Telecommunications (Telecom) Program

FCC Form 469 Guide

How to submit the FCC Form 469 (Invoice and Request for Disbursement) as a health care provider (HCP). Please note that invoicing is a joint process between you and your service provider. The service provider will complete the FCC Form 469 and submit it to USAC. The health care provider (HCP) will receive an email directing them to RHC Connect to review the FCC Form 469. The HCP will then review, certify, and submit the form to USAC for review. NOTE: The FCC Form 469 is not considered submitted to USAC until the HCP reviews, certifies, and submits the form to USAC.

Summary Tab

- **SPIN/498 ID** is the SPIN used on the FCC Form 466 is displayed in the SPIN/498 ID field
- **Vendor Name** is prepopulated with the Vendor Name associated with the above SPIN/498 ID.

Invoice Items Tab

This section is pre-populated based on information provided by the service provider and cannot be edited by the HCP. Columns include:

- **FCC Form 466 Application Number** displays all FCC Forms 466 approved for your SPIN/498 ID.
- **HCP Number and HCP Name** is the HCP associated with the approved FCC Form 466.
- **Service Category** will reflect Voice or Data services.
- **Service Type** is the type of service under the category of Voice or Data that was approved on the FCC Form 466.
- **Bandwidth (Download/Upload)** is the bandwidth for the service that was approved in the FCC Form 466.
- **Number of Voice Lines** is the number of lines that were approved in the FCC Form 466.
- **Monthly Rural Rate** is the rural rate for the approved FCC Form 466 that was reviewed and approved by USAC and is compliant with Telecom Program rules (see the Submit Funding Requests webpage for more information about urban and rural rates).
- **Monthly Urban Rate** is the urban rate for the approved FCC Form 466 that was reviewed and approved by USAC and is compliant with Telecom Program rules (see the Submit Funding Requests webpage for more information about urban and rural rates).
- **Recurring Amount Remaining to Invoice** is that balance of invoiced funds remaining on the FCC Form 466 for recurring services.
- **Non-Recurring Amount Remaining to Invoice** is that balance of invoiced funds remaining on the FCC Form 466 for non-recurring services.
- **Today's Potential Reimbursement** is the amount requested in the FCC Form 469 based on cost of service, rural and urban rate calculations, and the period being invoiced for.
- **Total Cost Invoiced** is the total amount being invoiced.
- **Status** refers to the status of the FCC Form 466 in the table.
    - **Not Available** means one of the following
        - The FCC Form 466 is on another submitted FCC Form 469.
        - The FCC Form 466 is on a draft FCC Form 469 in the system.
        - All funds have been invoiced and disbursed.
    - **Ready** means that the FCC Form 466 may be added to the invoice.

Supporting Documentation Tab

- Service providers and/or HCPs may upload supporting documentation.
- HCPs may upload documents in the **General Comment** tab.
- Uploading **supporting documentation** is optional. Applicants and/or service providers may, if they so choose, upload and submit supporting documentation including, but not limited to, a copy of the bill(s) for the line item(s) being submitted on this FCC Form 469.

Declaration of Assistance

- Service providers are required to disclose any third parties were involved during the competitive bidding process.
- If the service provider answered **Yes** to the question about third-party assistance, the information about the third party will be displayed on the **Declaration of Assistance** screen.

Click **Return or Finalize**. To return to the service provider, leave a comment or a correction request by clicking the hyperlink titled **General Comment/Correction Request**. If there are no corrections needed, proceed to certify and submitting the FCC Form 469.

Certifications

- Certifications are required fields. **All certifications must be checked**.
- **Certifier's Full Name and Date** are prepopulated fields.
- To electronically sign and submit the form, enter your name as it appears in RHC Connect in the **Digital Signature** field, and then click the **Certify & Submit** button to submit the form to USAC.