

Rural Health Care (RHC) Program

Telecommunications (Telecom) Program

FCC Form 469 Guide

How to submit the FCC Form 469 (Invoice and Request for Disbursement) as a service provider. Please note that invoicing is a joint process between the service provider and the health care provider (HCP). The service provide 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.

Start Page

- **SPIN/498 ID** is a drop-down menu where you select from SPIN/498 IDs you are authorized to view.
- **Vendor Name** is prepopulated with the Vendor Name associated with the above SPIN/498 ID.

Invoice Items Page

This section allows a service provider to select which funding request they want included in this FCC Form 469. Service providers may include multiple FCC Form 466 Application Numbers and multiple HCPs on a single FCC Form 469. 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.

Once an FCC Form 466 is selected, the following editable fields are displayed for **Recurring Expense Types**:



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- **Service Start Date** is a required field. The date will pre-populate for service providers that already have an approved invoice for the FCC Form 466. If the information is not prepopulated, use the drop down calendar to enter the actual date the broadband service was started.
 - Note: If the date is after the **Funding Start Date**, as found on the funding commitment letter (FCL), a pop-up will appear warning the service provider that if the FCC Form 469 is submitted with the date selected, they will not be able to change to an earlier date. This will result in a lower commitment amount. The service provider will not be able to invoice for dates before the date entered in this field, even on future invoices.
- **Billing Period Start Date** is a required field. Use the drop down calendar to enter the first date of the billing period for this invoice.
 - Note: A service provider may only select dates that are on an approved FCL. Payment cannot be requested for future service dates and should only be selected for services already rendered.
- **Billing Period End Date** is a required field. Use the drop down calendar to enter the last date of the billing period for this invoice. The Billing Period End Date is the last date for which funding is being requested on this FCC Form 469.
 - Note: An applicant may only select dates that are on an approved FCL. Payment cannot be requested for future service dates and should only be selected for services already rendered.
- **Total Cost Invoiced** is the total monthly recurring cost being invoiced.
- **Today's Potential Recurring Reimbursement** is the discounted amount based on the rules for urban and rural rates.
 - Note: A warning message will be displayed if the amount entered is less than or equal to the Minimum Amount for Chosen Period.
- **Show Calculations for Recurring Expense Type** displays how the system is calculating the requested reimbursement.

Once an FCC Form 466 is selected, the following editable fields are displayed for **Non-Recurring Expense Types**:

- **Service Installation Date** is the date that the installation of the service actually occurred.
- **Billing Date** is the date that the installation cost was billed to the HCP
- **Total Cost Invoiced** is the amount that appears on the bill.
 - Note: The Total Cost Invoiced cannot exceed the approved amount that appears on the FCL.
- **Total Cost Invoiced** is the total non-recurring cost being invoiced.
- **Today's Potential Recurring Reimbursement** is the discounted amount based on the rules for urban and rural rates.
 - Note: A warning message will be displayed if the amount entered is less than or equal to the **Approved One-Time Urban Rate Charge** (as it appears on the FCC Form 466).
 - Note: service providers may only submit one FCC Form 469 for the total non-recurring cost.
- **Show Calculations for Non-Recurring Expense Type** displays how the system is calculating the requested reimbursement.

Voice Lines

- **Number of Voice Lines** is the actual number of voice lines being invoiced. Enter the correct number in the field.
 - Note: A message will appear if the value entered is less than the number of voice lines on the approved FCC Form 466. The system will not recalculate the cost so please ensure that the total cost invoiced is correct based on the number of voice lines.

Supporting Documentation Tab

- Uploading **supporting documentation** is optional. Applicants may, if they so choose, upload and submit supporting documentation including, but not limited to, a copy of the bill(s) for the service(s) being submitted on this FCC Form 469.



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- To upload supporting documentation, click **Upload** or the plus sign (+). Once a new document has been uploaded, the service provider should select the document type from the drop-down menu or select **Other** and provide a description in the **Description** box explaining what type of document they uploaded.

Declaration of Assistance

- Service providers are required to disclose any third parties were involved during the competitive bidding process.
- Answer the question about third party involvement.
- If **Yes** is clicked, the service provider will enter information about the third party.
- Once the information is saved, it will be displayed on the **Declaration of Assistance** screen.

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.

The HCP will get an auto-generated email directing them to RHC Connect to review and, if correct, certify and sign the FCC Form 469. If the HCP has found incorrect information in the FCC Form 469 during their review, the form will be returned to the service provider for corrections.