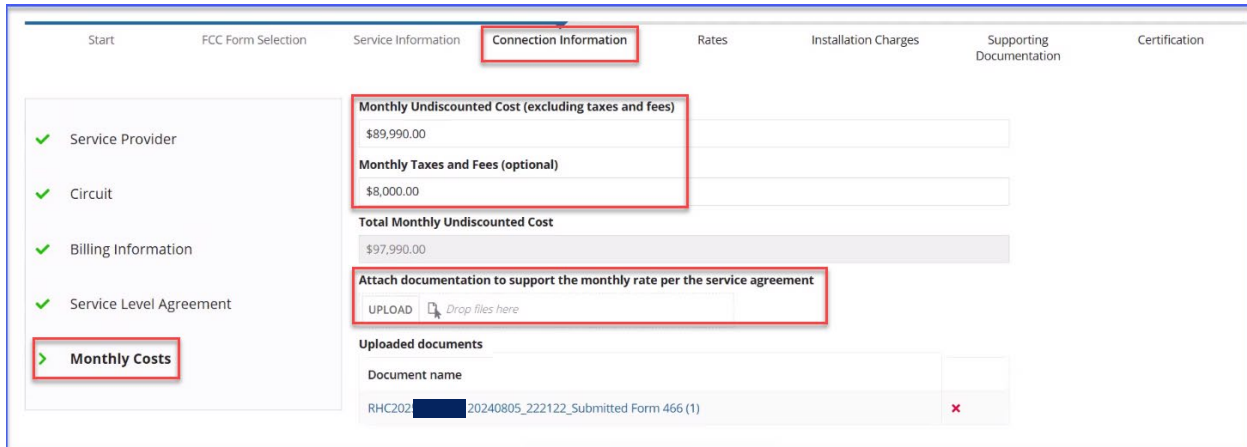
**Step 15:** On the **Connection Information** page under **Circuit**, Circuit information is prepopulated with information from the original FCC Form 466. Click **Save & Continue**.



**Step 16:** On the **Connection Information** page under **Billing Information**, make changes to the dates if needed. All dates are editable. Click **Save and Continue**.



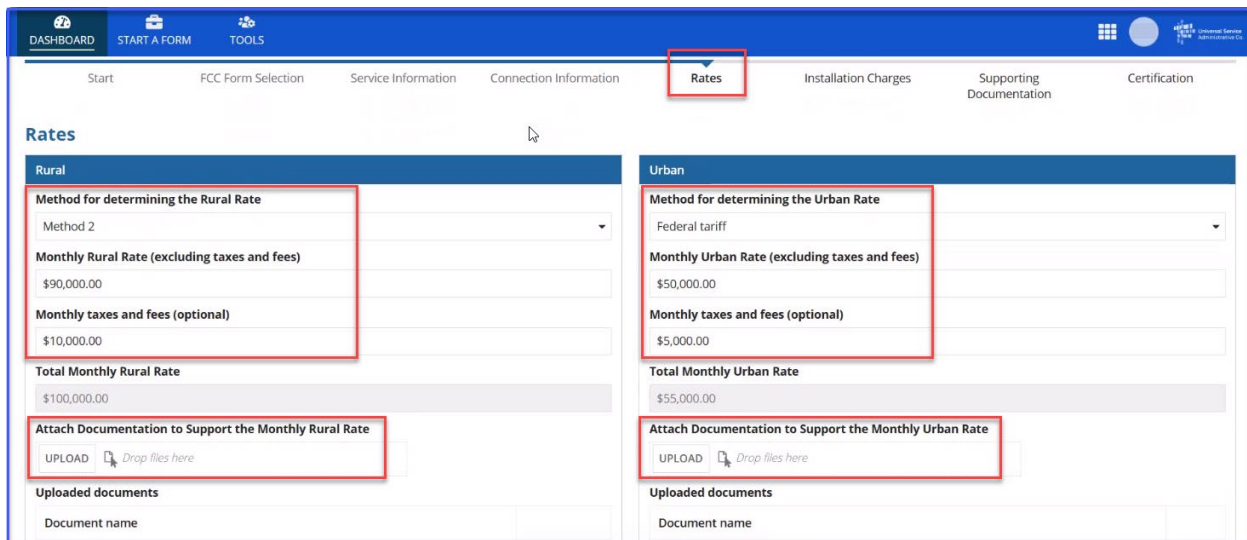
**Step 17:** On the **Connection Information** page under **Monthly Costs**, enter **Monthly Undiscounted Cost** and **Monthly Taxes and Fees**. Upload document to support the monthly costs, then click **Save & Continue**.



