

LCS Upload Field Descriptions

The chart below provides more information on the Lifeline Claims System (LCS) claims template, including whether the field is required and what error messages a provider may receive if they populate a required field incorrectly.

Excel Column	Field Name	Required Status	Error Message	More Information
A	Subscriber ID	Required	Upload unsuccessful: File contains invalid headers.	System-generated unique identifier; no input required.
B	Rate	Required	Rate is required.	Rate is required.
			The rate has invalid characters, length, or format.	Rate must be zero or positive number.
			The rate has invalid characters, length, or format.	Rate must have 2 or fewer decimal place values.
			Rate cannot exceed \$9.25 for non-Tribal subscriber or exceed \$34.25 for Tribal subscriber.	Rate must not exceed \$9.25 for non-Tribal subscriber.
			Rate cannot exceed \$9.25 for non-Tribal subscriber or exceed \$34.25 for Tribal subscriber.	Rate must not exceed \$34.25 for Tribal subscriber.
C	Reason Code	Conditional, required if Rate = \$0	Reason code is required.	Reason code is required when rate is 0.
			Reason code is not required.	Reason code is not required when rate is not 0.

Excel Column	Field Name	Required Status	Error Message	More Information														
			Reason code is invalid.	Reason code must be valid. <table border="1" data-bbox="998 422 1572 1024"> <thead> <tr> <th data-bbox="998 422 1149 499">Reason Code</th> <th data-bbox="1149 422 1572 499">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="998 499 1149 577">U1</td> <td data-bbox="1149 499 1572 577">Signed up for Lifeline, no usage yet</td> </tr> <tr> <td data-bbox="998 577 1149 724">U2</td> <td data-bbox="1149 577 1572 724">Subscriber is in a non-usage cure period (snapshot date falls within the 15-day cure period)</td> </tr> <tr> <td data-bbox="998 724 1149 835">U3</td> <td data-bbox="1149 724 1572 835">Subscriber lost eligibility but was not de-enrolled prior to snapshot</td> </tr> <tr> <td data-bbox="998 835 1149 913">U4</td> <td data-bbox="1149 835 1572 913">Subscriber's account is suspended</td> </tr> <tr> <td data-bbox="998 913 1149 991">U5</td> <td data-bbox="1149 913 1572 991">Failed to match subscriber in ETC's internal system</td> </tr> <tr> <td data-bbox="998 991 1149 1024">U6</td> <td data-bbox="1149 991 1572 1024">Other</td> </tr> </tbody> </table>	Reason Code	Description	U1	Signed up for Lifeline, no usage yet	U2	Subscriber is in a non-usage cure period (snapshot date falls within the 15-day cure period)	U3	Subscriber lost eligibility but was not de-enrolled prior to snapshot	U4	Subscriber's account is suspended	U5	Failed to match subscriber in ETC's internal system	U6	Other
Reason Code	Description																	
U1	Signed up for Lifeline, no usage yet																	
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D	Tribal Link Up Charges Waived	Required	<p>Tribal Link Up Charges Waived is required to be included in the template; field should be left empty if no tribal link up charges were waived.</p> <p>The subscriber is not eligible to claim Tribal Link Up service.</p> <p>The Tribal Link Up Charges Waived has invalid characters, length, or format.</p> <p>The Tribal Link Up Charges Waived has invalid characters, length, or format.</p> <p>The Tribal Link Up Charges Waived has invalid characters, length, or format.</p>	<p>Tribal Benefit Flag field for subscriber must be set to 1 when Tribal Link Up charge waived is claimed.</p> <p>Tribal Link Up charges waived must have 2 or fewer decimal place values.</p> <p>Tribal Link Up charges waived must not exceed \$100.</p> <p>Tribal Link Up charges waived must be a positive number.</p>														

Excel Column	Field Name	Required Status	Error Message	More Information
E	SPIN	Required	SPIN is required.	SPIN cannot be null.
			The SPIN has invalid characters, length, or format.	SPIN must be numeric.
			The SPIN has invalid characters, length, or format.	SPIN must be 9 characters.
			The SPIN does not match subscriber's SAC.	SPIN does not match the SAC provided.
F	SAC	Required	Upload unsuccessful: SAC 123456 has invalid characters, length, or format.	SAC cannot contain alpha or special characters.
				SAC must be numeric.
				SAC must be 6 characters.
				SAC cannot be null.
G	Last Name	Optional	N/A	N/A
H	First Name	Optional	N/A	N/A
I	Street Address	Optional	N/A	N/A
J	City	Optional	N/A	N/A
K	State	Optional	N/A	N/A
L	ZIP	Optional	N/A	N/A
M	Phone Number	Optional	N/A	N/A

Excel Column	Field Name	Required Status	Error Message	More Information
N	ETC General	Optional	N/A	N/A
O	Service Type	Conditional – optional for all states unless the state is OR or CA. Required for OR and CA.	<p>Service type must be Voice, BundledVoice, Broadband, BundledBroadband or BundledVoiceBroadband.</p> <p>Service type must be Voice, BundledVoice, Broadband, BundledBroadband or BundledVoiceBroadband.</p> <p>Service type must be Voice, BundledVoice, Broadband, BundledBroadband or BundledVoiceBroadband.</p> <p>Service type is required.</p>	<p>Service type must be Voice, BundledVoice, Broadband, BundledBroadband or BundledVoiceBroadband.</p> <p>Service type must be alphabetic.</p> <p>Service type must be less than 22 characters.</p> <p>Service type cannot be null.</p>
P	Tribal Benefit Flag	Optional	N/A	N/A
Q	Corrected	Optional (only applicable to NLAD opt-out states beginning with the Dec. 2020 data month process)	N/A	<p>This column will be blank, unless the state files a correction after the template is generated the first time; no input required.</p> <p>If there is a correction to a subscriber’s record, that row will contain the day/time the record was updated, in the following format: mm_dd_yyyy_hhmm</p> <p>If a state makes a correction to a file:</p> <ul style="list-style-type: none"> USAC will notify service providers by email that an updated template is available for their review, and This email will include what they will see in LCS if the state made a correction.