



Invoicing in the HCF Program

Best Practices for Submitting the FCC Form 463 for
HCPs and Service Providers

November 14, 2019



Universal Service
Administrative Co.

Housekeeping

- Use the “Audio” section of your control panel to select an audio source and connect to sound.
 - Turn on your computer’s speakers, or
 - Use the call-in instructions in your confirmation email
- All participants are on mute.
- Submit questions at any time using the “Questions” box.
- Slides are attached to GoToWebinar Panel and will be posted to [RHC Learn](#).

MEET OUR PRESENTERS



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Agenda

1. Invoicing Overview
2. My Portal Security Updates
3. Filing the FCC Form 463 for Health Care Providers
4. Filing the FCC Form 463 for Service Providers
5. Disbursement Process

By the end of this webinar you will be able to...

- Understand the Healthcare Connect Fund (HCF) invoicing process.
- Mark your calendars with upcoming HCF invoice deadlines.
- Identify which steps are needed for your HCF FCC Form 463 invoice to be submitted to USAC for review.
- Identify resources to help you submit your HCF FCC Form 463 invoice.
- Understand the disbursement process.

Glossary

Acronym	Meaning
FCC	Federal Communications Commission
HCF	Healthcare Connect Fund
FY	Funding Year
HCP	Health Care Provider (your site)
HCP Number	Number associated with your site
PAH	Primary Account Holder
FRN	Funding Request Number
FCL	Funding Commitment Letter
BAN	Billing Account Number
SPIN/498 ID	Service Provider Identification Number
LOA	Letter of Agency

Invoicing Overview

FCC Form 463 Best Practices



RHC Program Application Process



What is invoicing?

- Invoicing is the last step in the HCF Program application process.
- It is completed when both the health care provider (HCP) and service provider have certified and signed the FCC Form 463 and submitted it to USAC.
- Once an applicant receives an approved FCC Form 462 funding commitment letter (FCL), bill from the service provider, and paid the 35% minimum contribution, they can create an invoice for the services received (using an FCC Form 463).
- Once an FCC Form 463 is approved, USAC disburses funds to the service provider.

Information on the FCC Form 463

- General information (HCP number, address, contact information)
- Source of 35% minimum contribution
- Information about the FRN (Funding Request Number) being invoiced
 - Service start date (included in first submission of FCC Form 463 only)
 - Billing start and end dates
 - Total cost for billing period selected
- Certifications and Signatures

Invoice Deadline

- “All invoices must be received by [USAC] within six months of the end date of the funding commitment.” (Para. 305, HCF Order)
- An invoice is not considered submitted until it has been approved by the service provider.
- For multi-expense commitments, the invoice deadline is based on the latest funding end date.
- **The invoice deadline for funding commitments ending on June 30, 2019 is 11:59 PM E.T. December 31, 2019.**
- Where you can find your invoice deadline:
 - Funding Commitment Letter (FCL)
 - Use the Invoice Deadline Lookup Tool on the [USAC website](#)

Invoice Deadline Lookup Tool

Healthcare Connect Fund Program

Step 1: Determine Eligibility of Your Site

Step 2: Develop Evaluation Criteria & Select Services

Step 3: Evaluate Bids & Select Service Provider

Step 4: Submit Funding Requests

Step 5: Review Your Funding Commitment Letter (FCL)

Step 6: Invoice USAC

Submit Annual Report (Consortia Only)

What is Consortia

< Step 5

Step 6: Invoice USAC

Invoicing is a joint process between you and your service provider using the FCC Form 463 (Invoice and Request for Disbursement Form).

Invoicing Process

Once you receive a bill from the service provider, you can create an invoice for the services received using the FCC Form 463. You must certify that the information in the form and attachments is accurate and that you or another eligible source have paid the 35% contribution. Next, you send the FCC Form 463 to the service provider for approval through [My Portal](#). The service provider reviews the FCC Form 463 and certifies its accuracy, and then submits the form to USAC. Once USAC receives the FCC Form 463, it processes the form and, if approved, funds are then distributed to the service provider.

Invoicing Deadline

The FCC Form 463 is due to USAC no later than six (6) months from the funding commitment end date. This invoicing deadline is included in the funding commitment letter (FCL), which USAC sends via email after approving the [FCC Form 462](#) (Funding Request Form). Remember, this deadline refers to the date by which the FCC Form 463 must be approved, signed, and certified by both you and the service provider, and submitted to USAC. This means that you and your service provider must allow plenty of time in advance of the invoicing deadline to review the form, check for and resolve any errors, certify and sign the form, and then submit to USAC.

Once your invoicing deadline passes, you will be unable to create a FCC Form 463 in My Portal.

Invoicing Deadline Lookup

You can also look up your invoicing deadline on the spreadsheet below.

Look up a deadline:

Invoice Deadlines [xls](#) (Commitment as of 10/23/2019)

To search: Use the "Search HCP #" and the "Search FRN #" to find invoicing deadline information. To clear the search and start again, use the "Reset" button.

This spreadsheet includes:

- All FRNs with future invoicing deadlines
- All FRNs that are less than 6 months past their expiration



Invoice Deadline Lookup Tool

(All Invoicing Deadline Information is as of October 10, 2018)

Search HCP #:	<input type="text"/>	Search HCP	Reset
Search FRN #:	<input type="text"/>	Search FRN	Reset

HCP NUMBER	HCP NAME	FRN	FUNDING YEAR	SERVICE PROVIDER NAME	SERVICE PROVIDER NUMBER	FUNDING END DATE	INVOICING DEADLINE
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- This spreadsheet includes:
 - All FRNs with future invoicing deadlines
 - All FRNs that are less than six months past funding commitment end date

Download Your FCL from My Portal – HCF Program

Form 460

Form 461













Form 462

Form 463

Documents

Click the 'Substitution' button to view approved 462s and submit site and service substitutions. You can select expense items to modify and create new expense items on one FRN at a time. Refer to the approved NCW by downloading the excel file as a reference to aid you during this process. Note that total funding on an FRN cannot increase above the original commitment amount. For more information, watch the site and service substitution [demonstration video](#) or review the [guide](#). Expense items included on submitted or draft 463s are not available for modification until USAC processes them, and expense items included in substitutions are not available for invoicing on the 463 until USAC processes the substitution.