The screenshot shows the 'Connection Information' tab in the FCC Form Selection process. The 'Monthly Costs' section is highlighted with a red box. It contains the following fields:

- Monthly Undiscounted Cost (excluding taxes and fees)**: \$89,990.00
- Monthly Taxes and Fees (optional)**: \$8,000.00
- Total Monthly Undiscounted Cost**: \$97,990.00
- Attach documentation to support the monthly rate per the service agreement**: A red box highlights the 'UPLOAD' button and the 'Drop files here' text.
- Uploaded documents**: A table with one entry: 'RHC2024-0805-222122\_Submitted Form 466 (1)' with a red 'x' icon.

**Step 18:** On the **Rates** page, select the **Method for determining the Rural Rate** and the **Method for determining the Urban Rate**. Upload the documents, then click **Save & Continue**.



The screenshot shows the 'Rates' tab in the FCC Form Selection process. It is divided into two sections: 'Rural' and 'Urban'. Each section has a red box highlighting the 'Method for determining the [Rate]' dropdown menu and the 'Attach Documentation to Support the Monthly [Rate]' upload area.

**Rural Section:**

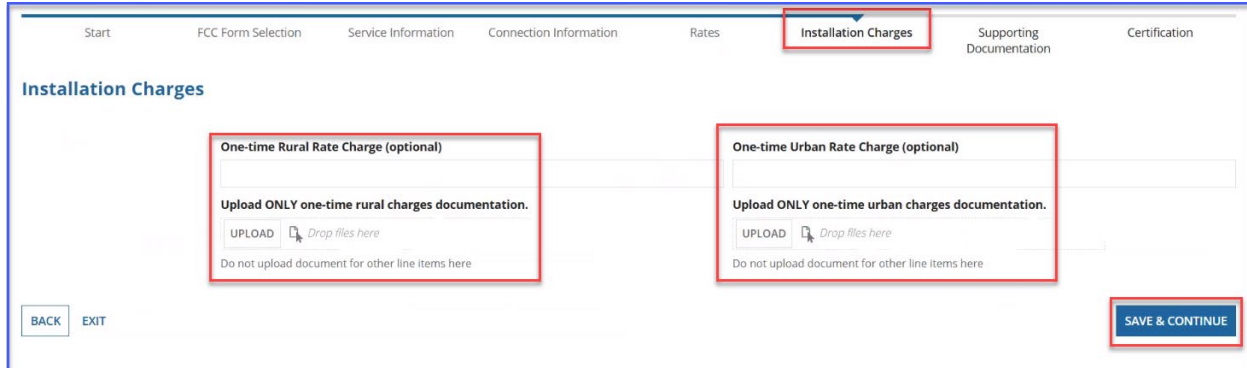
- Method for determining the Rural Rate**: Method 2
- Monthly Rural Rate (excluding taxes and fees)**: \$90,000.00
- Monthly taxes and fees (optional)**: \$10,000.00
- Total Monthly Rural Rate**: \$100,000.00
- Attach Documentation to Support the Monthly Rural Rate**: A red box highlights the 'UPLOAD' button and the 'Drop files here' text.

**Urban Section:**

- Method for determining the Urban Rate**: Federal tariff
- Monthly Urban Rate (excluding taxes and fees)**: \$50,000.00
- Monthly taxes and fees (optional)**: \$5,000.00
- Total Monthly Urban Rate**: \$55,000.00
- Attach Documentation to Support the Monthly Urban Rate**: A red box highlights the 'UPLOAD' button and the 'Drop files here' text.

