

From: USAC Rural Health Care Program
To:
Subject: RHC Program News for December 2018
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Latest news from the RHC Program

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RHC Program News for December

Below is the latest news for December 2018, including FY2019 filing window dates, My Portal updates to HCF Program invoicing, and important reminders for FY2018.

FY2019 Filing Window Dates Announced!

The initial filing window period for [FY2019](#) is February 1 – May 31, 2019. This means that you must submit your funding requests (FCC Forms 462 and/or 466) between February 1 and 11:59 p.m. ET May 31, 2019 for funding consideration. We highly encourage you to submit your funding requests

as early as possible in the filing window period. You can begin the application process and submit all other application forms for FY2019 (FCC Forms 460, 461, or 465) before February 1.

If the total amount of qualifying funding requests received during the initial filing window period for FY2019 does not exceed available RHC Program funding, we will determine if there will be additional filing windows.

Update on FY2018

RHC has begun issuing decisions on FY2018 funding requests, and will continue to do so on a rolling basis. RHC will communicate any updates via the email addresses the applicant has submitted in My Portal. Due to demand for RHC Program funds, there will not be a second filing window period for FY2018. The RHC Program will not accept additional funding requests (FCC Forms 462 or 466) for FY2018. All qualifying single year funding requests with no upfront costs will be fully funded for FY2018 with no proration.

My Portal continues to accept Telecom Program FCC Form 467 (Connection Certification Form) and Healthcare Connect Fund (HCF) Program FCC Form 463 (Invoice and Request for Disbursement Form) for applicants approved for funding in FY2017.

HCF Program Invoicing Deadline Approaching

Please keep in mind that 11:59 p.m. ET December 31, 2018 is the last day to submit the FCC Form 463 to USAC if you had a funding commitment end date of June 30, 2018. Don't know when your HCF Program invoicing deadline is? Use the look-up tool on our website! Download the [Invoicing Deadline Spreadsheet](#).

Watch the latest HCF Program Invoicing Webinar! This webinar covered how to submit the FCC Form 463 for healthcare providers (HCPs) and service providers. Watch the webinar and download the slides [here](#). Watch our step-by-step invoicing guide video series. These videos go over the submission process of the FCC Form 463, and we highly recommend viewing them if you are submitting your FCC Form 463 for the first time or just simply need a refresher in anticipation of an upcoming deadline: [Individual HCPs](#), [Consortia](#).

FCC Form 461 Rollover for FY2019

This year's rollover functionality is a courtesy extended to HCF applicants who completed the Request for Services or FCC Form 461 process in FY2018 and would like to use the FY2018 approved FCC Form 461 in FY2019.

Those requesting the FY2018 FCC Form 461 rollover functionality must meet the following requirements:

- The FCC Form 461 must have been submitted for FY2018, and previously reviewed and approved by RHC in FY2018.
- The FY2018 FCC Form 461 and/or competitive bidding process must have complied with competitive bidding rules.

Applicants requesting the FCC Form 461 rollover understand that their FY2019 FCC Form 462 may be denied if the FY2018 FCC Form 461 and/or competitive bidding process is found to have been in violation of competitive bidding rules.

The rollover process will only be applied to the FCC Form 461, and not the FCC Form 462. Applicants must still submit a FY2019 FCC Form 462 if they wish to apply for HCF Program funding in FY2019.

How to submit your FCC Form 461 rollover request:

- Send email to: RHC-Assist@usac.org
- Subject line of email: FCC Form 461 Rollover Request App #

Include within the email body: HCP #, FCC Form 461 application #

- Once emailed, the rollover request may take 5-8 business days to review and process.
- If approved, your request will be confirmed via email from an RHC staff member.

Upcoming My Portal Updates for FY2017 Invoices (HCF Program)

A mid-December deployment will show true-up payments* in the "FCC Form 463" tab for HCPs and the "USAC Review" tab for service providers. For HCPs, true-up payments are indicated by an invoice number starting with "2017" with the date they were distributed in the "Last Edited" column. For service providers, the true-up invoice number begins with "2017" and in the "Vendor/Applicant Invoice Number" column, any true-up payments will read "True up + the original vendor invoice number." For screenshots and a verbal explanation, please watch our FY2017 Invoicing Best Practices [webinar](#).