Substitution

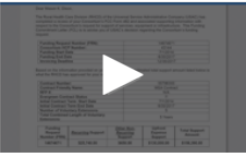
461 App #	FRN	Last Edited	Type of Funding Request	Expense Type	Bandwidth (Download/Upload)	FCL Issuance Date	Status	Download	Actions Available
10	19	10/23/2019	Single Eligible	Ethernet	100.0MB / 100.0MB		Received		Create 463
10	15	5/30/2019	Single Eligible	MPLS	45.0MB / 45.0MB	6/05/2019	Approved		Create 463
10	13	5/22/2019	Multiple Eligible	ISDN PRI	1.544MB / 1.544MB	5/22/2019	Approved	 	Create 463
10	17	5/14/2019	Single Eligible	Ethernet	100.0MB / 100.0MB	5/15/2019	Approved		Create 463
10	19	3/24/2019	Multiple Eligible	ISDN PRI	1.544MB / 1.544MB		Received	 	Create 463
10	18	1/09/2019	Single Eligible	Ethernet	100.0MB / 100.0MB	1/11/2019	Approved	 	Create 463
10	18	12/14/2018	Multiple Eligible	ISDN	1.544MB / 1.544MB	12/20/2018	Approved	  	Create 463

Watch our Invoicing Video Series – RHC Learn

[Rural Health Care](#) [Lifeline](#) [High Cost](#) [Service Providers](#)

HCF Program Invoicing Video Series (Individual HCPs)

HCF Program Invoicing Video Series (Individual HCPs)




Before You Begin

1:18 Minutes




General Information

1:46 minutes



FRN Search

0:55 minutes



Invoice Line Items

5:31 minutes



Supporting Documentation and Certification

3:51 minutes

[< Step 5](#)

Healthcare Connect Fund Program

[Step 1: Determine Eligibility of Your Site](#)

[Step 2: Develop Evaluation Criteria & Select Services](#) ▾

[Step 3: Evaluate Bids & Select Service Provider](#)

[Step 4: Submit Funding Requests](#)

[Step 5: Review Your Funding Commitment Letter \(FCL\)](#)

[Step 6: Invoice USAC](#) ▲

[Submit Annual Report \(Consortia Only\)](#)

[What is Consortia](#) ▾

Step 6: Invoice USAC

Invoicing is a joint process between you and your service provider using the FCC Form 463 (Invoice and Request for Disbursement Form).

Invoicing Process

Once you receive a bill from the service provider, you can create an invoice for the services received using the FCC Form 463. You must certify that the information in the form and attachments is accurate and that you or another eligible source have paid the 35% contribution. Next, you send the FCC Form 463 to the service provider for approval through [My Portal](#). The service provider reviews the FCC Form 463 and certifies its accuracy, and then submits the form to USAC. Once USAC receives the FCC Form 463, it processes the form and, if approved, funds are then distributed to the service provider.

Additional Resources

- [Invoicing Video Series – Individual HCPs](#)
- [Invoicing Video Series – Consortia](#)

Direct links: [Individual HCPs](#) and [Consortia](#)

Telecommunications Program - Invoicing Video


Practices

59:45 minutes


Service Submission

10:18 minutes

Invoicing




HCF Program Invoicing Best Practices
45:48 minutes




Telecom Program: Submitting Invoices for
6:21 minutes

More Topics



What's Next



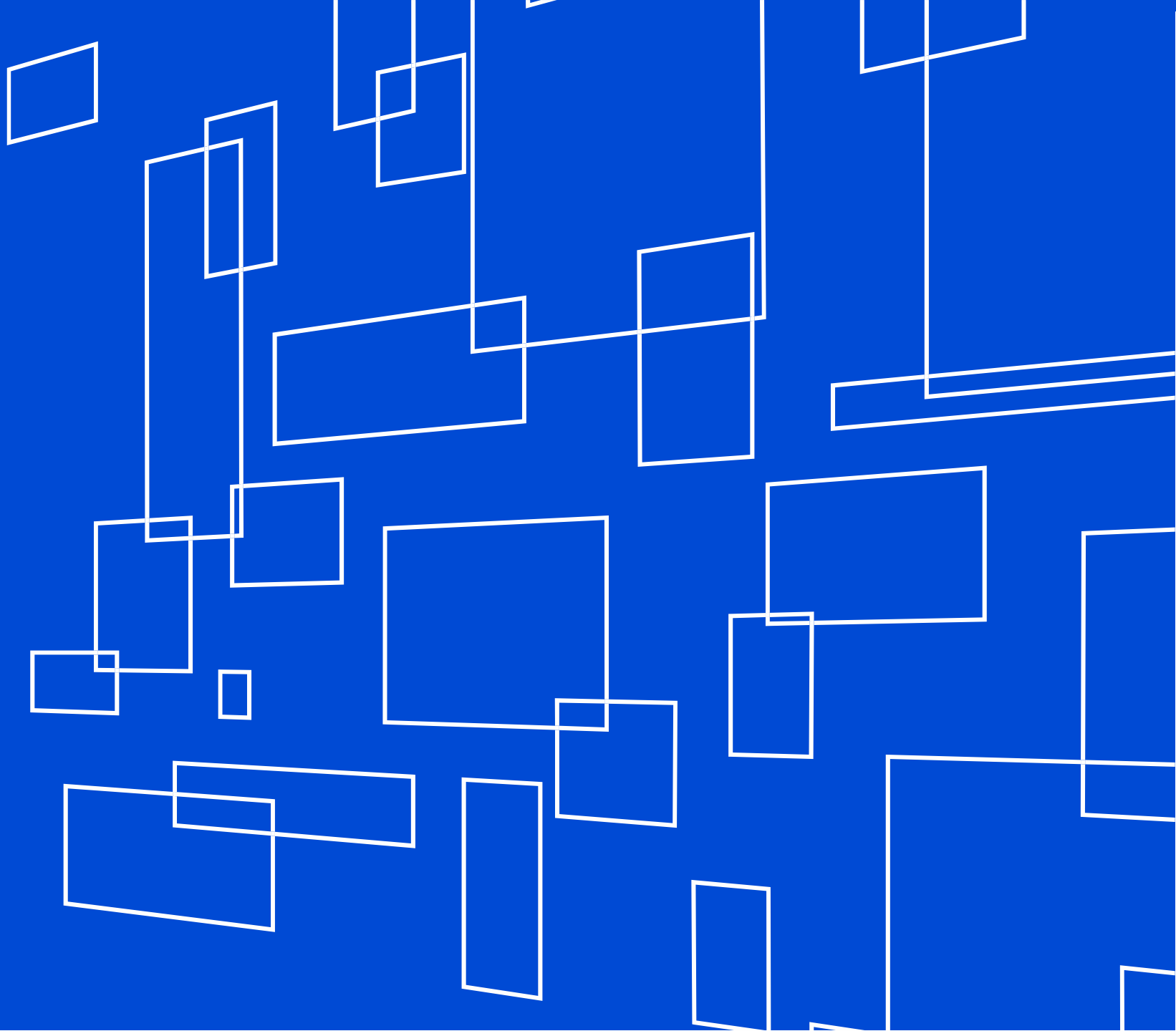
HCS Order 15-01 Resources

[Video Link](#)

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Questions?