**Step 19:** On the **Installation Charges** page, enter the **One-time Rural Rate Charge** and **One-time Urban Rate Charge**, if applicable. Upload the documentation, then click **Save & Continue**.






Start FCC Form Selection Service Information Connection Information Rates **Installation Charges** Supporting Documentation Certification

### Installation Charges

**One-time Rural Rate Charge (optional)**


Upload ONLY one-time rural charges documentation.

UPLOAD  Drop files here

Do not upload document for other line items here

**One-time Urban Rate Charge (optional)**

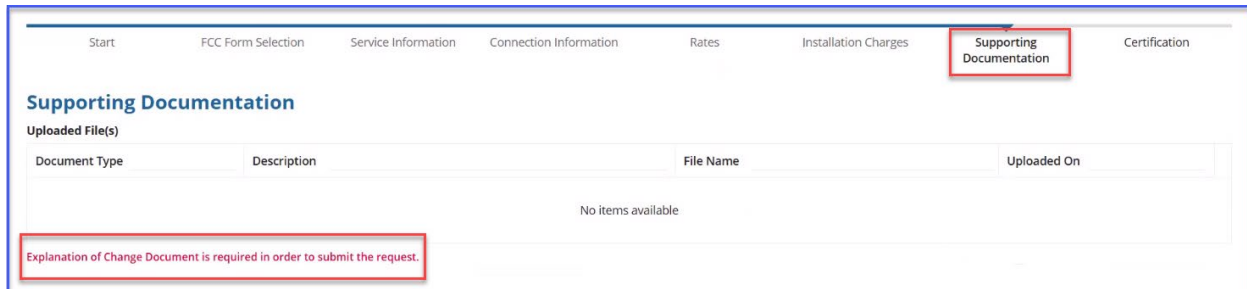
Upload ONLY one-time urban charges documentation.

UPLOAD  Drop files here

Do not upload document for other line items here

BACK EXIT **SAVE & CONTINUE**

**Step 20:** On the **Supporting Documentation** page, an explanation of the requested change document is required. Upload document and select **Document Type** from the drop-down menu. Once all supporting documentation is added, click **Save & Continue**.



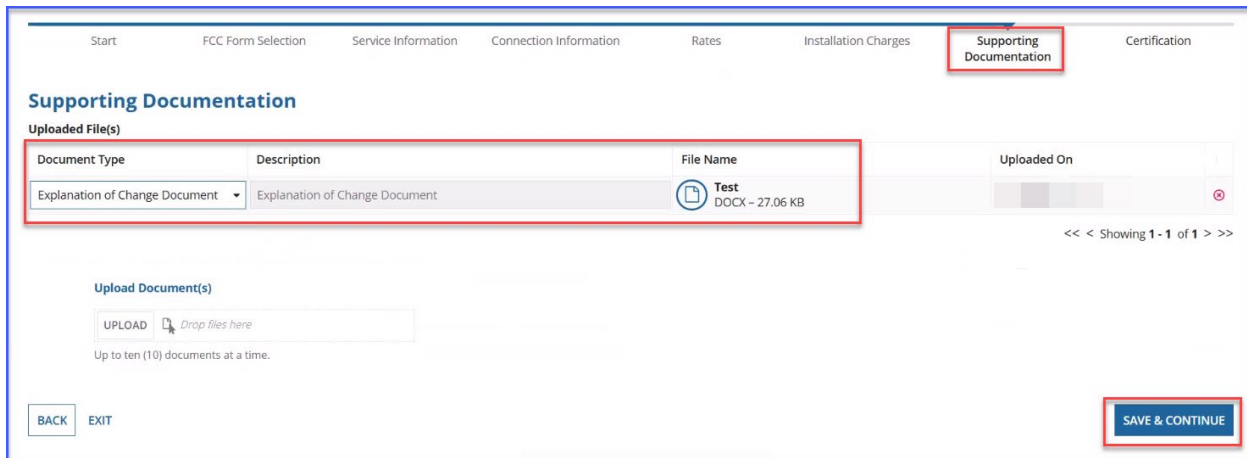
Start FCC Form Selection Service Information Connection Information Rates Installation Charges **Supporting Documentation** Certification

### Supporting Documentation

Uploaded File(s)

Document Type	Description	File Name	Uploaded On
No items available			


Explanation of Change Document is required in order to submit the request.



