

**From:** USAC Rural Health Care Program  
**To:**  
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## RHC Program News for February 2019

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### **FY2019 Information**

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#### **FY2019 Filing Window Open Now!**

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 or 466) before 11:59 p.m. ET May 31, 2019 for consideration. Any funding requests submitted after this time will not be considered. We highly encourage you to submit your funding requests as soon as possible.

Prepare to submit your FY2019 Funding Request with these resources:

- January 2019 Funding Request Best Practices [Webinar and slides](#)
- [Funding Request Summary](#)
- [FY2019 Recommended Submission Dates](#)
- [Information for FY2018 and FY2019 Applicants](#)
- [Urban and Rural Rate Guide](#)

### **Submit Eligibility and FY2019 Request for Services Forms Now!**

Applicants applying for funding for FY2019 who are going through the competitive bidding process can submit their FCC Forms 460 and 461 (HCF Program) and FCC Form 465 (Telecom Program) now! Prepare to submit your forms with these resources:

Eligibility

- Webinar [Recording and Slides](#)
- Eligibility [Summary](#)

Request for Services

- Request for Services Best Practices Webinar [recording](#) and [slides](#)
- [RFP Checklist](#) (HCF Program only)
- [Network Plan Checklist](#) (HCF Program only)
- Search Posted Services tool: [HCF Program](#) and [Telecom Program](#)

### **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 the FCC's 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 the competitive bidding rules.

The rollover process will only be applied to the FCC Form 461, 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](mailto: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.

### **FY2018 and FY2017 Information**

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#### **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.

## Important Reminders

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### Register for RHC 102 - Wednesday, February 20 at 2:00 p.m. ET

Are you or a colleague interested in learning more about the RHC Program application process? On February 20, 2019 at 2:00 p.m. ET, we will be hosting a webinar called "RHC 102: Participating in the RHC Program." This webinar will cover the best practices for submitting forms and tips for the FY2019 filing window. [Register today!](#) You can watch the pre-cursor, "RHC 101: An Introduction to the Rural Health Care Program" webinar [here](#).

### What to Do if You Receive an Information Request

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 FY2019, [Letters of Agency \(LOA\)](#) and [Third Party Authorizations \(TPA\)](#) must be up to date through FY2019, at a minimum. Be especially mindful if you are an HCP using a consultant, if you are a consortium project coordinator, or a consultant filing on behalf of a consortium. 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](mailto:RHC-Assist@usac.org). To unsubscribe, click "Manage Your Subscription" at the top of this email or by clicking "Unsubscribe" 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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