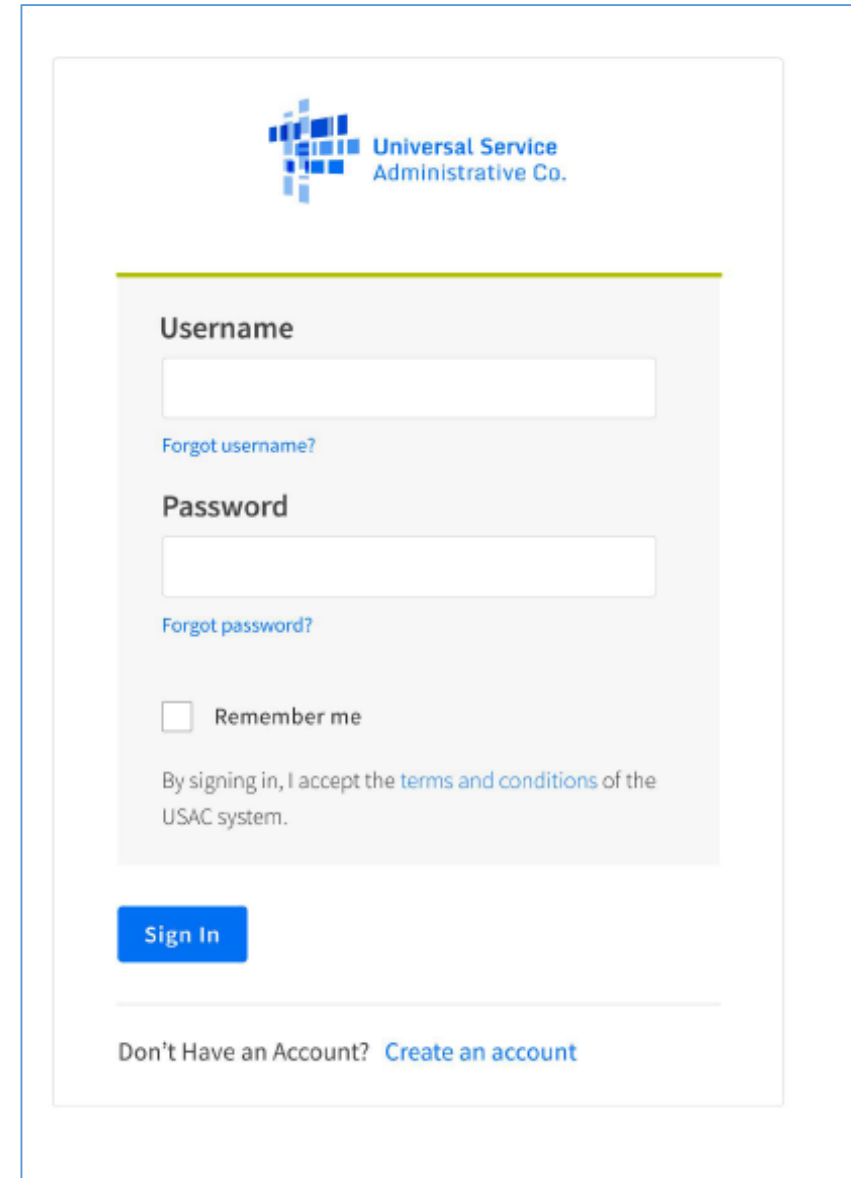


My Portal Security Updates

FCC Form 463 Best Practices


Multi-Factor Authentication (MFA)

- For added security, My Portal/E-File will require multi-factor authentication when logging onto the system beginning in December.
- Once username and password are entered, account holders will be prompted to select either:
 - Text Message Authentication
 - Email Authentication
- The method selected for initial log-in will be used for all future log-ins.




The screenshot shows the login interface for the Universal Service Administrative Co. At the top right is the company logo, which consists of a blue grid of squares of varying sizes, followed by the text "Universal Service Administrative Co." in a blue sans-serif font. Below the logo is a light gray rectangular box containing the login form. The form has a yellow horizontal line at the top. It includes a "Username" label above a white input field, with a blue link "Forgot username?" below it. Below that is a "Password" label above another white input field, with a blue link "Forgot password?" below it. Further down is a checkbox labeled "Remember me". At the bottom of the form is a line of text: "By signing in, I accept the [terms and conditions](#) of the USAC system." Below the form is a blue button with the text "Sign In" in white. At the very bottom of the page, there is a link that says "Don't Have an Account? [Create an account](#)".


Multi-Factor Authentication (MFA)



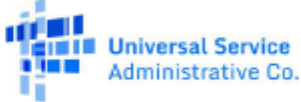
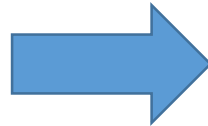
Universal Service Administrative Co.

Select an Authentication Factor

 SMS Authentication

 Email Authentication

Don't Have an Account? [Create an account](#)



Universal Service Administrative Co.

SMS Authentication

Enter Code

[Sign In](#)

Don't Have an Account? [Create an account](#)

My Portal Multi-Factor Authentication

- To prepare for this change, My Portal Users should confirm that :
 - Their current email and password are up to date
 - Each account holder has a unique log in for the system
 - Chrome/Firefox is their primary internet browser for accessing the system
- If you need to make changes to your current account holder information, please work with your HCP's primary account holder.
- If you do not know who your primary account holder is, please reach out to the RHC Help Desk at RHC-Assist@usac.org with your HCP number.