Start FCC Form Selection Service Information Connection Information Rates Installation Charges **Supporting Documentation** Certification


### Supporting Documentation

Uploaded File(s)

Document Type	Description	File Name	Uploaded On
Explanation of Change Document	Explanation of Change Document	 Test DOCX - 27.06 KB	

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

Upload Document(s)

UPLOAD  Drop files here

Up to ten (10) documents at a time.

BACK EXIT **SAVE & CONTINUE**

**Step 21:** Read and click all **Certifications**. Sign your full name as it appears in RHC Connect in the **Digital Signature** field, then click **Submit**.

**Certification & Signature**

☐ I certify under penalty of perjury that the above-named entity has considered all bids received and selected the most cost-effective method of providing the requested service or services. "Cost-effective" is defined in 47 CFR § 54.622(c) of the Commission's rules 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 services.

☐ I certify under penalty of perjury that the applicant that I am representing satisfies all of the requirements under section 254 of the Act and applicable Commission rules and understand that any letter from USAC that erroneously commits funds for the benefit of the applicant may be subject to rescission.

☐ I hereby certify under penalty of perjury that the applicant will retain all documentation associated with the application, including all bids, contracts, scoring matrices, and other information associated with the competitive bidding process, and all billing records for services received, for a period of at least five years.

☐ I certify under penalty of perjury that I am authorized to submit this request on behalf of the named billed entity and applicant.

☐ 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 I have reviewed all applicable rules and requirements for the RHC Program and will comply with those rules and requirements.

☐ I certify under penalty of perjury that the applicant 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 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 I have examined this form and all attachments and that to the best of my knowledge, information, and belief, all statements of fact contained herein are true.

☐ I certify under penalty of perjury that the consultants or third parties the applicant has hired do not have an ownership interest, sales commission arrangement, or other financial stake in the service provider 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.

☐ I certify under penalty of perjury that the rural rate provided on this form does not exceed the appropriate rural rate determined by USAC.

Certifier's Full Name

Digital Signature

**Step 22:** Confirmation of submission will appear in the green banner with a **Summary** of the substitution below. Download a PDF copy of the original FCC Form 466 and the new FCC Form 466 by clicking hyperlinks. Click on **Back to Dashboard** button or **Dashboard** hyperlink in green banner.

**Post-Commitment Change Request - RHC\_PCCR202** [BACK TO DASHBOARD](#)

✓ Your **Post-Commitment Change Request RHC\_PCCR202** has been successfully submitted. You can view the application on your [Dashboard](#).

