Service Provider Electronic Notification File Formats
Form 500 Notification Letter (*.500)

Each time USAC issues a group of Form 500 Notification Letters (500NLs), it will also create electronic files that contain the information in the Form 500 Notification Letter Reports from those letters. USAC will email these files – one email per Service Provider Identification Number (SPIN) and funding year – to the email address specified by the service provider that signed up for electronic notifications.

Each file contains one or more FRN records (from Block 2 of the FCC Form 500). Each record ends in a carriage return and contains fields of information which are pipe-delimited (separated by a vertical bar "|"). These fields are described in the table below.

If there is more than one FRN record in the file, the service provider's SPIN will be repeated for each record. Also, if more than one FRN on an FCC Form 471 application features the same SPIN, the associated applicant and contact data (from Block 1 of the FCC Form 500) will also be repeated for each applicable FRN record. If a field in the FRN record is blank ("||"), this means there is no data for that field (e.g., a Contact Phone Extension value).

Layout of the File for Electronic 500NLs

Field #	Description	Valid Data
1	SPIN (Service Provider Identification Number) main unique identifier sorted	9-digit numeric
2	Funding Request Number (FRN)	1-digit to 10-digit numeric
3	471 Application Number (based on Funding Request Number)	1-digit to 10-digit numeric
4	470 Application Number	15-digit numeric
5	Applicant name (of school, school district, library or consortium)	Alphanumeric
6	Contact name	Alphanumeric
7	Reserved	No value
8	Contact street address	Alphanumeric
9	Contact city name	Alphanumeric
10	Contact state code	2-character alphabetic
11	Contact zip5 code	5-digit numeric
12	Contact zip4 code	4-digit numeric or no value
13	Contact fax area code	3-digit numeric or no value
14	Contact fax number	7-digit numeric or no value
15	Contact fax extension	Numeric or no value
16	Contact phone area code	3-digit numeric
17	Contact phone number	7-digit numeric
18	Contact phone extension	Numeric or no value
19	Contact e-mail address	Alphanumeric or no value
20	FRN Funding Commitment Status	"Not Funded" or "Funded"
21	Contract Number	Alphanumeric or no value

22	Service Description	"Internal Connections", "Basic Maintenance", "Internet Access", or "Telecommunications Services"
23	Service Shared	"N/A"
24	Billed Entity Number (BEN)	1-digit to 10-digit numeric (representing ID of the specific school or library entity receiving the service) or "N/A"
25	Entity Name	Alphanumeric (if field #24 contains a numeric value; represents name of the specific school or library entity receiving the service) or "N/A"
26	Service Start Date (SSD) - New Date	"N/A" or if a date is given (MM/DD/YYYY format), the value (as changed by the Form 500) for the new start date of contract service for referenced FRN
27	Contract Expiration Date (CED) - New Date	"N/A" or if a date is given (MM/DD/YYYY format), the value (as changed by the Form 500) representing the new end date of contract for referenced FRN
28	Fund Commitment Extended Cost Amount	Numeric to two decimal places (represents cost of service in funding year period).
29	Discount Percentage Approved by SLD	2-digit numeric (represents FRN discount percentage)
30	FRN Original Commitment Amount	Numeric to two decimal places (represents amount originally committed to referenced FRN)
31	Retro Payment Indicator	"Yes" or "No" (indicates if the applicant will request reimbursement for past expenses)
32	FRN Cancel Indicator	"Yes" or "No" (indicates if the FRN was canceled, i.e. due to being a duplicate of another FRN)
33	Report Date	Date (MM/DD/YYYY format)
34	Billing Account Number	Alphanumeric (for referenced FRN) or "N/A"
35	Fund Year Start Date	MM/DD/YYYY format
36	Fund Year End Date	MM/DD/YYYY format
37	Fund Year	4-digit numeric
38	Service Start Date - Original Date (SSD)	"N/A" or if a date is given (MM/DD/YYYY format), the value (before being changed by the Form 500) representing the previous start date of contract service for referenced FRN
39	Contract Expiration Date - Original Date (CED)	"N/A" or if a date is given (MM/DD/YYYY format), the value (before being changed by the Form 500) representing the previous end date of contract for referenced FRN

40	New (Revised) Commitment Amount	"N/A" or "0.00" (if FRN Cancel Indicator = "Yes") or the value representing new commitment amount (as revised by the Form 500) for referenced FRN
41	Form 500 Service Start Date (SSD) Adjustment Indicator	"Yes" or "No"

At the bottom of the file will be the text:
"SLD 500 to Service Provider; Total Records: [record count]"