Filing the FCC Form 463 – Health Care Providers

FCC Form 463 Best Practices












Log In to My Portal, Select HCP and FRN to Invoice

Form 460 Form 461 **Form 462** Form 463 Documents

Click the 'Substitution' button to view approved 462s and submit site and service substitutions. You can select expense items to modify and create new expense items on one FRN at a time. Refer to the approved NCW by downloading the excel file as a reference to aid you during this process. Note that total funding on an FRN cannot increase above the original commitment amount. For more information, watch the site and service substitution [demonstration video](#) or review the [guide](#). Expense items included on submitted or draft 463s are not available for modification until USAC processes them, and expense items included in substitutions are not available for invoicing on the 463 until USAC processes the substitution.

Substitution

461 App #	FRN	Last Edited	Type of Funding Request	Expense Type	Bandwidth (Download/Upload)	FCL Issuance Date	Status	Download	Actions Available
100	14	5/22/2019	Single Eligible	Internet	20.0MB / 20.0MB	5/22/2019	Approved		Create 463
	13	5/21/2019	Single Eligible	ISDN PRI	1.544MB / 1.544MB	5/22/2019	Approved		Create 463
100	19	4/20/2019	Single Eligible	Internet	100.0MB / 100.0MB		Received		Create 463
100	19	4/18/2019	Single Eligible				Draft		Delete
100	18	12/13/2018	Single Eligible	ISDN PRI	1.544MB / 1.544MB	12/20/2018	Approved	 	Create 463
100	17	8/30/2018	Single Eligible	Internet	100.0MB / 100.0MB	3/16/2018	Approved	 	Create 463
100	17	8/30/2018	Single Eligible	ISDN PRI	1.5 Mbps / 1.5 Mbps	3/16/2018	Approved	 	Create 463

- Login into My Portal:
 - Select the “Form 462” tab
 - Select the blue “Create 463” button to begin invoicing

General Information Block

- General Information Includes:
 - Prepopulated information from approved FCC Form 462
 - Assigned RHC Invoice Number

● GENERAL INFORMATION ● FRN SEARCH ● INVOICE LINE ITEMS ● SUPPORTING DOCUMENTATION ● CERTIFICATIONS

General Information

Form Guide

Read the complete [Form Guide](#) before you begin. Click the ? button on each screen for guidance about completing each section of the form. Failure to comply with the Federal Communications Commission (FCC) rules and orders may result in denial of the request.

Information about the Paperwork Reduction Act (PRA) is available [here](#)

Line 1: RHC Invoice Number

10

Line 2: FRN

18

Line 3: HCP Number

1

Line 4 Site/Consortium Name

Line 5: Funding Year

2018

Line 6: Vendor/Applicant Invoice Number

Line 7: SPIN/498 ID

14

Line 8: Vendor Name

Save and Exit

Save and Continue

Exit

Approved by OMB 3060-0804

FRN Search

- FRN Search Tab:
 - Line item(s) detail
 - Can select which line item(s) to be included on submitted FCC Form 463 invoice

☐ GENERAL INFORMATION ☒ FRN SEARCH ☐ INVOICE LINE ITEMS ☐ SUPPORTING DOCUMENTATION ☐ CERTIFICATIONS

FRN Search

[? Form Guide](#)

First


Previous

Page: 1 of 2

1

Next

Last

	FRN ID	Billing Account Number	HCP Number	Site Name	LOA Expiry	Category of Expense	Expense Type	Bandwidth (Download/Upload)
	Add 1		4		06/30/2021	Network Managemen...	Bundled Network Ma...	10.0 Gbps/10.0 G...
Add	2		4					
Add	3		4					
Add	4		4					
Add	5		4					
Add	6		4					

New! LOA Expiry for Consortia

● GENERAL INFORMATION ● **FRN SEARCH** ● INVOICE LINE ITEMS ● SUPPORTING DOCUMENTATION ● CERTIFICATIONS

FRN Search Form Guide

First Previous Page: 1 of 2 1 Next Last

	FRN ID	Billing Account Number	HCP Number	Site Name	LOA Expiry	Category of Expense	Expense Type	Bandwidth (Download/Upload)
Add	1		4		06/30/2021	Network Managemen...	Bundled Network Ma...	10.0 Gbps/10.0 G...
Add	2		4					
Add	3		4					
Add	4		4					
Add	5		4					
Add	6		4					

- Account holders are unable to invoice for line items with expired LOAs
- Download the [LOA Submission Guide](#)

“N/A” appears next to Line Item

- It has already been added on another drafted FCC Form 463
- It is on an approved FCC Form 463 that has yet to be disbursed by USAC
- It is included on a site and service substitution
- You have successfully invoiced for the entire commitment of that line item
- Funding was not granted for that line item
- LOA has expired

The screenshot displays the 'FRN Search' interface. At the top, there are tabs for 'GENERAL INFORMATION', 'FRN SEARCH' (selected), 'INVOICE LINE ITEMS', 'SUPPORTING DOCUMENTATION', and 'CERTIFICATIONS'. Below the tabs, the 'FRN Search' section includes a 'Form Guide' link and navigation buttons: 'First', 'Previous', 'Page: 1 of 2' (with a dropdown showing '1'), 'Next', and 'Last'. A table of line items is shown below, with columns: 'FRN ID', 'Billing Account Number', 'HCP Number', 'Site Name', 'LOA Expiry', 'Category of Expense', 'Expense Type', and 'Bandwidth (Download/Upload)'. The table has three rows. The first row has an 'Add' button in the first column. The second row has an 'N/A' status in the first column, indicated by a red arrow. The third row has an 'Add' button in the first column.