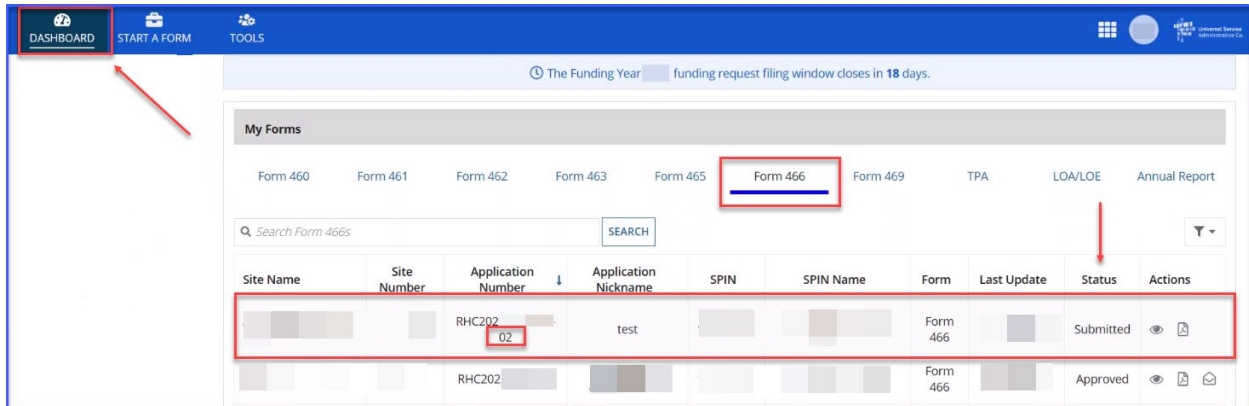
**Summary**

Request Summary		Status
<b>Request Number</b>	RHC_PCCR202	<b>Submitted</b>
<b>Request Nickname</b>	test	<b>Request Type</b>
		Substitutions
<b>Generated FCC Form 466 Application</b>	RHC202 <a href="#">View</a>	<b>Submitted By</b>
<b>Selected FCC Form 466 Application</b>	RHC202 <a href="#">View</a>	<b>Submitted On</b>

**Supporting Documentation**

Document Type	Description	File(s)
Explanation of Change Document	Explanation of Change Document	<a href="#">Test</a>

**Step 23:** Submitted substitution will appear as "version 02" on the RHC Connect Dashboard under the **Form 466** section. Substitutions will also appear in the **Post-Commitment Change Requests** section.



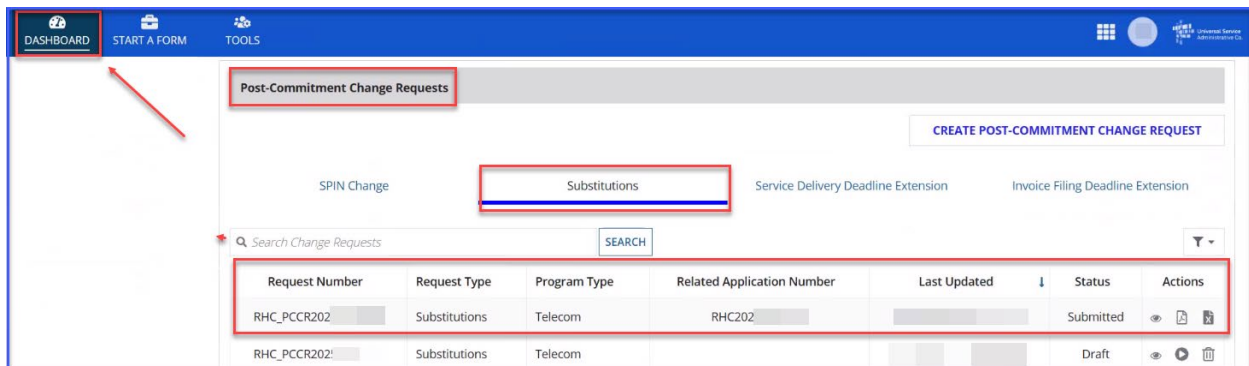
The Funding Year  funding request filing window closes in 18 days.

**My Forms**

Form 460 Form 461 Form 462 Form 463 Form 465 **Form 466** Form 469 TPA LOA/LOE Annual Report

Search Form 466s

Site Name	Site Number	Application Number	Application Nickname	SPIN	SPIN Name	Form	Last Update	Status	Actions
		RHC20202	test			Form 466		Submitted	
		RHC202				Form 466		Approved	



