Combination System Implementation Guide

This section contains general overview information and guidance for schools and other agencies who use EDExpress in combination with third-party software or in-house systems to exchange Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data with the COD System.

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Overview

Welcome to Volume III of the *Common Origination and Disbursement (COD) Technical Reference*, written for users with Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, or William D. Ford Direct Loan systems used in combination with EDExpress for Windows 2015-2016 (the free software package provided by the U.S. Department of Education [ED]).

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using EDExpress 2015-2016 in combination with your own system or vendor-provided software.

EDExpress users participate with the COD System to exchange and process Pell Grant, Direct Loan, and other data. For more information on participating with the COD System, be sure to read *Volume II* of the *2015-2016 COD Technical Reference*.

Each volume of the *2015-2016 COD Technical Reference* is available for download from the ED's Federal Student Aid Download (FSAdownload) Web site located at fsadownload.ed.gov as well as the Information for Financial Aid Professionals Web site (IFAP) located at ifap.ed.gov, as needed.

New Credit Status Response (CRCS16OP) for PLUS and Grad PLUS Loans

In spring 2015, the COD System is replacing the Direct Loan Credit Decision Override Response (CRCO) file with the Credit Status Response (CRCS16OP). The Credit Status Response is a new system-generated file with credit-related status and date fields that can help you determine if PLUS and Grad PLUS borrowers with a denied credit decision have completed all necessary steps to receive actual disbursements. These steps include completing the new PLUS Counseling process and either obtaining an approved endorser or successfully appealing the decision by documenting extenuating circumstances.

EDExpress 2015-2016, Release 2.0, enables you to import and review data provided in Credit Status Response files for your PLUS and Grad PLUS loan records. We also redesigned the Credit/PLUS App Info sub-tab of the Origination (Direct Loan) tab to display new credit-specific field values sent in Credit Status Response files in combination with related existing field values provided in PLUS Application Acknowledgement (CRSP16OP) files.

> PLUS and Grad PLUS borrowers with a denied credit decision who obtain an endorser or appeal the decision by documenting extenuating circumstances are now required to complete a mandatory PLUS Counseling process on the StudentLoans.gov Web site. The counseling process informs borrowers of their financial obligations under the PLUS program, including consideration of their current loan indebtedness, repayment options, and other relevant financial literacy/loan information.

For additional information on these enhancements and other related changes, see "Enhancements and Changes to EDExpress for 2015-2016" and "Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement" later in this section.

For more information on the Credit Status Response file and the revised business rules surrounding PLUS and Grad PLUS credit decisions, see *Volume II*, Section 1 of the *2015-2016 COD Technical Reference*.

The Higher Education Reconciliation Act of 2005 (the HERA)

> In EDExpress, a Direct PLUS loan for a graduate or professional student is referred to as a "Grad PLUS" loan.

The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, extended Federal Direct PLUS Loan (Direct PLUS) eligibility to graduate or professional students beginning on or after July 1, 2006. The HERA provision did not create a new loan program, but rather, allows a new type of borrower—an eligible graduate or professional student—to borrow under the existing Direct PLUS Loan Program.

TEACH Grant

Through the College Cost Reduction and Access Act of 2007 (CCRAA), Congress created the TEACH Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Eligible undergraduate and post-baccalaureate students may receive up to an aggregate limit of $16,000 and graduate students may receive up to a graduate aggregate limit of $8,000 in TEACH Grants.

In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high need field in a public or private elementary or secondary school that serves low-income students. Recipients must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. If they do not complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan and interest charged from the date the grants were disbursed.

Before receiving a TEACH Grant, students must sign a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS explains the teaching service requirements that students must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan.

For more information on EDExpress 2015-2016 functionality related to the TEACH Grant, see the TEACH Grant Appendix at the end of this section.

What it Means to be a Combination User

As a financial aid administrator (FAA) at a combination school, you are aware of how complicated the entire financial aid process can be to manage. The COD System improves the flow of financial aid processing and can streamline the workload in your financial aid office.

The COD System continues to function using the basic process of schools submitting records and receiving responses. You can use EDExpress in combination with your mainframe or third-party software to perform this task or part of this task with the COD System.

EDExpress continues to use flat American Standard Code for Information Interchange (ASCII) files to communicate with your external systems. You import flat ASCII files into EDExpress to load Pell, TEACH Grant, and Direct Loan data. In turn, EDExpress exports your data to the COD System in the required Extensible Markup Language (XML) format.

After your data is processed, the COD System sends a response in XML format that can be imported into EDExpress. You can then export the information you need to your mainframe or third-party software from EDExpress in the ASCII flat file format.

Schools planning to use EDExpress 2015-2016 to process Pell, TEACH Grant, or Direct Loan data must be enrolled as a participant with the COD System for the respective programs.

- You only need to enroll as a participant for Pell, TEACH Grant, or Direct Loan if you were *not* enrolled in the respective program in 2014-2015.

If you have any questions about enrolling with the COD System, contact the COD School Relations Center at (800) 474-7268 for Grants or (800) 848-0978 for Direct Loans. You can also e-mail CODSupport@ed.gov.

> To keep your school database in synch with the COD System, we advise EDExpress users against originating Pell, TEACH Grant, or Direct Loan records online at the COD System. You should originate your records in EDExpress first, then submit the records to the COD System for processing.
>
> Once your EDExpress origination records are accepted by the COD System, you can perform any additional online activities as needed on the COD Web site and minimize the risk of conflicting data between your system and the COD System.

> You must be enrolled for COD Online Services through Federal Student Aid's Participation Management System to access the COD Web site (cod.ed.gov).

Organization of this Guide

This Implementation Guide is a reference to assist school FAAs who use EDExpress software in combination with their mainframe system or third-party software to process Pell, TEACH Grant, and Direct Loan data. This guide also assists schools in implementing changes for the COD System for the 2015-2016 Award Year.

The following sections in Volume III contain pertinent combination system information:

- Section 2: Combination System Message Classes

- Section 3: Combination System Record Layouts

- Section 4: Combination System Edits

Enhancements and Changes to EDExpress for 2015-2016

The EDExpress 2015-2016 software conforms with annual changes to the COD System, as well as to the Pell, TEACH Grant, and Direct Loan programs. EDExpress provides a common setup feature for the Pell, TEACH Grant, and Direct Loan programs. Separate Pell, TEACH Grant, and Direct Loan origination and disbursement windows display mutually exclusive data elements.

EDExpress Pell, TEACH Grant, and Direct Loan users are participants in the COD process for 2015-2016. They send and receive origination and disbursement data to and from the COD System using the Common Record XML format.

If your school uses EDExpress in combination with another system for some or all of your Pell, TEACH Grant, or Direct Loan processing, you should ensure that system has been modified to accommodate updates to fields and edits that are implemented within EDExpress for 2015-2016. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the most current Pell, TEACH Grant, and Direct Loan Combination System record layouts used by EDExpress.

We have implemented a number of enhancements in EDExpress 2015-2016. These enhancements are listed below by module and software area.

Global

The following enhancements are available in EDExpress 2015-2016 Global functionality (applicable to all EDExpress modules):

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EDExpress to reference the 2015-2016 cycle. Message classes with cycle indicators are also updated for 2015-2016 in File Management (**Tools**, **Setup**, **Global**, **File Management**) and in various Import and Export dialog boxes throughout EDExpress.