	FRN ID	Billing Account Number	HCP Number	Site Name	LOA Expiry	Category of Expense	Expense Type	Bandwidth (Download/Upload)
Add	1		4		06/30/2021	Network Managemen...	Bundled Network Ma...	10.0 Gbps/10.0 G...
N/A	2		4		06/30/2021			
Add	3		4		06/30/2021			

Invoice Line Items

- Essential Information Includes:
 - Line items (FRN IDs) to be invoiced
 - Billing Account Number- to be saved after first approved submission for FRN
 - Service start date (first submission)
 - Billing start and end dates
 - Total cost for billing period selected

GENERAL INFORMATION FRN SEARCH **INVOICE LINE ITEMS** SUPPORTING DOCUMENTATION CERTIFICATIONS

Invoice Line Items [Form Guide](#)

First Previous Page: 1 of 1 Next Last

Row #	A. FRN ID	B. Billing Account Number	C. HCP Number	D. Site Name	E. Category of Expense	F. Expense Type	G. Bandwidth
1	Remove	1			Network Mana...	Bundled Netwo...	10.0 Gbps/10.0...
2	Remove	3					

Save and Exit Save and Go Back Save and Continue Exit

Invoice Line Items

- Essential information includes:
 - Service start date (saved after first submission)
 - Billing start and end dates
 - Total cost for billing period selected

GENERAL INFORMATION FRN SEARCH **INVOICE LINE ITEMS** SUPPORTING DOCUMENTATION CERTIFICATIONS

Invoice Line Items

[Form Guide](#)

Page: 1 of 1

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H. Service Start Date/Shipping Date or Last Day of Work	I. Billing Period Start Date	J. Billing Period End Date	Eligible Amount for Chosen Period	K. Quantity of Items Invoiced	L. Total Cost Invoiced (Undiscounted)	M. Percent of Expense Eligible	N. Percent Usage Eligi
	07/01/2018		\$0.00	1		100.00	100.00
			\$0.00	1		100.00	100.00

Nov 2018

Su Mo Tu We Th Fr Sa

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30

Save and Exit Save and Go Back Save and Continue Exit

Invoice Line Items

- Essential Information for total cost for billing period selected:
 - Column L: Total Cost Invoiced (Undiscounted)
 - Based on billing start and end dates
 - Column P: USF Support Amount to be Paid
 - Based on 65% discount, amount disbursed

GENERAL INFORMATION FRN SEARCH **INVOICE LINE ITEMS** SUPPORTING DOCUMENTATION CERTIFICATIONS

Invoice Line Items

[Form Guide](#)

Page: 1 of 1

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Billing Period End Date	Eligible Amount for Chosen Period	K. Quantity of Items Invoiced	L. Total Cost Invoiced (Undiscounted)	M. Percent of Expense Eligible	N. Percent of Usage Eligible	O. Total Eligible Actual Cost (Undiscounted)	P. USF Support Amount to be Paid
30/2019	\$197,261.04	1	\$197,261.04	100.00	100.00	\$197,261.04	\$128,219.68
30/2019	\$427,383.96	1	\$427,383.96	100.00	100.00	\$427,383.96	\$277,799.57

Save and Exit Save and Go Back Save and Continue Exit

How do I invoice for one-time install costs?

- Click “ADD” on the line item on the “FRN Search” tab
- Then increase the “Total Cost Invoiced (Undiscounted)” or column L on the “Invoice Line Items” tab of the FCC Form 463 by the full “Undiscounted Non-Recurring Expense” amount (found on your FCL).

Invoice Line ItemsForm Guide

FirstPreviousPage: 1 of 11NextLast

th	H. Service Start Date/Shipping Date or Last Day of Work	I. Billing Period Start Date	J. Billing Period End Date	Eligible Amount for Chosen Period	K. Quantity of Items Invoiced	L. Total Cost Invoiced (Undiscounted)	M. Percent of Expense Eligible	N. Perc Usage E
	04/01/2015	11/01/2016	11/30/2016	\$200.00	1	\$700.00	100.00	100.00

One-Time Cost Example

- Invoicing for one month (November 1st – 30th)
- The one-time cost = \$500
- The monthly recurring cost = \$200
- Enter \$700 (sum of \$500 and \$200) into Column L to get funding for the entire install cost and one month of recurring cost
- You can also bill for multiple months and add the install charge

Invoice Line Items[? Form Guide](#)

FirstPreviousPage: 1 of 11NextLast

th	H. Service Start Date/Shipping Date or Last Day of Work	I. Billing Period Start Date	J. Billing Period End Date	Eligible Amount for Chosen Period	K. Quantity of Items Invoiced	L. Total Cost Invoiced (Undiscounted)	M. Percent of Expense Eligible	N. Perc Usage E
	04/01/2015	11/01/2016	11/30/2016	\$200.00	1	\$700.00	100.00	100.00

Supporting Documentation - Optional

☐ GENERAL INFORMATION ☐ FRN SEARCH ☐ INVOICE LINE ITEMS ☒ SUPPORTING DOCUMENTATION ☐ CERTIFICATIONS

Supporting Documentation

[? Form Guide](#)

Line 10: Applicants and/or vendors may, if they so choose, attach supporting documentation, including, but not limited to, a copy of the bill(s) for the line item(s) being submitted on this Form 463. By providing copies of the bills and/or supporting documentation, the applicant and vendor will ensure that USAC has such documentation available for any future audit. See 47 C.F.R. Sec 54.648

PreviousNext

New DocumentSelect All DocumentsDelete Checked Documents

Description	Upload	Actions
		Save and ExitSave and Go BackSave and ContinueExit

Certify, Preview, Sign

☐ GENERAL INFORMATION ☐ FRN SEARCH ☐ INVOICE LINE ITEMS ☐ SUPPORTING DOCUMENTATION ☒ CERTIFICATIONS

Certifications

[Form Guide](#)

Applicant Certifications

☐

Line 22: I certify under penalty of perjury that I am authorized to submit this request on behalf of the healthcare provider or consortium.

☐

Line 23: I declare under penalty of perjury that I have examined this form and attachments to the best of my knowledge, information, and belief, the date, quantities, and costs provided are true and correct.

☐

Line 24: I declare under penalty of perjury that the healthcare provider or consortium members have received the related services, network equipment, and/or facilities itemized on this Form 463.

☐

Line 25: I declare under penalty of perjury that the required 35 percent minimum contribution for each item on the Form 463 was funded by eligible sources as defined in the FCC rules and that the required contribution was remitted to the service provider.

Save and Exit


Save and Go Back

Preview FCC Form 463

Exit

Preview Form

Preview Form

 [Form Guide](#)

RHC Note: Review all the information entered on this FCC Form 463. If changes need to be made, select the "Save and Go Back" button to go back and edit your Form 463. If no changes need to be made and you are ready to submit the Form 463 for the Service Provider's review, click on the radio button, "I have reviewed the Form 463 and have no changes" at the bottom of the invoice, and then select the "Save and Continue" button, which will take you to the page where you will sign and submit this form to the Service Provider.

[Download FCC Form 463 \(Excel\)](#)

☒

I have reviewed the Form 463 (Excel) and have no changes.

☐

I have not reviewed the Form 463 (Excel) or I have reviewed the invoice and have changes.

