



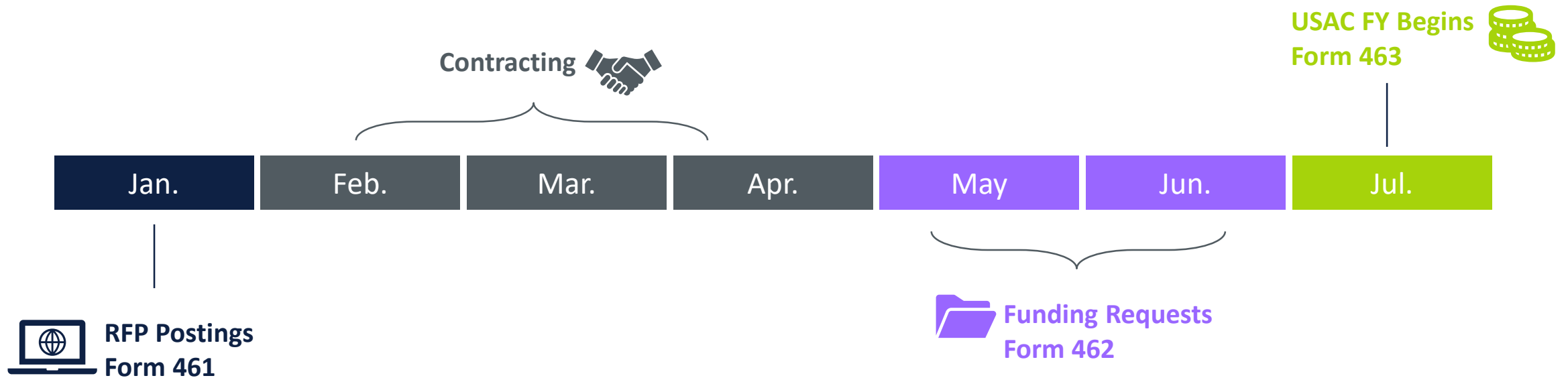
USAC Invoicing Form 463

MARCH 12, 2019

Agenda

- Healthcare Connect Fund Timeline
- FY 2018 Funding Commitment Letters (FCL's)
- What is a Form 463?
- 463 Process
- Invoicing Deadlines

Healthcare Connect Fund Timeline

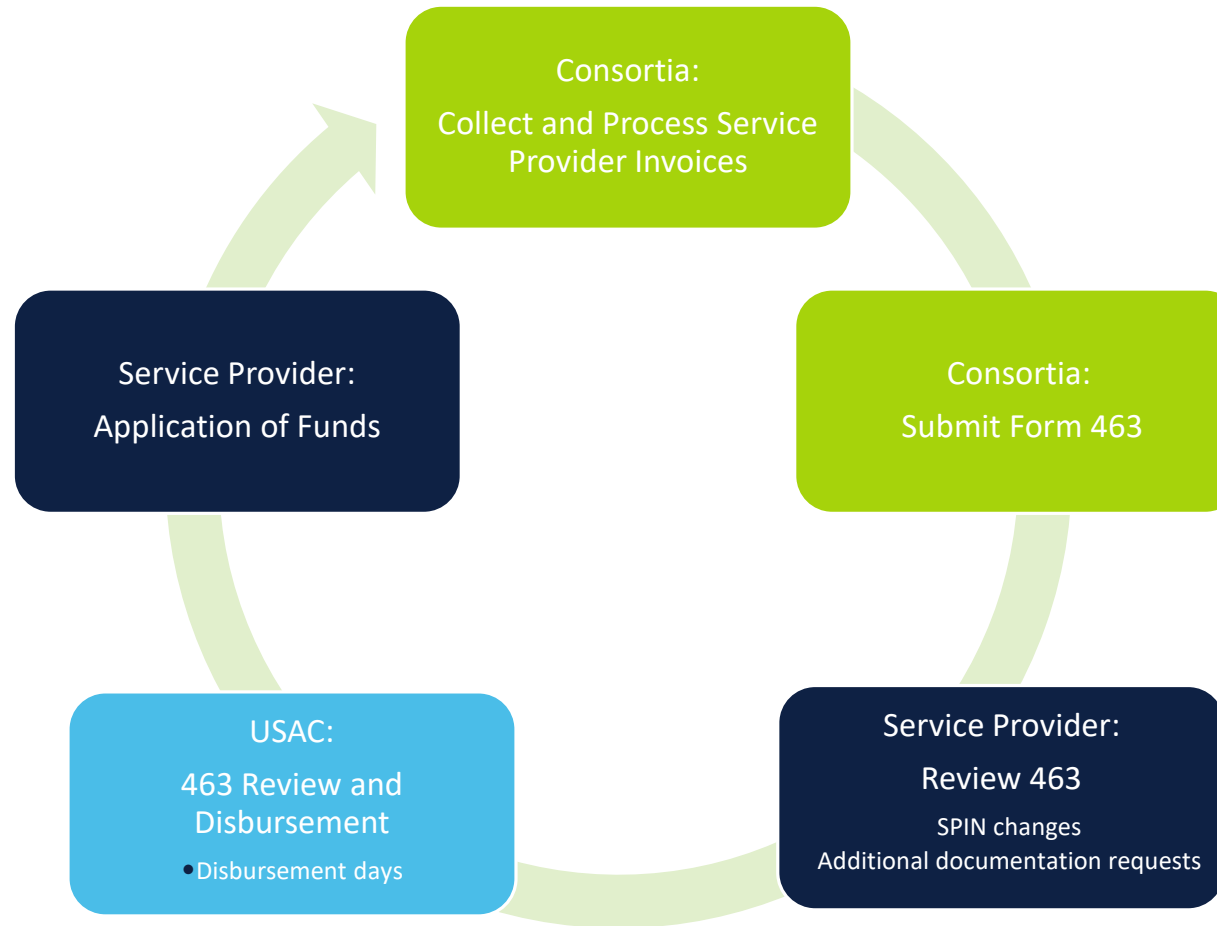


What is a Form 463

Invoice and Request for Disbursement Form - Initiated by Consortia once USAC Issues a Funding Commitment Letter.



463 Process



Certifying 463's

1. Log into My Portal located at <https://forms.universalservice.org/usaclogin/login.asp>
2. Search on the "My SPINs/498 IDs" tab for the SPIN/498 ID associated with the form.
3. Click on the SPIN/498 ID.
4. Search for the FCC Form 463 invoice number referenced above.
5. Review the Form 463 for accuracy. If any revisions need to be made, you will need to indicate what needs to be changed in the "Notes" section provided and reject the form.
 - a. * If the 463 is missing an invoice, please do not reject. Request a copy of the invoice to danyel.Ziegler@cha.com. If an invoice is not attached to a 463 it is because the file is too large and USAC will not accept it.
6. Once the 463 is reviewed and approved, the estimated USAC processing time for the FCC Form 463 is 30 days.

**More information and step-by-step guide can be found [here](#) (pages 38-45).

Invoicing Deadlines

The Healthcare Connect Fund Program's invoicing deadline is six (6) months from the funding commitment end date.

**The 463 must be submitted and reviewed by the Consortia and Service provider prior to the funding end date; otherwise, the Form 463 might be subject to USAC denial.

Questions

Danyel Ziegler

Operations Manger

danyel.ziegler@cha.com

720.330.6042

Thao Nguyen

Data Specialist

Thao.nguyen.@cha.com

720.330.6086