- **New Enrollment Status Field Added for Application Processing Version of FISAP Reports** – We added a new Enrollment Status field to the Demo tab. The value you provide in this field is used exclusively for the FISAP–Dependent Student Summary, FISAP–Independent Student Summary, FISAP–Eligible Dependent Students, and FISAP–Eligible Independent Students reports, which you can now print from the App Express print dialog box. For more information, see "FISAP Reports" in the Application Processing section below.

  Valid values are **1** (Full time), **2** (3/4 time), **3** (1/2 time), **4** (Less than 1/2 time), or blank. The field defaults to **1** (Full time) for new records. You can modify the field value manually, by using Global Multiple Entry (**Process**, **Multiple Entry**, **Global**), or by importing external demographic data.

EDExpress 2015-2016, Release 1.0, scheduled for posting in January 2015, adds the Application Processing and Packaging modules, as well as Global functionality. Release 2.0, scheduled for posting in April 2015, adds the Pell, Direct Loan, and TEACH Grant modules.

EDExpress 2015-2016, Release 2.0 includes a voluntary product registration feature that will help Federal Student Aid learn more about how you use the software. The information we gather will help us identify potential enhancements and focus our efforts more effectively on the features that help you the most.

For more information regarding message classes used by the CPS in 2015-2016, see the Processing Codes section of the *2015-2016 EDE Technical Reference*. For more information regarding COD System message classes used by EDExpress in 2015-2016, see *Volume III, Section 2: Combination System Message Classes* of this technical reference.

> The student's Title IV eligibility reason is a required data element on all Pell Grant, Direct Loan, and TEACH Grant records for students enrolling in a program of study on or after July 1, 2012. This eligibility information must indicate whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled.

- **Ability to Benefit Code Relabeled as Student Eligibility Code** – We relabeled the Ability to Benefit Code field located on the Demo tab to Student Eligibility Code. This new label more accurately describes the use and purpose of this field, which is required to finalize Pell Grant, Direct Loan, and TEACH Grant origination records for export and processing by the COD System. The COD System also replaced the Ability to Benefit Code field with Student Eligibility Code in the 2015-2016 Common Record schema.

  We also updated other EDExpress Global functions to display the new Student Eligibility Code field label, including prior year import, Multiple Entry, Query, Browse, File Formats setup, and the List Changes and Demo Tab report options available from the Demo tab.

Application Processing

The following enhancements are available in the EDExpress 2015-2016 Application Processing module:

ISIR Import

> See the *2015-2016 COD Technical Reference*, Volume II, Section 1, for the valid Student Eligibility Code values you should use for the Demo tab field in EDExpress.

- **Modification to ISIR Import Updates to Student Eligibility Code Field** – Currently, the ISIR import process in EDExpress updates the Student Eligibility Code field, if blank, on the Demo tab based on specific student responses to the "High School Diploma or Equivalent Received?" question on the FAFSA®. EDExpress translates the resulting HS Diploma or Equivalent field value to the corresponding Student Eligibility Code value on the Demo tab during the ISIR import process.

  For 2015-2016, we modified this translation process to set the Student Eligibility Code field to blank when the HS Diploma or Equivalent value is **2** (GED/State Equivalent Test). This change was necessary because there are now two separate Student Eligibility Code field values on the COD System indicating whether the student received a GED certificate or a state-authorized high school equivalent certificate, whereas the ISIR's High School Completion value of **2** covers both scenarios.

> If the HS Diploma or Equivalent field value on the imported ISIR is **2**, **4**, or blank, EDExpress leaves the Student Eligibility Code blank on the Demo tab.

  The ISIR import process continues to convert the HS Diploma or Equivalent value of **1** (High School Diploma) to the Student Eligibility Code of **06** (High School Diploma) and the HS Diploma or Equivalent value of **3** (Home Schooled) to the Student Eligibility Code of **04** (Home Schooled).

ISIR View, Print, File Format, and Query

- **New and Modified ISIR Fields Available** – New and modified data elements on the 2015-2016 ISIR are printed on the EDExpress ISIR report, appear on the ISIR Review tab and Apps Express Browse grid, and are available for selection in App Express File Format and Query setup.

NSLDS View and Print

- **New and Relabeled NSLDS Fields for Subsidized Loan Limit Information** – We added two new fields to the Loan Detail tab of the NSLDS Financial Aid History dialog box (**View**, **NSLDS**): Confirmed Loan Subsidy Status and Subsidy Status Date. The Confirmed Loan Subsidy Status field indicates the current status of the interest subsidy for a loan record. The Subsidy Status Date is the date the status of the loan's interest subsidy was confirmed.

  We also relabeled the existing Subsidized Loan Eligibility Used field from NSLDS to Subsidized Usage Period.

FISAP Reports

- **FISAP Reports Added to App Express Module** – We added the FISAP–Dependent Student Summary, FISAP–Independent Student Summary, FISAP–Eligible Dependent Students, and FISAP–Eligible Independent Students reports to the App Express print dialog box (**File**, **Print**, **App Express**). These EDExpress FISAP reports were previously only available to Packaging users. This enhancement enables both EDExpress Packaging and non-Packaging users to take advantage of these reports.

  When generating the App Express FISAP reports, EDExpress uses the new Enrollment Status field value from the Demo tab in combination with FISAP-related data from the ISIR flagged as the active transaction on the ISIR Review tab. See "How Do I…Print FISAP Reports using App Express Module" in EDExpress Help for guidance on preparing your student data.

Packaging

No major changes or enhancements are planned currently for the EDExpress Packaging module for 2015-2016.

COD Setup

The following enhancement is available in EDExpress 2015-2016, Release 2.0 COD Setup (**Tools**, **Setup**, **COD**):

- **CIP Code Description Field Length Expanded** – We expanded the length of the Description field on the CIP Code setup dialog box (**Tools**, **Setup**, **COD**, **CIP Codes**) to 255 characters, enabling you to provide more descriptive text for each CIP Code you add. The Description text appears in multiple locations in the Pell Grant, Direct Loan, and TEACH Grant modules when selecting a CIP Code value, including each module's Origination tab and import dialog box.

  The CIP Code data element, which is a six-digit code (with an implied decimal between the second and third digit) representing the student's college major, is required for all anticipated and actual Direct Loan disbursements for all loan types and for all anticipated and actual TEACH Grant disbursement records.

See the *2015-2016 ISIR Guide* and the *2015-2016 Summary of Changes for the Application Processing System* guide, available on the IFAP and FSAdownload Web sites, for detailed information on changes to the ISIR and NSLDS data elements on the ISIR for 2015-2016.

You can also continue to use the existing Packaging versions of the four EDExpress FISAP reports. You must first establish a basic Packaging setup, then import all valid ISIR data into Packaging. See "How Do I…Set Up Packaging to Print FISAP Reports" in EDExpress Help for guidance on creating the necessary Packaging setup, importing ISIR data into the Packaging module, and printing the reports.

The CIP Code continues to be optional for Pell Grant records in EDExpress 2015-2016 and is not required or processed by the COD System for Pell Grant records for the 2015-2016 Award Year.

Pell Grant

No major changes or enhancements are planned currently for the EDExpress Pell Grant module for 2015-2016.

Direct Loan

The following enhancements are available in the EDExpress 2015-2016, Release 2.0 Direct Loan module:

Direct Loan Import

> This import enhancement applies to the COD Common Record Response (CRAA16OP), Web-Generated Response (CRWB16OP), and Subsidized Usage System-Generated Response (CRSU16OP) file types.