[Save and Go Back](#)

[Save And Continue](#)

Submit

The screenshot shows the 'Signature' section of the FCC Form 3026 submission interface. A modal dialog titled 'Sign Form' is overlaid on the form. The background form includes fields for 'Line 31: Email', 'Line 28: Printed Name of Authorized' (with sub-fields for First Name, Middle Initial, and Last Name), 'Line 29: Title/Position of Authorized', 'Line 32: Employer's', and 'Line 33: Employer's'. A 'Form Guide' link is visible in the top right. The 'Sign Form' modal contains the following text:

- In order to electronically sign and submit the form, you must enter your password in the "Signature" field below, then click the "Certify" button to complete the process and submit the FCC Form to RHC.
- You are reminded that your electronic signature is the same as your hand written signature on this form. By typing your password in the Signature block below and clicking the "Certify" button, you have electronically signed the form.

Below the text is a 'Signature:' label followed by a text input field. At the bottom of the modal are two buttons: 'Certify' (highlighted with a red border) and 'Cancel'. At the very bottom of the modal, there is a faint line of text: 'Certifies the form, requires that there are no validation issues with this form.'

- Your signature is your My Portal password

Remember: Invoicing is a joint process between an HCP and its service provider!

Best Practices for Creating the FCC Form 463

- Consolidate invoices
- Utilize calendar drop down for billing start and end dates
- Identify eligible amount for chosen period
- Common issues
 - N/A Line Items
 - Grayed out “Create 463” button
 - \$0.00 in the USF Support Amount to be Paid column
 - Error Messages

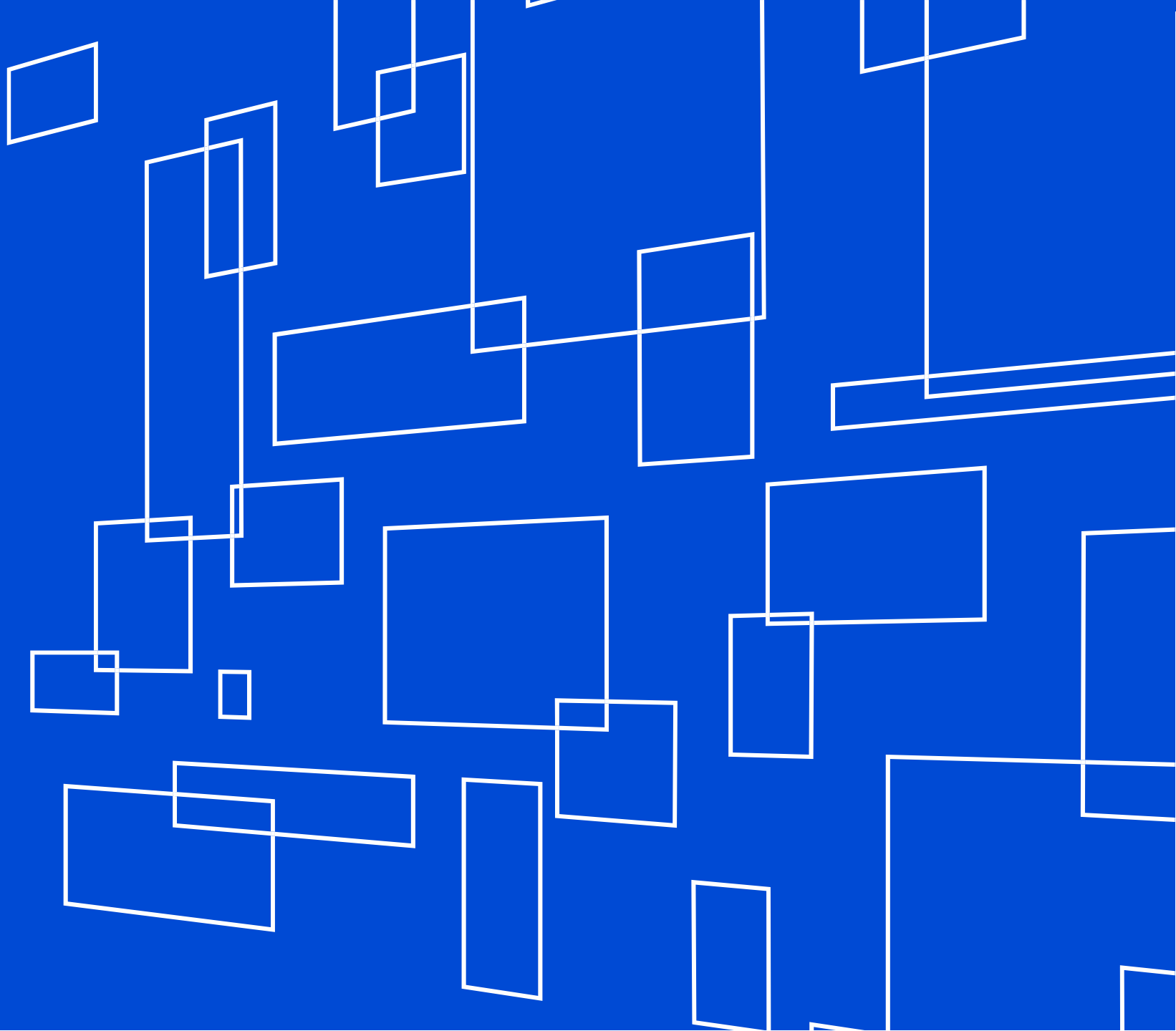
Common Invoicing Question

- The total amount of funds invoiced is less than what is listed on the FCL. I divided the total amount by 12 months, which is 1 year of funding. How do I invoice for the full amount?
 - USAC calculates the monthly recurring rate based on full months as they vary in the numbers of days, as opposed to the 365/366 days in a year.
 - For instance, January has 31 days and April has 30 days.
 - As long as you invoice for all committed funding dates consecutively, then you will receive the full committed funding amount as listed on your FCL.

USAC Monthly Recurring Cost Calculation Example

- Entered billing dates of (9/24/2018 - 10/23/2018)
 - September and October's individual day calculations are different
- Line item 1 = \$100.00 monthly
- September (30 days): $100 / 30 = \text{\$3.33 per day}$
 - $\$3.33 \times 7 \text{ days (September 24 - 30)} = \23.31
- October (31 days): $100 / 31 = \text{\$3.23 per day}$
 - $\$3.23 \times 23 \text{ days (October 1 - 23)} = \74.29
- Total amount for billing period: **\\$97.60** not \$100.00

Questions?



