



Telecom Program GUIDE TO FORMS

	PURPOSE	WHO MUST SUBMIT	WHEN TO SUBMIT	OTHER REQUIREMENTS	PROCESSING TIME**
FCC Form 465 Description of Services Requested and Certification Form	<p>Certifies to USAC the applicant is eligible to participate in the RHC Program</p> <p>Allows an applicant to describe service needs and request bids for telecommunications services from service providers</p>	<p>All applicants requesting funding through the Telecom Program who do not have an active evergreen contract (no evergreen contract or an evergreen contract that expires or is modified during the funding year)</p> <p>All applicants must submit FCC Form 465, even if the applicant has been deemed eligible to participate in another component of the RHC Program (Healthcare Connect Fund or Pilot Program)</p>	<p>Can be submitted as early as January 1 prior to the funding year—form must be posted on USAC’s website for at least 28 days before the applicant signs a new contract with a service provider</p> <p>To receive a full year of funding, must be submitted in time for USAC to post by June 2 (28 days before the start of the funding year)</p> <p>Forms received later will be eligible for partial year funding</p>	<p>First-time filers must register for My Portal to be able to submit forms online</p> <p>If any FCC Form 465 information changes, such as applicant’s physical location or eligible entity type, a new FCC Form 465 must be submitted within 30 days of the change</p>	<p>Posted within approximately three business days</p>
	FCC Form 466 Funding Request and Certification Form	<p>Provides information about the service agreement and certifies applicant selected most cost-effective offer</p> <p>Information collected is used to calculate and issue funding decisions</p>	<p>All applicants requesting funding through the Telecom Program for each circuit for which funding is requested (multiple forms must be submitted if the services change or if the applicant moves to a new location)</p>	<p>May be submitted no earlier than the 29th day after the FCC Form 465 has been posted</p> <p>Must be submitted with all supporting documentation prior to 11:59PM on June 30, the last day of the funding year</p>	<p>If a form is received without all supporting documentation, or if supporting documentation is inadequate, USAC will inform the applicant in writing and give them 14 calendar days to submit missing or adequate supporting documentation</p> <p>If the applicant does not provide a timely response to USAC’s information request, funding may be denied</p>
FCC Form 467 Connection Certification Form	<p>Confirms service start and end dates or notifies USAC that a service was never turned on</p>	<p>All applicants must submit one FCC Form 467 for each FCC Form 466</p>	<p>Must be submitted after applicant has received a funding commitment letter (FCL) and verified funding information on the FCL</p> <p>Service dates may be edited to reflect delayed installation or early service termination</p> <p>Service providers are encouraged to review FCL with the applicant before the FCC Form 467 is submitted</p>	<p>Funding cannot be provided until FCC Form 467 has been received</p>	<p>Approximately one business day</p>
INVOICE	<p>Confirms that the service provider has credited the applicant</p>	<p>The service provider</p>	<p>Service providers may submit online invoices to USAC on a rolling basis</p> <p>First invoice may be cumulative (beginning of approved funding up to the previous month), but service providers may not invoice ahead</p>	<p>Service provider should credit applicant’s account after receipt and review of HCP Support Schedule (HSS), and then submit online invoice to USAC through My Portal</p> <p>After invoice is submitted, processed within 24 hours</p>	<p>After the online invoice is submitted, processed within 24 hours</p>

*If a deadline falls on a weekend or holiday, the form is due the next business day.

**Processing time is calculated from the date of receipt of a complete and accurate form, including all supporting documentation. Missing and inaccurate information will delay processing.

Timeliness of responses to USAC requests for information affects processing time (applicants are required to provide a response to information requests within 14 calendar days).

Processing time can fluctuate throughout the year, depending on the volume of form submission.