- **Response Import Now Updates SULA-Related Info on All Loans** – We modified the COD Common Record Response import process to update all Direct Loan records for each student in a response file with the most recent Subsidized Usage Limit Applies (SULA), Sum Actual Subsidized Usage Periods, and Sum Actual Non Cred Teacher Cert Sub Usage Periods field values in the response file. These three field values are displayed on the Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab.

  Maintaining this SULA-related information across loan records enables you to review the most current eligibility information more quickly for students with multiple loans of different types in EDExpress.

> In spring 2015, the COD System is discontinuing the Credit Decision Override file for all award years.
>
> In April 2015, we will post an update file for EDExpress 2014-2015, Release 3.0 that will enable you to generate and print an import edit report regarding the data sent in Credit Status Response files for the 2014-2015 award year. Monitor the IFAP Web site for an electronic announcement later in spring 2015 regarding the Release 3.0 update.

- **New Credit Status Response (CRCS16OP) Added to Common Record Import** – We modified the COD Common Record Response import type to include the new Credit Status Response message class (CRCS16OP). The Credit Status Response file replaces the Credit Decision Override Response (CRCO) file sent for PLUS and Grad PLUS loans in previous award years.

  During the import of a Credit Status Response file, EDExpress updates the Credit/PLUS App Info sub-tab of the Origination (Direct Loan) tab for matching PLUS and Grad PLUS records in your database with the data in the file. The import edit report generated at the conclusion of the import lists the PLUS and Grad PLUS records updated by new credit-related information from the COD System.

Direct Loan Entry

> If a qualifying existing loan record is identified, the copy process pulls the following Usage Limit Applies Info sub-tab fields forward to the new loan: Published Program Length (including Units), Special Programs, Program Credential Level, Weeks Program Academic Year (if greater than/equal to 26), Enrollment Status, CIP Code, and Subsidized Usage Limit Applies.

- **Existing SULA-Related Information Now Copied to New Loans** – When creating a new loan record manually (by selecting **Record**, **Add** or clicking the + button on the toolbar) on the Origination tab for students with existing loan records, EDExpress now copies field values on the Usage Limit Applies Info sub-tab of the existing loan record to the new loan record. This new process also applies if you choose to copy loan information from an existing subsidized or unsubsidized loan to a new loan record if prompted during the origination process.

  To qualify for the copy process, an existing loan record must have at least one of the following School-Reported fields with a non-blank value saved on the Usage Limit Applies Info sub-tab: Published Program Length (must be greater than 0), Special Programs, Program Credential Level, Weeks Program Academic Year (must be greater than or equal to 26), or CIP Code.

If a record exists with an Origination Status of **A** (Accepted by COD) or **B** (Batched to send to COD), it takes precedence over records with other Origination Status values. If multiple qualifying loan records exist for the student, EDExpress copies all of the School-Reported SULA information from the record with the most recent update date and time to the new loan record. If multiple loan records exist that have the same update date and time, EDExpress copies the School-Reported SULA information from the loan record with the highest loan ID sequence number, sorted alphabetically in loan type order (i.e., Grad PLUS, PLUS, subsidized, unsubsidized).

- **Credit/PLUS App Info Sub-Tab Redesigned for Credit Status Response Files** – We redesigned the Credit/PLUS App Info sub-tab of the Origination tab to incorporate data fields sent by the COD System in the new Credit Status Response (CRCS16OP) file. All credit-related fields now appear in a display-only grid on the upper half of the sub-tab, labeled "Credit Information." Fields specific to the PLUS Application Acknowledgement (CRSP16OP) continue to appear in the lower half of the sub-tab, labeled "PLUS Application Information."

  > The modifiable Credit Decision and Credit Decision Date fields are available above the new display-only grid in the "Credit Information" section of the Credit/PLUS App Info sub-tab.

  New fields sent in the Credit Status Response and listed in the grid in the upper half of the Credit/PLUS App Info sub-tab include the following: Credit Requirements Met, Credit Action Status, Reconsideration Eligible, PLUS Counseling Completed, PLUS Counseling Complete Date, Endorser Approved, and PLUS Counseling Expiration Date.

  > See "Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement" later in this section for more information on how EDExpress 2015-2016 determines if a PLUS or Grad PLUS loan meets credit-related requirements for disbursement.

  The display-only grid also includes credit-related fields that were previously updated only by importing a PLUS Application Acknowledgement, providing you with a more centralized and complete view of the borrower's current credit approval or appeal status.

- **Modified PLUS and Grad PLUS End-of-Entry Edits** – We modified the conditions under which EDExpress generates Direct Loan end-of entry edits 1050 and 3000 to reference the new Credit Requirements Met field instead of the Credit Override Code. Both edits are specific to PLUS and Grad PLUS loans.

  > The Credit Requirements Met field indicates whether a PLUS or Grad PLUS borrower with a denied credit decision has completed all necessary steps to receive actual disbursements. These steps include obtaining an approved endorser or successfully appealing the decision by documenting extenuating circumstances, as well as completing the new PLUS Counseling process.

  The Credit Requirements Met value is provided in the new Credit Status Response (CRCS16OP), as well as in the Common Record Response (CRAAI6OP), Web-Generated Response (CRWB16OP), and PLUS Application Acknowledgement (CRPS16OP). The Credit Override Code was sent in the discontinued Credit Decision Override Response (CRCO) file in prior award years.

  Note the following:

  > See *Volume III, Section 4: Combination System Edits* of this technical reference for the exact revised condition text for edit 1050 and the revised condition/message text for edit 3000.

    o Edit 1050 prevents you from adjusting the Loan Amount Approved to exceed the Endorser Amount unless certain conditions are met. The Loan Amount Approved cannot exceed the Endorser Amount unless the Credit Decision is **A** (Accepted) and the Credit Requirements Met value is **N** (False) or blank.

- o Edit 3000 prevents actual disbursements for PLUS or Grad PLUS loans unless the loan has a Credit Decision of **A** (Accepted) or a Credit Requirements Met value of **Y** (True).

- **New End-of-Entry Edits for Loan Period Start/End Date** – We modified Direct Loan end-of-entry edits to enable you to adjust the Loan Period Start Date or End Date associated with a loan to be after June 30, 2016 or before July 1, 2015, respectively, under specific circumstances. Note the following:

  - o This enhancement only applies to changes to loan records previously processed and accepted by the COD System.

  - o EDExpress only allows you to adjust the Loan Period Start Date or Loan Period End date to a date outside the 2015-2016 Award Year if the loan's Origination Status is **A** (Accepted by COD) or **B** (Batched to send to COD).

  - o We added new end-of-entry edits 1110 (for Loan Period Start Date) and 1115 (for Loan Period End Date) to prevent adjusted start dates after June 30, 2016 or adjusted end dates before July 1, 2015 if the Origination Status is not A or B.

> New EDExpress Direct Loan edits 1110 and 1115 help ensure the Loan Period Start Date and Loan Period End Date that you submit on new or previously rejected loan records fall within the 2015-2016 Award Year.

- **Revised End-of-Entry Edits Comparing Disbursement Dates to Loan Period Start/End Dates** – We modified Direct Loan end-of-entry edits 2000, 2001, and 3105 to require that disbursement dates occur no more than 10 days prior to the Loan Period Start Date or more than 180 days after the Loan Period End Date if the disbursement gross amount is greater than zero.