Filing the FCC Form 463 – Service Providers

FCC Form 463 Best Practices

Service Provider Review

- Upon receiving an email notification stating you have an invoice readily available for review, log into My Portal/E-File
 - Start process by selecting your SPIN
 - If you don't see it, click "HCF Form 463" on the left side of the page
- Carefully review form for accuracy
 - Confirm billing period and invoiced amount
 - If inaccurate, return invoice to HCP
- Certifying
 - FCCRN can be found in Block 3 of the FCC Form 498 or <https://apps.fcc.gov/coresWeb/simpleSearch.do>
 - Your signature is your My Portal password

Service Provider Review

- HCF Certification – Check the FCC Form 498
 - SPIN/498ID must be authorized for the RHC Program.
 - Confirm that you have selected Block 18 in order to have access to the FCC Form 463.

Block 18: Certification to Assist Health Care Providers	<i>See Instruction Section III.T</i>
In accordance with FCC rule section 54.640(b), service providers participating in the Healthcare Connect Fund Program must certify, as a condition of receiving support, that they will provide to health care providers, on a timely basis, all information and documents regarding supported equipment, facilities, or services that are necessary for the health care provider to submit required forms or respond to FCC or USAC inquiries. USAC may withhold disbursements to the service provider if the service provider, after written notice from USAC, fails to comply with this requirement.	
95 <input type="checkbox"/> I certify, as a condition of receiving support under the Healthcare Connect Fund Program, that the above-named service provider will provide to health care providers, on a timely basis, all information and documents regarding the supported equipment, facility(ies), or service(s) that are necessary for the health care provider to submit required forms or respond to FCC or USAC inquiries.	

- If not, you will not be able to view the invoice.
 - File an FCC [Form 498 revision](#) or contact the Contributor team for help: customersupport@usac.org or (800) 453-7546 ext. 2 and ex. 1

Service Provider Review

Service Provider Review







USAC Review

HCP Review

My SPINs/498 IDs

Note: All Forms in this section have been submitted by the HCP for Service Provider Review.

Invoices in Service Provider Review: 147

RHC Invoice Number	FRN	Fund Year	Vendor/Applicant Invoice Number	HCP Name	Last Updated	Download
10	18	2018			07/11/2019	 
10	18	2018			07/11/2019	 
10	18	2018			07/11/2019	 

- Login into My Portal:
 - Select the SPIN/498 ID you would like to work under
 - Select the blue “RHC Invoice Number” of the FCC Form 463 you would like to review.

General Information

- General Information:
 - Fields are prepopulated
 - Can select “Save and Continue” if correct.

☒ GENERAL INFORMATION ☐ EXCEL REVIEW ☐ SUPPORTING DOCUMENTATION

General Information

[? Form Guide](#)

Read the complete [Form Guide](#) before you begin. Click the [?](#) button on each screen for guidance about completing each section of the form. Failure to comply with the Federal Communications Commission (FCC) rules and orders may result in denial of the request.

Information about the Paperwork Reduction Act (PRA) is available [here](#)

Line 1: RHC Invoice Number

10

Line 2: FRN

18

Line 3: HCP Number

Line 4 Site/Consortium Name

Medical Center

Line 5: Funding Year

2018

Line 6: Vendor/Applicant Invoice Number

Line 7: SPIN/498 ID

14

Line 8: Vendor Name

Save and Exit

Save and Continue

Exit

Approved by OMB 3060-0804

Excel Review

☐ GENERAL INFORMATION ☒ EXCEL REVIEW ☐ SUPPORTING DOCUMENTATION ☐ CERTIFICATIONS

Excel Review [? Form Guide](#)

Download FCC Form 463 (Excel)

☐ I have not reviewed the Form 463 (Excel).

☒ I have reviewed the Form 463 (Excel) and have no changes.

☐ I have reviewed the Form 463 (Excel). Send the Form to the HCP/Consortium for modifications.

Save and Exit **Save and Go Back** **Save and Continue** **Exit**

- You must download the FCC Form 463 (Excel document)

Supporting Documentation

☐ GENERAL INFORMATION ☐ EXCEL REVIEW ☒ SUPPORTING DOCUMENTATION ☐ CERTIFICATIONS

Supporting Documentation

[Form Guide](#)

Line 10: Applicants and/or vendors may, if they so choose, attach supporting documentation, including, but not limited to, a copy of the bill(s) for the line item(s) being submitted on this Form 463. By providing copies of the bills and/or supporting documentation, the applicant and vendor will ensure that USAC has such documentation available for any future audit. See 47 C.F.R. Sec 54.648

Applicant Documentation

PreviousNext

Description	Upload
June-19	Download

Vendor Documentation

PreviousNextNew DocumentSelect All DocumentsDelete Checked Documents

Description	Upload	Actions
		Save and ExitSave and Go BackSave and ContinueExit

Certifications

☐ GENERAL INFORMATION ☐ EXCEL REVIEW ☐ SUPPORTING DOCUMENTATION ☒ CERTIFICATIONS

Certifications

Form Guide

Vendor Certifications

☐

Line 11: I certify under penalty of perjury that I am authorized to submit this request on behalf of the service provider.

☐

Line 12: I understand that the service provider must apply the amount submitted, approved, and paid by USAC to the billing account of the healthcare provider(s) and FRN/FRN ID listed on this invoice.

☐

Line 13: I declare under penalty of perjury that I have examined this form and attachments to the best of my knowledge, information, and belief, the date, quantities, and costs provided are true and correct.

Save and Exit

Save and Go Back

Save and Continue

Exit

Submit

The screenshot displays the 'Signature' section of the FCC Form 725 submission interface. A 'Sign Form' dialog box is overlaid on the form fields. The background form includes fields for 'Line 31: Email', 'Line 28: Printed Name of Authorized' (with sub-fields for First Name, Middle Initial, and Last Name), 'Line 29: Title/Position of Authorized', 'Line 32: Employer's', and 'Line 33: Employer's'. A 'Form Guide' link is visible in the top right corner of the form area.

Sign Form

- In order to electronically sign and submit the form, you must enter your password in the "Signature" field below, then click the "Certify" button to complete the process and submit the FCC Form to RHC.
- You are reminded that your electronic signature is the same as your hand written signature on this form. By typing your password in the Signature block below and clicking the "Certify" button, you have electronically signed the form.

