



Schools & Libraries – Service Provider Number (SPIN) Change

What is a corrective SPIN change?

A corrective SPIN change is a notification to USAC that the SPIN associated with a Funding Request Number (FRN) is not correct. These are typically caused by a data entry error by the applicant or a change that was not initiated by the applicant, such as a merger or acquisition.

When and how can you make a corrective SPIN change?

Corrective SPIN changes must be postmarked or received no earlier than the date of the Receipt Acknowledgment Letter (RAL) and no later than the last date to submit an invoice. See the USAC website for instructions on submitting a corrective SPIN change.

What is an operational SPIN change?

An operational SPIN change is a deliberate decision by the applicant to change the service provider supplying the services for an FRN.

When can you make an operational SPIN change?

Operational SPIN changes must be postmarked or received no earlier than the date of your Funding Commitment Decision Letter (FCDL) and no later than the last date to submit an invoice.

What certifications are needed for an operational SPIN change?

You must certify that the change is allowed under state and local procurement rules, that it is allowable under the terms of the contract with the original service provider, and that you have notified the original service provider of your intent to make the change. See the USAC website for instructions on submitting an operational SPIN change.

What happens if some service has been received from the original service provider?

In this case, you must advise USAC of the effective date of the change, and the FRN will be split between the original and new service providers. This action requires USAC to create at least one new FRN and allocate the funding commitment between the two FRNs based upon the effective date of the change or the portions of the service provided by each service provider. Note that you must file a Form 486 for any new FRNs.

How can you make an operational SPIN change?

Contact USAC by mail, fax, or email as described on the website. If the request involves a multiple year contract, or may require a service substitution, the appropriate procedure is also detailed on the website.

For additional information, please use the USAC resources listed below:

SPIN Change Guidance: <http://www.usac.org/sl/about/changes-corrections/spin-change-guidance.aspx>

Corrective SPIN Change: <http://www.universalservice.org/sl/about/changes-corrections/corrective-spin.aspx>

Operational SPIN Change: <http://www.usac.org/sl/about/changes-corrections/operational-spin.aspx>