*True-up payments were off-cycle payments issued when the FCC released their most recent RHC Program Order raising the cap for FY2017, which fully funded all previously pro-rated qualifying funding requests. The true-up payments covered the difference between payments already made and the adjusted amounts without the proration. True-up payments only applied to applicants who received a commitment for FY2017.

PQA Requests for Information Are Going Out

The 2018 Payment Quality Assurance (PQA) assessment program is underway. PQA is a program that assesses RHC Program payments made on invoices submitted during the past 12 months to verify that the payments were properly made – in other words, that all program rules were followed correctly when the payment was authorized and disbursed.

For disbursements made each month, a certain number of payments will be chosen, and applicants will be asked to provide specific documentation – for example, customer bills that support invoices submitted to USAC to verify that those payments were made correctly. It is important that you maintain proper documentation in order to be able to respond correctly and completely to PQA requests.

The email notifying applicants whose payments have been selected for PQA were sent in December from the domain name usac.i-sight.com. Please check your email and respond promptly if you receive an email request from USAC's PQA Program. Also check your spam folder or junk email folder to see if it contains an email from this domain. This will help expedite your review.

- Do not hesitate to contact your reviewer if you have questions. Contact information is provided in the email.
- Also, contact your PQA reviewer if you are unable to respond by the deadline.

Winter Training Series Dates Announced!

We highly recommend attending our upcoming online training series, specifically designed to prepare applicants for the FY2019 filing window. These trainings are filled with resources, useful information, best practices, what to expect from the USAC review process and more! Attending these trainings is the best way to prepare for the FY2019 filing window.

- **Request for Services Webinar:** Wednesday December 12, 2018 at 2 p.m. ET. Get ready for the start of the FY2019 filing window period by joining our Request for Services Best Practices webinar. We will focus on the FCC Forms 461 and 465 process and participants will be able to ask questions: [Register here](#).
- **Funding Request Webinar:** Date January 16, 2019 at 2:00 p.m. ET Join us to prepare for FY2019. This webinar will focus on the FCC Forms 462 and 466: [Register here](#).

Important Reminders

Program Eligibility Best Practices Webinar

On November 29, 2018, the RHC Program Team hosted an RHC Program Eligibility webinar. This webinar covered best practices for submitting the first form in the RHC Program process: the FCC Form 460 (for the HCF Program) and the FCC Form 465 (for the Telecom Program). The webinar recording and slides will be posted to our [Online Learning Library](#) soon!

Watch RHC 101

On September 26, 2018 the RHC Program Team hosted RHC 101: An Introduction to the RHC Program webinar. This webinar covered the basics of the program including eligibility requirements and how to get started. Were you unable to make it? The recording and slides are posted on our website [here](#).

What to Do if You Receive an Information Request

Applicants must upload all required documentation with the submission of their FCC Forms 462 or 466. FCC Forms submitted with incomplete or missing documentation will not be reviewed, and RHC reviewers will reach out to all account holders (the primary and all secondary and tertiary account holders associated with that HCP) with a request for additional information ("Information Request"). Information Requests are sent to collect any missing documentation, address deficiencies, or to ask clarifying questions about the FCC Form. If you receive an Information Request, you must respond to it within 14 calendar days. Once you respond, the RHC reviewers will work with you, to the extent they can, to ensure that they have all the necessary documentation to complete their review. Failure to respond within the 14 calendar day timeframe will result in an automatic denial, so be sure to meet that deadline!

LOA/TPAs Must Be Up to Date

In order to be considered eligible for funding in FY2018, [Letters of Agency](#) (LOA) and [Third Party Authorizations](#) (TPA) **must** be up to date through a minimum of FY2018. Be especially mindful if you are an HCP using a consultant, a consortium leader, or a consultant filing on behalf of a consortium leader. Before submitting a form, please check to ensure your authorization documents are up to date.

FCC Forms 462 and 466 submitted with expired LOAs or TPAs will result in applicants receiving Information Requests.

- Download a [Sample TPA](#) or [Sample LOA](#)
- For more information about submitting LOAs, please see the [submission guide](#)

Questions or Suggestions? Contact Us!

Suggestions for newsletter topic suggestions? Submit them to RHC-Assist@usac.org.

To unsubscribe, click "Manage Your Subscription" below.

RHC Program questions? Contact us [via email](#) or call (800) 453-1546.

Help Desk Hours are 8:00 a.m. - 8:00 p.m. ET

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