Signature:

Certify **Cancel**

Certifies the form, requires that there are no validation issues with this form.

- Your signature is your My Portal password

What to Expect After Submitting to USAC

- Review Time:
 - Review generally takes less than 10 days, barring any information requests.
- If information is requested, it will come from rhc-invoicing@usac.org
 - Approval will be held until response is received and reviewed
 - Note: This differs from under-invoicing emails, which will be approved after 14 days as filed
- Email notification of invoice approval will be emailed from rhcadmin@usac.org to account holders after USAC review and approval

Disbursement Process

FCC Form 463 Best Practices



Disbursement Process

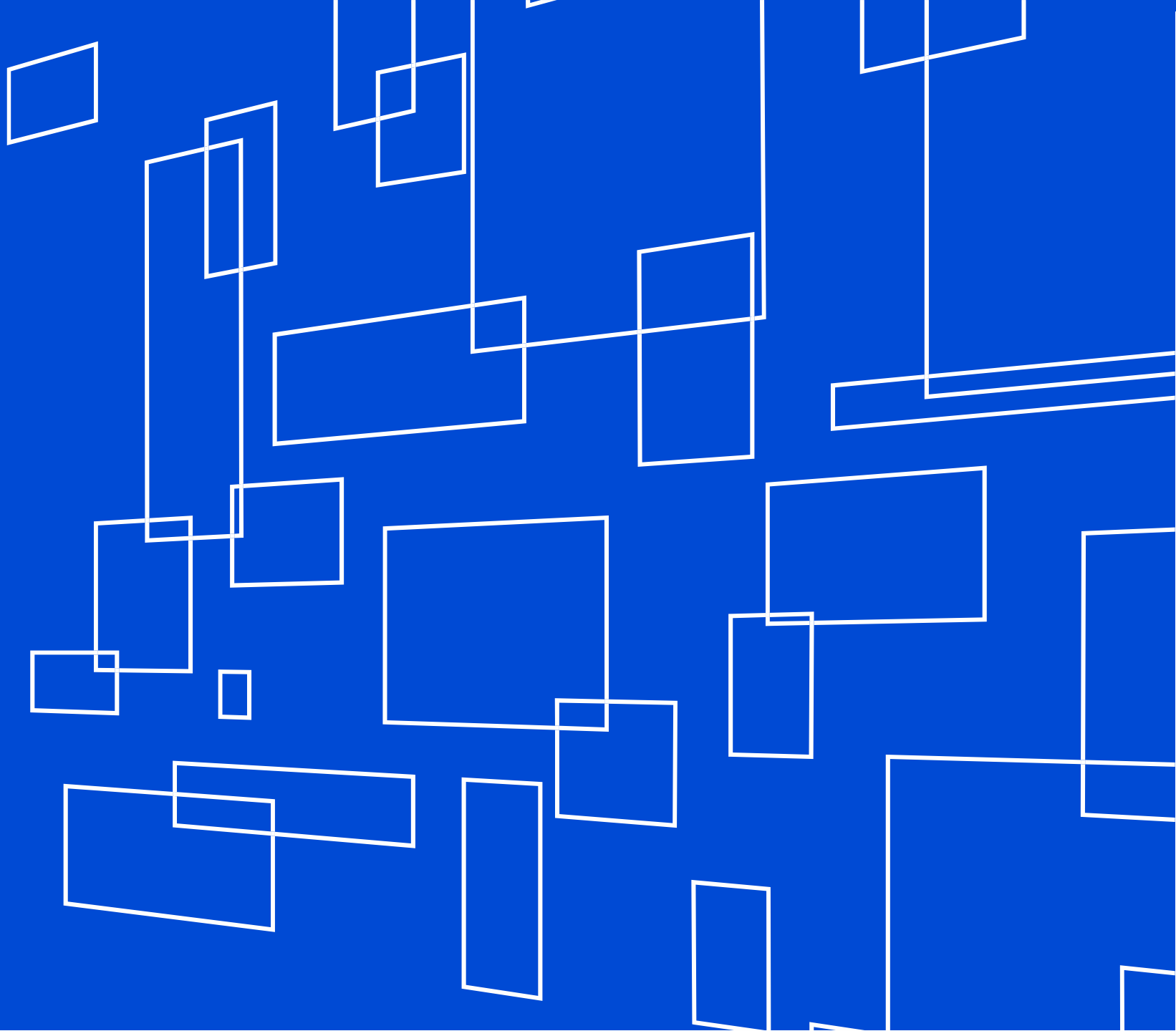
- Both HCP and service provider will receive email notification from rhcadmin@usac.org once approved.
- Funds are disbursed to the service provider on the 6th and 21st of each month, barring weekends and holidays.
 - If you notice a clerical error, please notify us before the disbursement date.
- Record-keeping
 - Both the HCP and service provider are to maintain records of billing and invoices to USAC for a term of five years.

Red Light Status and Voluntary Netting

- Red Light status
 - Contact Customer Support: (888) 641-8722
- Voluntary Netting

<p>Block 17: Offsetting Disbursement Payments Against Federal Universal Service Contribution Obligations For Rural Healthcare Participants</p> <p style="text-align: right;"><i>See Instruction Section III.O</i></p> <p>The following information pertains only to telecommunications companies participating in the Rural Health Care Program. In accordance with FCC rule section 54.679 regarding Rural Health Care payments, a telecommunications company may choose to offset its payment against its Federal universal service contribution. A telecommunications company must have an FCC Form 499 Filer ID number in order to offset its Rural Health Care Program payments against its Federal universal service contribution. In order to obtain an FCC Form 499 Filer ID number, visit http://www.usac.org/cont/tools/forms/default.aspx and select FCC Form 499. You do not need an FCC Form 499 Filer ID in order to be issued a FCC Form 498 ID.</p> <p>94 <input type="checkbox"/> Yes, I want my Rural Health Care Program disbursement payments to be offset against my Federal universal service contribution obligations. This box must be checked in order to receive offsets. The Default is "No."</p>

Questions?



Thank you for joining us today!

- RHC Help Desk
 - Call (800) 453-1546
 - Email RHC-Assist@usac.org
- Next webinar: Request for Services Best Practices – December 10, 2019
 - [Register now!](#)



Universal Service
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