  Note the following:

  - o EDExpress generates edit 2000 or 2001 if an anticipated or actual disbursement date, respectively, is more than 10 days prior to the Loan Period Start Date and the gross disbursement amount is greater than zero.

  - o EDExpress generates edit 3105 if an actual disbursement date is more than 180 days past the Loan Period End Date and the gross disbursement amount is greater than zero.

> In prior award years, EDExpress Direct Loan edits 2000, 2001, and 3105 were classified as "warning" edits, which caution against a specified update but do not prevent you from saving and submitting the data to the COD System. With the changes implemented in EDExpress 2015-2016, Release 2.0, all three edits are now considered "reject" edits that prevent the update if the designated conditions exist for an anticipated or actual disbursement.

  These edit modifications are designed to help increase school submissions of disbursement date corrections when the loan period start or end date is modified. The COD System relies upon accurate disbursement date information to recalculate SULA-related information accurately for students, including remaining subsidized loan eligibility.

- **New End-of-Entry Edits for Payment Period Start Date** – We modified Direct Loan end-of-entry edits to enable you to adjust the Payment Period Start Date associated with an anticipated or actual disbursement to a date before or after the loan period dates. This change enables users to adjust loan information as needed to ensure correct calculations of the 150% Direct Subsidized loan limit. Note the following:

o This enhancement only applies to changes to loan records previously processed and accepted by the COD System.

o EDExpress only allows you to adjust the Payment Period Start Date to a date before or after the loan period start or end date if the anticipated or actual disbursement amount is zero and the loan's Origination Status is **A** (Accepted by COD) or **B** (Batched to send to COD).

o We added new end-of-entry edits, 1230 (for actual disbursements) and 1240 (for anticipated disbursements), to prevent adjustments which cause the Payment Period Start Date to be outside the loan period for any Origination Status if the disbursement amount is greater than zero, or if the Origination Status is E or R, regardless of the disbursement amount.

> EDExpress also generates edit 1230 or 1240 to prevent the Payment Period Start Date adjustment if the Origination Status is **R** (Ready to send to COD) or **E** (Origination reject received from COD).

Direct Loan Print, Browse, File Format, and Query

- **New Credit Status Response Fields Added to Print, Browse, File Formats, and Query Functions –** We incorporated the new PLUS and Grad PLUS origination data elements provided in Credit Status Response (CRCS16OP) files into multiple Direct Loan features and functions, such as the Direct Loan Origination Record report and Direct Loan Browse (for PLUS and Grad PLUS loans). The new origination data elements are also available for selection in Direct Loan File Formats for external export files and as part of Direct Loan query statements.

  The new PLUS and Grad PLUS fields covered by these enhancements include the following: Credit Requirements Met, Credit Action Status, Reconsideration Eligible, PLUS Counseling Completed, PLUS Counseling Complete Date, Endorser Approved, and PLUS Counseling Expiration Date.

TEACH Grant

See the *TEACH Grant Appendix* at the end of this document for information on enhancements to the TEACH Grant module in EDExpress 2015-2016.

Business Rules

The following issues may affect your combination system:

- 2015-2016 COD Message Class Options

- 2015-2016 Updates to Valid Date Ranges

- Direct Loan Fields Required for Origination

- Direct Loan Ancillary Services (for example, where to mail an MPN)

- Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

2015-2016 COD Message Class Options

The COD System provides various message class options for sending and receiving Common Record data to and from the COD System. The 2015-2016 Common Record Message class options include:

- Non-program-specific and non-award year-specific (COMRECIN and COMRECOP)

- Award year-specific and non-program-specific (Option selected by EDExpress)

- Program-specific and non-award year-specific

- Award year-specific and program year-specific

All message classes used by EDExpress 2015-2016 are outlined for you in *Volume III, Section 2: Combination System Message Classes* of this technical reference.

All COD message classes are outlined in *Volume II, Section 2: COD Message Classes* of this technical reference.

EDExpress 2015-2016 is using the award year-specific message class option for sending and receiving Common Record data for Pell, TEACH Grant, and Direct Loan. These message classes are:

2015-2016 Message Class	Data Description
CRAA16IN	COD Common Record data sent to the COD System from EDExpress
CRAA16OP	COD Response from the COD System to EDExpress
CRRC16OP	COD Receipt from the COD System to EDExpress

The award year-specific message class option provides you the advantage of viewing the award year of the data within the Common Record file before importing the file into EDExpress. EDExpress is *not* using the options for program specific message classes.

In addition, the COD System sends all Web-generated and system-generated transactions, such as a Pell negative disbursement or a Direct Loan MPN response, to all schools in award year-specific message classes.

2015-2016 Updates to Valid Date Ranges

Valid date ranges for Pell, TEACH Grant, and Direct Loan processing are updated for the 2015-2016 processing cycle. These updates affect EDExpress edits and valid field content. Below is the listing of updated 2015-2016 date ranges.

Pell Grant	TEACH Grant	Direct Loan	Data Element	Date Range
✅			Enrollment Date	01/01/2015 to 06/30/2016
✅			Payment Period Start Date	01/01/2015 to 06/30/2016
✅			Disbursement Date	01/01/2015 to 09/30/2021 **Note: Although EDExpress accepts any date on or after 01/01/2015, the valid 2015-2016 date range for Pell Grant disbursement records is from the date the 2015-2016 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2021.**
		✅	Award Begin Date	06/30/2016 or earlier*
		✅	Award End Date	07/01/2015 or later*
		✅	Academic Year Start Date	06/30/2016 or earlier
		✅	Academic Year End Date	07/01/2015 or later
		✅	Disbursement Date	06/21/2012 to 12/28/2019
		✅	Date of Birth	01/01/1916 to 12/31/2007
	✅		Enrollment Date	01/01/2015 or later
	✅		Payment Period Start Date	01/01/2015 or later
	✅		Disbursement Date	01/01/2015 or later

* **Important Note**: See the Direct Loan sub-section "Enhancements and Changes to EDExpress for 2015-2016" section earlier in this guide for information regarding adjustments to these date fields.

Direct Loan Fields Required for Origination

Certain data must be present on a Direct Loan record before it can be originated in EDExpress. Saving (but not originating) a loan record without all of these fields may be possible.