**Post-Commitment Change Requests**

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

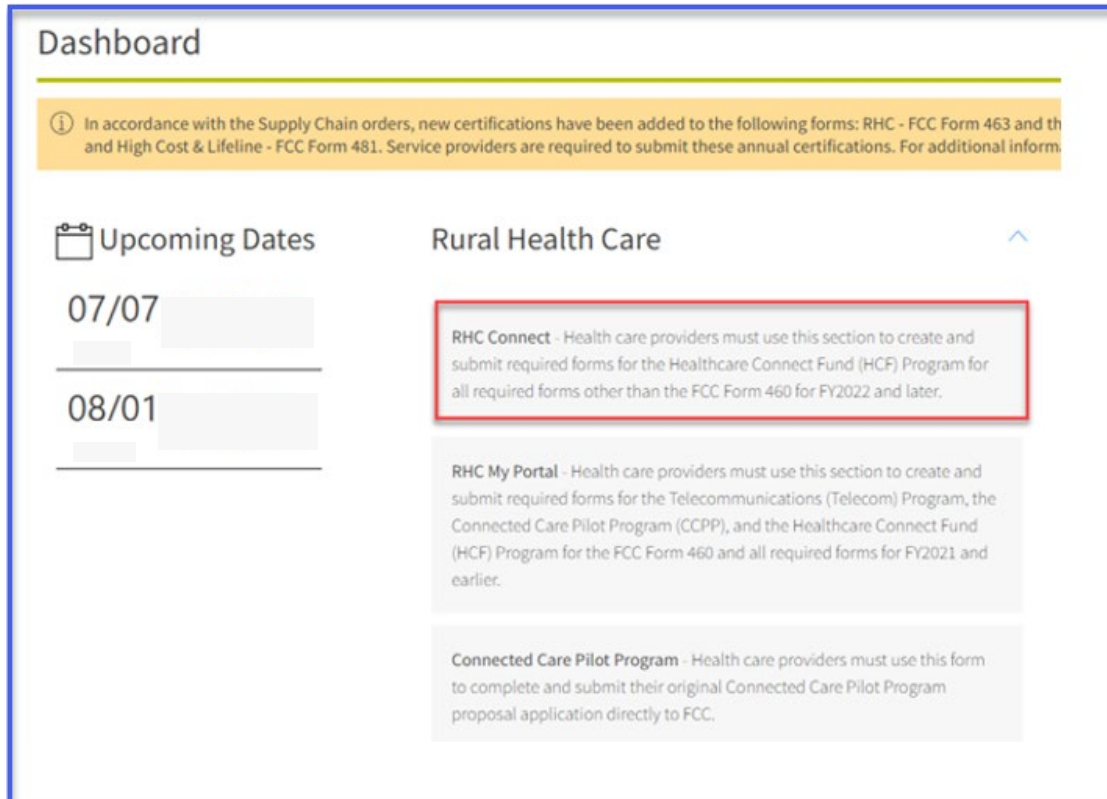
Search Change Requests

Request Number	Request Type	Program Type	Related Application Number	Last Updated	Status	Actions
RHC_PCCR202	Substitutions	Telecom	RHC202		Submitted	
RHC_PCCR202	Substitutions	Telecom			Draft	

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

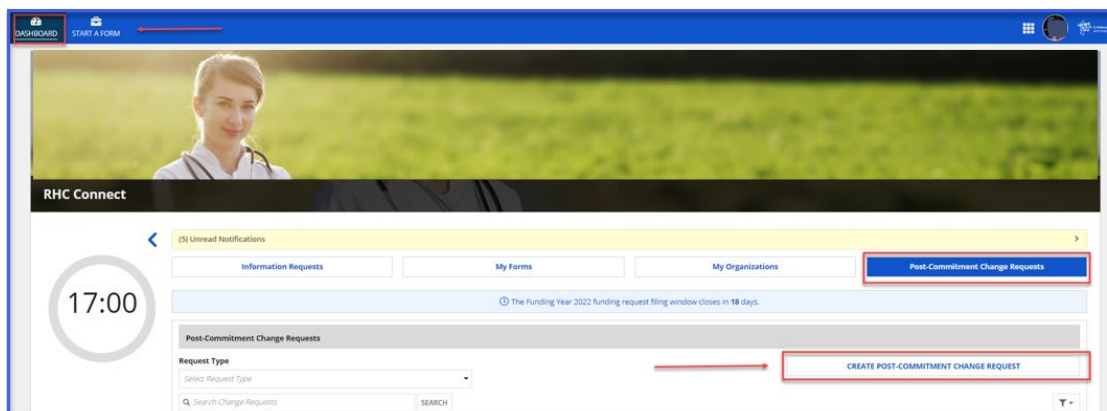
## RHC Connect Walkthrough – Invoice Filing Deadline Extension Request

