Rural Health Care Program

Eligibility

1. Determine Eligibility
   Must meet the three initial program criteria and make sure requested services are eligible

2. Develop Evaluation Criteria and Request Services
   Develop scoring criteria to evaluate bids and describe service needs (posted on USAC website)

3. Evaluate Bids and Select a Service Provider
   Choose the “most cost-effective” service provider

4. Submit Funding Request
   Provide information about services and selected service provider

5. Certify Connection
   Confirm service start and end dates

6. Invoice
   Initiate invoicing process and submit to service provider for review (HCF Program)

Determining Eligibility
Three criteria to determine eligibility
1. Status – Your site must be
   • Not for Profit
   • Public
2. Health Care Provider (HCP) Type:
   - HCF Program
   - Telecom Program
3. Rural Location
   • Telecom Program: HCP applicants must be located in an FCC-approved rural location to be considered rural.
   • HCF Program: Individual HCP applicants must be located in an FCC-approved rural location to be considered rural. Non-rural HCP applicants may apply as part of a majority-rural consortium.
   • Use the rural look-up tool on the USAC website.

Each HCP site or location is considered an individual HCP for purposes of calculating support under the RHC Program. Each site must thus demonstrate that by itself it is an eligible entity.

Eligibility Forms
• FCC Form 460 – HCF Program
• FCC Form 465 – Telecom Program

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Information Collected on the Eligibility Forms

- Site information
- Contact information
- Eligibility information
- Certifications and signatures
- Services requested (Telecom Program only)

Note: the FCC Forms 460 and 465 must be completed in a single session. You are unable to save a draft form and return to complete at a later time.

My Portal Access

- New applicants will not have access to My Portal (our online application management system) until your first form is approved.
- Go to the My Portal homepage and select “New Applicant” at the bottom to begin your form.

Tips for Consortia

- To apply as a consortium, an FCC Form 460 will need to be submitted for the consortium itself.
- Each participating HCP will also complete an FCC Form 460.
- The consortium will receive its own unique HCP number, separate from the individual sites participating in the consortium.

Account Holders

- USAC recommends having more than one account holder for your HCP(s).
- You can add secondary account holders when filing your FCC Form 460 or 465.
- In HCF, the Primary Account Holder can assign secondary and tertiary account holders in the “Account Holders” tab in My Portal.
- Note: tertiary account holders will need to provide an up to date Third Party Authorization (TPA) to be able to submit forms on behalf of an HCP.
- In Telecom, the primary account holder can add or remove account holders in the "My Account Settings" of My Portal.

Resources

- Subscribe to the RHC Program Monthly Newsletter
- Eligibility Best Practices Webinar and Slides
- RHC Program Rural Lookup Tool

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