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Student's Last Name	✅, if borrower's First Name is blank	✅, if student's First Name is blank	✅, if student's First Name is blank
Student's First Name	✅, if borrower's Last Name is blank	✅, if student's Last Name is blank	✅, if student's Last Name is blank
Student's Permanent City		✅	✅
Student's Permanent State		✅	✅
Student's Permanent Zip Code		✅	✅
Student's Current SSN	✅	✅	✅
Original SSN	✅	✅	✅
Student's Date of Birth	✅	✅	✅
Student's Citizenship Status	✅	✅	
Dependency Status	✅	✅	✅
Student Eligibility Code (previously Ability to Benefit Code)	✅	✅	✅
CPS Transaction #	✅	✅	✅
School Code	✅	✅	✅
Loan Enroll OPE ID	✅	✅	✅
Loan ID	✅	✅	✅
Loan Amount Approved	✅	✅	✅
Disbursement Profile Code*	✅	✅	✅
College Grade Level	✅	✅	✅
Loan Period End Date	✅	✅	✅
Loan Period Start Date	✅	✅	✅
Academic Year End Date	✅	✅	✅
Academic Year Start Date	✅	✅	✅
Student's Loan Default/Grant Overpayment	✅		
Borrower's Loan Default/Grant Overpayment	✅	✅	✅
Borrower's Date of Birth	✅		
Borrower's Permanent State	✅		
Borrower's Current SSN	✅		
Borrower's Permanent City	✅		
Borrower's Permanent ZIP Code	✅		
Borrower's First Name	✅, if student's First Name is blank		
Borrower's Last Name	✅, if student's Last Name is blank		

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Borrower's Citizenship Status	✓		
Published Program Length	✓	✓	✓
Special Programs	✓	✓	✓
Program Credential Level	✓	✓	✓
Weeks Academic Program Year	✓, if Published Program Length is measured in weeks or months OR if Special Programs field value = P	✓, if Published Program Length is measured in weeks or months OR if Special Programs field value = P	✓, if Published Program Length is measured in weeks or months OR if Special Programs field value = P
CIP Code	✓	✓	✓
Enrollment Status	✓	✓	✓

* Note: See "Importing Disbursement Profiles into EDExpress" later in this guide for more information on how you can use disbursement profile codes to define the anticipated disbursement information required to originate loan records in EDExpress.

Direct Loan Ancillary Services

Borrowers of Direct Subsidized, Unsubsidized, PLUS, and Grad PLUS loans can complete a paper MPN or an electronic MPN at StudentLoans.gov. If a borrower completes the electronic MPN, an MPN Response (CRPN16OP) is sent to the appropriate school. If a borrower completes a paper MPN, the MPN can be mailed directly to the COD System or returned to the school to forward to the COD System. The COD System must receive and accept the MPN before the loan is booked.

Hardcopy MPNs mailed to the COD System by the school must be accompanied by a paper manifest that lists the borrower's name and MPN Identification (ID) for each MPN in the shipment. The paper manifest also provides a certification to be signed by an official at the school.

For 2015-2016, schools continue to send batches of MPNs with paper shipping manifests to the following addresses:

- Regular Mail

    US Department of Education
    P.O. Box 5692
    Montgomery, AL 36103-5692
    1-800-848-0978

- Overnight Delivery

    US Department of Education
    100 Capitol Commerce Center Blvd.
    Suite 160
    Montgomery, AL 36117

MPNs for subsidized and unsubsidized loans, MPNs for PLUS loans, and MPNs for Grad PLUS loans must be batched separately and a separate paper manifest created for each. Each document can contain up to 100 notes. Additionally, separate documents (manifests) must be created for each Direct Loan school code. The MPN Manifest option is available through the EDExpress Print process.

After a batch of MPNs is received in the mailroom, the notes are manually inspected for missing or incorrect information. A generic checklist is used. If there are errors or information is missing, the checklist is marked in the appropriate blank describing the error that needs to be corrected. The checklist and MPN are returned to the school or borrower, whichever is appropriate. If a note is rejected, a new MPN must be printed with the corrected data and resubmitted to the COD System.

After an MPN is processed by the COD System, you receive an MPN Response that includes the MPN status and can be used to update EDExpress.

More information on MPN processing can be found in *Volume II: Common Record Technical Reference*.

MPNs, MPN Manifests, credit decisions, and disclosure statements for Grad PLUS loans are processed following the same rules and guidelines as PLUS loans for parent borrowers.

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* for complete details regarding Direct Loan Master Promissory Notes.

Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

This section describes the EDExpress processes regarding Direct Loan MPNs, as well as the PLUS credit decision, and the disclosure statement.

The same Direct PLUS MPN form is used for both Grad PLUS and PLUS loans. You should ensure that you are using the most recent version of the Direct Loan PLUS MPN. When you select the report type to print, the following statements print in Section A:

Report Type	Printed Statement
MPN-PLUS	I am a Parent of a Dependent Undergraduate Student
MPN-Grad PLUS	I am a Graduate or Professional Student

Determining the MPN Status for Subsidized and Unsubsidized Loans When Using the Multi-Year MPN Feature

For subsidized and unsubsidized loans processed using the multi-year feature, determining the MPN status is a two-step decision-making process within EDExpress.

First, EDExpress checks for other existing originated subsidized or unsubsidized loans for the student. When another loan exists within EDExpress for a student, EDExpress reviews the MPN status of the existing loan.

IF…	THEN…
The MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A**, **P**, **S**, **M**, or **T**)	EDExpress updates the MPN status of the originating loan to **T**, assumes a valid MPN exists
The MPN status of the existing loan indicates no valid MPN exists (**R**, **N**, **I**, **E**, or **C**)	EDExpress sets the MPN status of the originating loan to **R**, ready to print, and a new MPN can be printed

EDExpress MPN Statuses: **N:** Not ready to print (Sub/Unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S**, or **M**), **I:** Inactive , **E:** Inactive/Endorser, **C:** Closed

When no other loans for a student exist within EDExpress, EDExpress reviews the ISIR Direct Loan MPN flags if ISIRs were imported into EDExpress.

IF…	THEN…
The ISIR Direct Loan MPN flag indicates an active MPN at the COD System (**A**)	EDExpress updates the MPN of the originating loan to **T**, assumes a valid MPN exists
The ISIR Direct Loan MPN flag is blank or indicates no valid MPN (**I**, **E**, **C**, **N**, or **U**)	EDExpress sets the MPN status of the originating loan to **R**, ready to print, and a new MPN can be printed

ISIR Direct Loan MPN Flag: **A**: Active, **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed, **N:** None or Unavailable, or **U:** Updated

Determining the MPN Status for PLUS Loans When Using the Multi-Year MPN Feature

For PLUS and Grad PLUS loans processed using the multi-year feature, a school can set the MPN status to T either manually or through multiple entry in EDExpress. The MPN status of T is used to indicate you assume an MPN is on file at the COD System for the borrower. When the MPN status is set to T, EDExpress does not require the printing of an MPN for that PLUS or Grad PLUS loan. Importing the COD Response for an accepted PLUS or Grad PLUS loan updates EDExpress with the MPN status on file at the COD System.

Single-Year MPN Feature

The single-year feature is available to all schools and requires that a new MPN must be completed by a borrower for each academic year. All schools *not* eligible to process MPNs using the multi-year feature must use the single-year feature. Schools eligible for the multi-year feature can opt to process MPNs using the single-year feature. The school's processing feature is updated in EDExpress setup and on the COD System Web site.

A single-year school must use an MPN generated at or for that school only. A single-year school can link multiple loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year end dates must be the same on all loan records linked to a specific MPN.

An MPN link indicator for subsidized/unsubsidized/PLUS/Grad PLUS loans is found on the Response. If the loan record has been linked to an MPN at the COD System, the MPN link indicator contains a Y. Loan records not linked to an MPN on file at the COD System have an N in the MPN link indicator field.

Determining the MPN Status When Using the Single-Year MPN Feature

When processing loans using the single-year feature, EDExpress looks for other originated loans for the student with the same academic year within EDExpress to determine the MPN status.

> For schools implementing single-year functionality the ISIR Direct Loan MPN flag is not used in the process to determine if a new MPN should be printed since a previous year's MPN is not relevant.