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



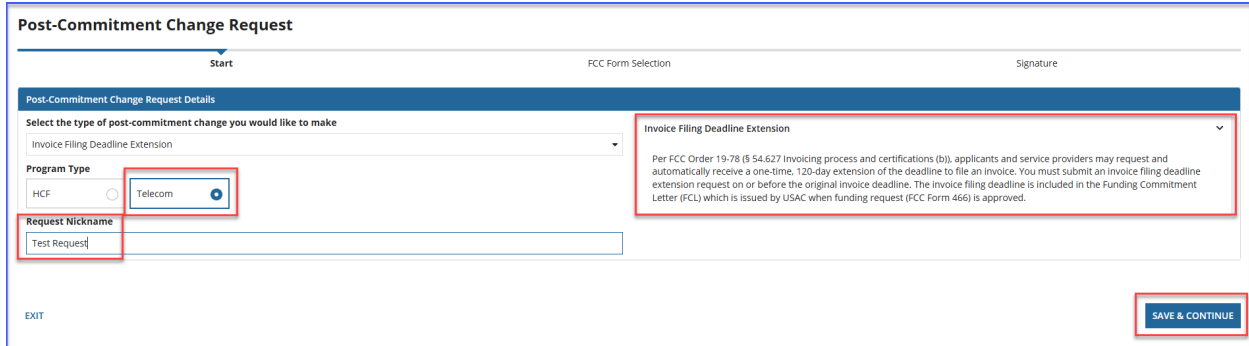
The screenshot shows the 'Dashboard' for RHC Connect. At the top, a yellow banner contains an information icon and text: 'In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, click here.' Below the banner, on the left, is a section titled 'Upcoming Dates' with a calendar icon, showing dates 07/07 and 08/01. On the right, the 'Rural Health Care' section is highlighted with a red box. It contains three sub-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. At the top, there's a navigation bar with 'DASHBOARD' and 'START A FORM'. Below this is a banner image of a healthcare worker. The main content area has a sidebar with a clock showing 17:00 and a navigation menu with 'Information Requests', 'My Forms', 'My Organizations', and 'Post-Commitment Change Requests' (highlighted with a red box). The 'Post-Commitment Change Requests' section is active, showing a 'Request Type' dropdown menu and a 'CREATE POST-COMMITMENT CHANGE REQUEST' button (highlighted with a red box). A red arrow points from the button to the 'Request Type' dropdown. A search bar is also visible at the bottom.

