

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

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### Upcoming Deadline!

#### **FY2019 Filing Window Closes May 31, 2019!**

The initial filing window period for FY2019 closes in 29 days! This means that you must submit your funding requests (FCC Forms 462 or 466) before 11:59 p.m. ET May 31, 2019 to be considered for RHC Program support. 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](#)

## Latest News

### Coming Soon! RHC Website Updates

Over the next few months, RHC will be refreshing the content on the RHC public website, [usac.org/rhc](http://usac.org/rhc). Our goal is to make information easier to find and understand for all applicants, and changes will include consolidating information and simplifying the content. Don't worry! We will share more information about any changes before they happen.

## FY2019 Information

### FY2018 FCC Form 461 Rollover for FY2019 for HCF Program Applicants

This year's FCC Form 461 rollover functionality is a courtesy extended to HCF Program applicants who completed the Request for Services (FCC Form 461) process in FY2018 and would like to use their approved FY2018 FCC Form 461 for 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 for FY2018.
- The FY2018 FCC Form 461 and/or competitive bidding process must have complied with the FCC's competitive bidding rules.

Applicants requesting the FY2018 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 for 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 Information

RHC began issuing decisions on FY2018 funding requests in November of 2018, 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

### FCC Form 460 Best Practice

During the submission of an FCC Form 460 (HCF Eligibility and Registration Form), we recommend that applicants upload any supporting documentation necessary to validate form data to the “Supporting Documentation” section. This includes any documentation that is relevant to the required fields of the FCC Form 460. Doing so creates additional visibility into the HCP and increases the chance of a faster review. A few examples include:

- Hospital licenses, with the address clearly posted, to verify a non-profit hospital
- A recent bill or lease, with the address clearly posted, to verify the HCP address provided on the FCC Form 460
- Public tax documents to verify the Non-Profit Tax ID (EIN)
- Health Resources and Services Administration (HRSA) accreditation to verify a community health center

Please keep in mind that the FCC Form 460 review can take up to 30 days. You can submit your FCC Form 460 at any time during the funding year.

### Filing an Appeal

Any party that wishes to appeal a USAC decision must file an appeal with USAC within 60 days of the date when USAC issued the decision. All appeals must be sent to [RHC-Appeals@usac.org](mailto:RHC-Appeals@usac.org). The following information must be included in the appeal:

- Applicant or service provider who is filing the appeal (i.e. HCP number, service provider’s 498 ID (SPIN))
- Contact information of the person who can discuss the appeal with USAC in detail (include name, address, telephone number, and email address)
- Documentation of USAC’s decision (e.g., copy of USAC’s decision letter being appealed)
- Supporting documentation such as forms and previous correspondence with USAC
- A precise explanation of the relief sought through the appeal

USAC may reach out for additional information while reviewing your appeal, but failure to provide all of the information above within the 60 days may result in denial of your appeal. Parties seeking a waiver of FCC rules (e.g., waiver of deadlines) should file an appeal directly with the Commission because USAC cannot waive FCC rules. For more information on filing appeals with USAC or the FCC, please visit the [appeals page](#) of the USAC website.

### Consortia Resources

HCF Program applicants who may be interested in forming a consortia can download three

new resources to help them get started:

- [Consortia Getting Started Tip Sheet](#)
- [Forming a Consortium Tip Sheet](#)
- [FCC Form 461 and 462 Tip Sheet for Consortia](#)

### **Account Holder Guidance**

USAC recommends having at least one secondary account holder per HCP. We've created guides for primary account holders with instructions for adding additional account holders in My Portal:

- [Telecom Account Holder Guide](#)
- [Healthcare Connect Fund Account Holder Guide](#)

### **What to do if You Receive an Information Request**

USAC cannot complete their review of FCC Forms submitted with incomplete or missing documentation, 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. Failure to respond within the 14 calendar day timeframe will result in a denial of funding, 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, 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](#)

### **Need help? Contact us!**

For questions about the RHC Program, please contact the RHC Help Desk at [RHC-Assist@usac.org](mailto:RHC-Assist@usac.org) or by phone at (800) 453-1546.

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