IF…	THEN…
No other loans exist for this student within EDExpress	EDExpress sets the MPN status of the originating loan to **R**, ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates do **not** match the loan being originated	EDExpress sets the MPN status of the originating loan to **R**, ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates match the loan being originated, EDExpress reviews the MPN status of the existing loan:	
If the MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A**, **P**, **S**, **M**, or **T**)	EDExpress updates the MPN status of the originating loan to **T** and assumes a valid MPN exists
If the MPN status of the existing loan indicates no valid MPN exists (**R**, **N**, **I**, **E**, or **C**)	EDExpress sets the MPN status of the originating loan to **R**, ready to print, and a new MPN can be printed

N: Not ready to print (sub/unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S**, or **M**), **I:** Inactive, **E:** Inactive/Endorser, **C**: Closed

Single-Loan MPN Feature

The single-loan MPN is an MPN linked to a PLUS or Grad PLUS loan that is accepted with an eligible endorser who has an approved credit decision. After an endorser is associated with a PLUS or Grad PLUS loan, the MPN linked to that PLUS or Grad PLUS loan cannot be linked to any other loans even if the school uses the multi-year MPN feature. The MPN status for a single-loan MPN is determined by the COD System.

When a PLUS or Grad PLUS loan with an endorser is linked to an MPN, the COD System returns an MPN status of inactive on the Response. After the single-loan MPN is established, it becomes an inactive MPN and no other loans can be linked to that same MPN. In addition, all other pending or active PLUS MPNs for the borrower become inactive at the COD System. Future ISIRs display an MPN status of inactive and a new

MPN must be completed if the borrower wants to borrow a subsequent PLUS loan.

Importing the MPN Status from the COD System

Both the Common Record Response (CRAA16OP) and the MPN Response (CRPN16OP) can contain the MPN status determined by the COD System for a loan record. When the loan is accepted by the COD System, the COD System links the loan to an existing MPN, if possible.

Upon import of the Common Record Response (CRAA16OP), EDExpress updates the MPN status of a loan record according to the following logic:

IF The COD System's MPN Status Imported is:	AND EDExpress MPN Status is:	THEN EDExpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	T = MPN Exists *	R = Ready to print
P = Pending MPN at the COD System	T = MPN Exists *	R = Ready to print
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

* Note: Upon import of a Common Record Response with a COD System MPN Status of **R** or **P**, the EDExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **T**. If the EDExpress MPN Status is a value other than **T**, the record is not updated as a result of importing a Common Record Response with a COD System MPN Status of **R** or **P**.

Upon import of the MPN Response (CRPN16OP), EDExpress updates the MPN status of a loan as follows:

IF The COD System's MPN Status Imported is:	AND EDExpress MPN Status is:	THEN EDExpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	M = Manifested * *or* T = MPN Exists *	R = Ready to print
P= Pending MPN at the COD System	M = Manifested *	X = Pending at the COD System
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

* Note: When importing an MPN Response with a COD System MPN Status of **R**, the EDExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **M** or **T**. When importing an MPN Response with a COD

System MPN Status of **P**, the EDExpress loan record's MPN status is updated to **X** *only* if the loan record's existing MPN Status is **M**.

Valid MPN

> If at least one actual disbursement is not made on any of the loans linked to an MPN within twelve months, the MPN becomes inactive in the COD System.

An open MPN is valid for up to ten years from the date the MPN is received by the COD System if at least one actual disbursement is made within a year from the date the COD System received the MPN and the borrower has not closed the note.

The MPN Expiration Date is returned in the Common Record Response file (CRAA16OP) or the MPN Response file (CRPN16OP) by the COD System. When the MPN Expiration Date exists in the imported response file, EDExpress displays the date on the Direct Loan Origination tab in the MPN Information section of the Loan Info tab.

To close an MPN, a borrower must send a written request to the servicer or to the school. If the closed notification is received at the school, the school must forward the original documentation to the COD School Relations Center. Upon receipt of a written request, the COD System manually closes the MPN and sends a confirmation letter to the borrower. After an MPN has been closed, no new loans can be linked to it. Loans that are already linked to a closed MPN can continue to use that MPN for disbursement processing. A new MPN must be generated if new loans are to be originated. When a loan is processed by the COD System and all MPNs for the borrower on file at the COD System are closed, an MPN status of R (MPN not on file) is returned in the Response to the school.

PLUS Credit Decision Status

> **Important!** In spring 2015, the COD System is replacing the Credit Decision Override Response (CRCO) with the Credit Status Response (CRCS16OP).
>
> The Credit Status Response includes a new true/false field called Credit Requirements Met. You will now use this field to determine if a PLUS or Grad PLUS borrower with a denied credit check has successfully completed all necessary steps to receive an actual disbursement, including either securing an approved endorser or appealing the decision by documenting extenuating circumstances and completing the new PLUS Counseling process.

You can perform a credit check for a PLUS loan for a parent borrower or a Grad PLUS borrower on the COD Web site. After the online credit check is complete, you can enter a credit decision status of A (Credit approved) or F (Credit denied; credit decision received from COD Web site) in EDExpress on the Credit/PLUS App Info sub-tab of the Origination (Direct Loan) tab, depending on the results received. You can also record the date you performed the credit check.

When importing a Common Record Response (CRAA16OP) for a PLUS or Grad PLUS loan, the PLUS credit decision status for the loan is updated in EDExpress. A PLUS or Grad PLUS loan is not linked to an MPN until the borrower has an accepted PLUS credit decision status. PLUS credit decision statuses are:

    A = Accepted
    D = Credit denied; endorser not OK
    P = Credit decision pending

When a PLUS or Grad PLUS borrower fails a credit check and requests a credit decision override due to extenuating circumstances or submits an Endorser Addendum, a Credit Status Response (CRCS16OP) is generated by the COD System to indicate whether the borrower has met credit requirements, including the completion of mandatory PLUS counseling.

Valid values for the new Credit Requirements Met field are True, False, or blank. The Credit Decision field is not updated on the loan record if a borrower fails a credit check, regardless of the success of subsequent appeal or endorser actions; you should therefore monitor the Credit Requirements Met (in combination with other field values displayed on the Credit/PLUS App Info sub-tab) to determine if and when the borrower has completed all necessary steps to receive actual loan disbursements for the PLUS or Grad PLUS loan.

In EDExpress 2015-2016, a PLUS or Grad PLUS loan must have a Credit Decision value of A or a Credit Requirements Met value of Y to be eligible for actual disbursements.

When the COD System sets the Credit Requirements Met value to Y, it attempts to link the PLUS or Grad PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (CRPN16OP) is generated to communicate the updated MPN status. Upon importing the MPN Response file, EDExpress updates the MPN status for the PLUS or Grad PLUS loan.

> The Credit Requirements Met field is also provided in the Common Record Response (CRAA16OP), Web-Generated Response (CRWB16OP), and PLUS Application Acknowledgment (CRSP16OP).

Generating Disclosure Statements

Disclosure Statements are required for all loan types (subsidized, unsubsidized, PLUS, and Grad PLUS loans) and can be printed by the COD System or a school.

EDExpress provides the capability to print Disclosure Statements for subsidized, unsubsidized, PLUS, and Grad PLUS loans. When the school prints a Disclosure Statement, the disclosure statement print indicator value of O = Onsite (school prints) within EDExpress is translated to a disclosure statement print code of S (school prints and sends to borrower) in the Common Record export file that you send to the COD System.