**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 Selection Signature

**Post-Commitment Change Request Details**

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

Invoice Filing Deadline Extension

**Program Type**

HCF ☐ Telecom ☒

**Request Nickname**

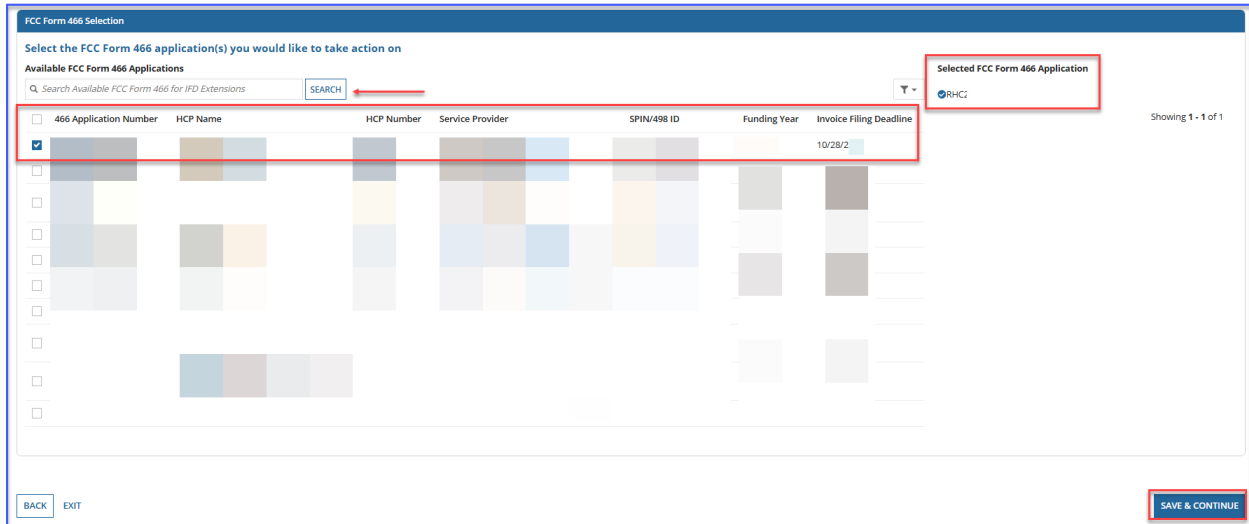
Test Request

**Invoice Filing Deadline Extension**

Per FCC Order 19-78 (§ 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 466) is approved.

EXIT **SAVE & CONTINUE**

**Step 4:** Search by FCC Form 466 application number or simply select the FCC Form 466 application(s) from the list displayed. The selected FCC Form 466 application(s) will be displayed on the right side of the screen. Once selected, click **Save & Continue**.



**FCC Form 466 Selection**

Select the FCC Form 466 application(s) you would like to take action on

Available FCC Form 466 Applications

Q Search Available FCC Form 466 for IFD Extensions **SEARCH**

466 Application Number	HCP Name	HCP Number	Service Provider	SPIN/498 ID	Funding Year	Invoice Filing Deadline
<input checked="" type="checkbox"/>						10/28/2
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

**Selected FCC Form 466 Application**

RHC

Showing 1 - 1 of 1

**BACK** EXIT **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\_PCCR**

Start FCC Form Selection Signature

---

**Request Summary**

**Request Number**  
RHC\_PCCR

**Request Nickname**  
Test Request

**Selected FCC Form 466 Application**  
RHC

**Request Type**  
Invoice Filing Deadline Extension

**Number of Requests**  
1

---

**Certification & 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**

**Date**

**Digital Signature**

BACK EXIT **SUBMIT REQUEST**

Approved by OMB 3060-0804

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

**Post-Commitment Change Request Submission Confirmation** BACK TO DASHBOARD

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

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**Post-Commitment Change Request Details**

Request Number	Request Type	Submitted On
RHC_PCCR	Invoice Filing Deadline Extension	
Request Nickname	Submitted By	
Test Request		
Selected FCC Form 466 Application	Number of Requests	
	1	

---

**Invoice Filing Deadline Extension Request**

**Current Invoice Filing Deadline**  
10/28/2

**New Projected Invoice Filing Deadline**  
2/25/2

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

## Frequently Asked Questions

### **What changes were made to RHC Connect?**

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

### **Did the 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 single 120-day extension to the invoice filing deadline. Telecom Program applicants may now submit service substitutions in RHC Connect

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

Applicants who participate in the HCF Program began submitting FCC Forms 462 in RHC Connect in FY2022. Telecom Program began submitting the FCC Form 466 in RHC Connect in FY2024.

### **Can I still make updates or changes to my FCC Forms 460 in My Portal?**

No, all account holder information and user management is now submitted in RHC Connect. Please be sure all account holder information and authorizations are accurate and up to date in RHC Connect.

## 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 Customer Service Center at (800) 453-1546 from 8 a.m. – 8 p.m. ET Monday through Friday for assistance. Use the [RHC Customer Service Center Tip Sheet](#) to learn about what the RHC Customer Service Center can a