> **Generating Disclosure Statements**
> Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* for more information.

System Options

To help you decide how best to incorporate EDExpress, consider the following questions.

Grant and Loan Volume	How large is the grant and loan volume at your school?
Available Resources	How much of the following resources are available: staff, data processing resources, equipment, and money?
Existing Systems	What existing systems are in place and how easy are they to integrate?
Time Constraints	Is there enough time available to develop a system?
Campus Communications	Are there existing means of communication between offices involved in the Direct Loan Program or the Federal Grants Programs? (These offices could include financial aid and bursars.)

ED gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options.

EDExpress for Windows

EDExpress is a comprehensive financial aid management system provided at no cost by ED.

The system is student-based and enables you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the CPS ISIR Datamart and viewing and correcting individual ISIRs through FAA Access to CPS Online.

It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Pell, TEACH Grant, and Direct Loan origination records, prints MPNs, and manages and reports Pell, TEACH Grant, and Direct Loan disbursement data.

EDExpress supports all the necessary tasks required to participate in the Pell Grant and Direct Loan programs, as well as the TEACH Grant Program established by the CCRAA. Schools using this software can refer to the Desk References and or the EDExpress Help system for assistance.

The EDExpress software and its associated user documentation are available for download from fsadownload.ed.gov.

Combination EDExpress/Custom System

You can use any of the processing functions provided by EDExpress in conjunction with external systems or software from another vendor.

EDExpress enables you to import data captured in other on-campus systems (for example, a financial aid packaging system). You can also export data needed by other on-campus systems (such as the school's business office) from the EDExpress database.

Interface with Other Software Systems on Campus

Your other school computer systems used for registration or accounting are potential providers of data to EDExpress. EDExpress is designed to import data captured in other systems and reformatted according to specifications provided in this technical reference. Likewise, data in EDExpress can be exported for use in other on-campus systems.

Benefits to Using EDExpress

If you currently use another system for Pell, TEACH Grant, and Direct Loan processing, consider that EDExpress 2015-2016:

- Is fully XML-compliant, allowing you to exchange data with the COD System

- Automatically translates flat files you import from your mainframe or third-party software and creates export files you can transmit to the COD System

- Can automatically convert XML records from the COD System to flat ASCII format, which you can then export for import into your mainframe or another system on campus

- Offers a powerful, structured query language (SQL)-based query function for extracting data

- Offers a user-friendly Windows interface

- Is proven to work well in combination with mainframe systems

- Is backed by expert technical support

PC Requirements for EDExpress

For PC requirements, see the Installation Guide for EDExpress (year specific), available on fsadownload.ed.gov, or contact CPS/SAIG Technical Support at CPSSAIG@ed.gov or

- (800) 330-5947

- (800) 511-5806 (TDD/TTY)

The Basic Process for Combination Systems

As you review your processing methods and current use of EDExpress, or if you are considering using EDExpress, ask these questions:

- What is the source of my data?

- How will I synchronize updates to the data between EDExpress and the mainframe or my other financial aid management software?

- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, the steps for processing Pell, TEACH Grant, and Direct Loan records with EDExpress and the COD System in a combination system environment could be similar to these:

> The COD System sends one Response document for each Common Record document submitted.

1. In EDExpress, import an ASCII file of records from the mainframe using the Import External Add function.

2. Update records in EDExpress by importing an ASCII file from the mainframe using the Import External Change function.

> **Web-Generated Responses**
>
> All Web-generated Responses are Full Responses.

3. For Direct Loan, create or verify MPNs if needed. These MPN statuses can come from the External Add or Change files.

4. Export the information from EDExpress (data is automatically translated to XML format) to the COD System for origination through the Student Aid Internet Gateway (SAIG).

> **Records, Layouts, and Processes**
>
> For further information, see *Volume II: Common Record Technical Reference*.

5. Receive Common Records Receipts and Responses from the COD System through the SAIG.

   For Common Record Responses processed by the COD System and received through the SAIG mailbox, schools can receive a Full or Standard Response. However, EDExpress always requests and receives Full Responses from the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

   The request that EDExpress sends in the Common Record for a Full Response overrides the school's option set on the COD System's Web site. For example: If you set your school option to receive Standard Response and you send your data to the COD System using EDExpress, the COD System returns a Full Response.

6. Import the Receipts and Responses into EDExpress.

7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.

8. Use the Query function in EDExpress to extract student information from the records and print the information to a file for the bursar's office.

9. Export the updated records to an ASCII file from EDExpress using the Export External function.

10. Load the file of updated records to your mainframe or third-party software.

11. Make corrections to the student records as needed.

> The Pell External Import Change process and the TEACH Grant External Import Change process only require those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add/Change Record Layout allows filler in any non-modified field. For more information, refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Common Record Documents

Documents

The origination and disbursement process begins when a participant in the COD System submits a Common Record to the COD System. For the 2015-2016 Award Year, the Common Record is submitted in one of two ways:

- Document submission

- Online submission using the COD System's Web site

EDExpress, in combination with EDconnect and the SAIG, enables users to participate in the COD System using the document submission process.

Document submission is the option for EDExpress users.

Common Record Document Submission

All Common Record documents are submitted to the COD System's SAIG mailbox. The Enterprise Application Integration Bus (EAI Bus) performs periodic data pickups from the COD System's SAIG mailbox and transmits the Common Record data to the COD System.

Online Submission

For questions regarding online submissions using the COD System's Web site, refer to *Volume II: Common Record Technical Reference* of this technical reference.

EDExpress continues to export Pell, TEACH Grant, and Direct Loan files with document headers and trailers. The document header contains a Document ID that is unique to the export document.

The Document Integrity Rule

EDExpress requires document integrity. As a result, the COD System returns a corresponding response document for every Pell, TEACH Grant, or Direct Loan record submitted in a single document by the school. If a school submits a document with 1,000 Pell records, the COD System returns a response corresponding to only those 1,000 records. The response file always contains the same document ID originally submitted by the school.

Transmitting to SAIG

For more information regarding transmitting to SAIG, see the SAIG Host Communication Guide on fsadownload.ed.gov.

Tracking Document IDs

Schools should track document IDs on their systems. The EDExpress software provides document-level tracking capability through the Browse function located within the Tools menu option. You can track submissions to the COD System with the Document Activity grid through this system option. Submissions to the COD System can have Pell-only, TEACH-only, DL-only or any combination of Pell, TEACH and DL data.

All document IDs transmitted to the COD System using EDExpress have the same format. The format is `CCYY-MM-DDTHH:mm:ss.ff99999999`.

The first segment of the document ID identifies the date the document was exported from EDExpress. The date is represented in `CCYY-MM-DD` format.

> `CC` = Century

> `YY` = Year

> `MM` = Month

> `DD` = Day

Next in the document ID is a `T` as a date/time separator followed by the document time identifying when the document was exported from EDExpress. The time is represented in a `HH:mm:ss.ff` format.

> `HH` = Hour

> `mm` = Minutes

> `ss` = Seconds

> `ff` = Hundredths of a second

The characters that follow reflect the school's assigned eight-digit Source Entity ID from the COD System setup. The Source Entity ID is randomly generated and assigned to schools by the COD System.

> The manifest document ID is also tracked in the Document Activity Grid but it uses the Reporting Entity ID, not the Source Entity ID.

Combination System Message Classes

Volume III, Section 2: Combination System Message Classes, of this technical reference provides the 2015-2016 Pell, TEACH Grant, and Direct Loan EDExpress message classes.

Combination System Record Layouts

Interfacing your school's system with EDExpress reduces the effort of preparing data by importing student data from your existing systems into EDExpress. You can also take advantage of the built-in edits in EDExpress to ensure that your records contain valid data. After processing Pell, TEACH Grant, or Direct Loan records with EDExpress, you can create a customized export file to share the data with your school's other systems.

Volume III, Section 3: Combination System Record Layouts of this technical reference contains the record layouts that enable you to use EDExpress in combination with your school's software to process Pell Grant, TEACH Grant, and Direct Loan data.
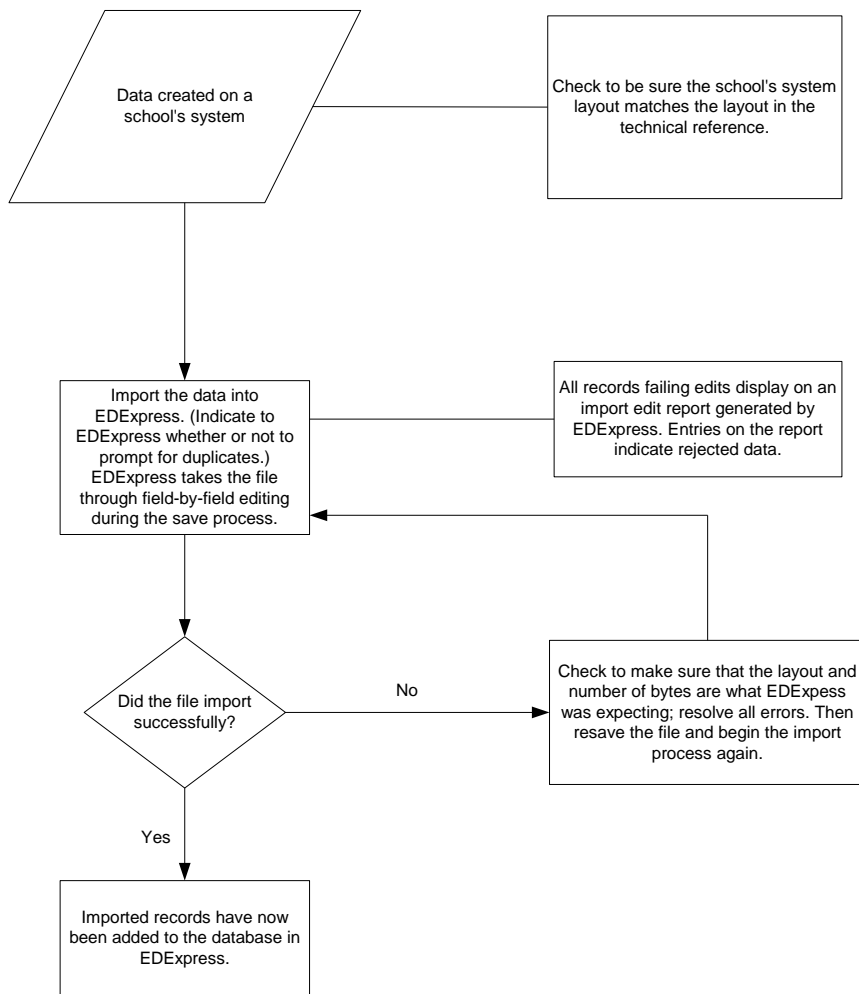
Imports

The import process enables you to quickly add and update both origination and disbursement records using a combination of EDExpress and your school's system or third-party software. Remember, to import data from another system to EDExpress, you must format the data according to the record layouts in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

EDExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.

The figure on the next page shows the External Import process.

If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *Invalid Record Length*. You are given the record size of the import file.

External Import

Data created on a school's system

Check to be sure the school's system layout matches the layout in the technical reference.

Import the data into EDExpress. (Indicate to EDExpress whether or not to prompt for duplicates.) EDExpress takes the file through field-by-field editing during the save process.

All records failing edits display on an import edit report generated by EDExpress. Entries on the report indicate rejected data.

Did the file import successfully?

No

Check to make sure that the layout and number of bytes are what EDExpess was expecting; resolve all errors. Then resave the file and begin the import process again.

Yes

Imported records have now been added to the database in EDExpress.

Import External Add or External Change Records

The basic steps for importing external data into EDExpress are:

1. Select **File**, **Import** from the menu bar.

2. Click the tab of the module you want to use: Pell, TEACH, or Direct Loan.

3. Click the **down arrow** on the Import Type box to display a list of file types to import.

4. Select the file type.

   For Pell, choose **Origination Data – External** or **Disbursement Data – External**.

   For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

   For TEACH Grant, choose **External TEACH Grant Data**

5. Confirm that the default file name and data directory you established in Setup appear in the Import From box.

   Or, if you want to import from a different file name, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the file name in the box automatically.

6. Click **Printer**, **File**, or **Screen** as the report output destination.

   If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the file name in the box automatically. Remember that if you print to a file, no hard copy is printed on your printer. To print a hard copy, you need to either open the printed file and print *or* reimport the file and select **Printer** as your output destination.

7. Select the checkbox at the Prompt for Duplicates option if you want EDExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.

8. Click **OK** to import the file and send the report to the destination you chose. The Database Load Statistics dialog box appears.

9. Click **OK** to close the Database Load Statistics dialog box. If you chose screen as your output destination, use the scroll bars to view and click **OK** when you are finished.

10. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

Prompt for Duplicates

If you want to be warned when EDExpress encounters a record in the database with the same ID as a record being imported, select the Prompt for Duplicates checkbox in the Import dialog box.

With the prompt for duplicates option selected, EDExpress prompts you for the following actions when it encounters a duplicate record:

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.

- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDExpress does not prompt you when it finds duplicates during the process

- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.

- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and appropriate invalid value messages are displayed on the Import Edit report.

All records that successfully pass the valid values edits are saved in the EDExpress database.

End-of-Entry Edits

During the External Import process, EDExpress passes the data through end-of-entry edits. If an edit is hit, an error message appears on the Import Edit report at the end of the process. You can also see "Invalid Value" errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the valid values column for help in resolving the error.

Correcting Errors

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and reimport it into EDExpress.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDExpress skips these records unless you select the prompt for duplicates checkbox to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDExpress saves them in the database. The correction and reimport process can be repeated until all errors are resolved.

Import Edit Report

An Import Edit report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added in the database.

Pell External Imports

This section contains information on processing Pell awards using EDExpress in combination with your school's system.

After you enter your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDExpress, you can import external origination or external disbursement files from another system. Records can be set to Ready to Batch when you import these external files.

External Origination Add/Change Record

Changes to a Pell Grant origination record use the same record layout as adding an origination record and apply to the entire award period.

The Pell Grant External Origination Add/Change record layout designates the data elements that are required for the origination record type. External automated systems use this layout to add and change origination award records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGEO16OP` message class so that it can be imported into EDExpress.

External Disbursement Add/Change Record

The Pell Grant External Disbursement Add/Change record layout designates the data elements that are required for the disbursement record type. External automated systems use this layout to add and change disbursement records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGED16OP` message class so that it can be imported into EDExpress.

Include Records in Next Document Submission

If you select Include Records in Next Document Submission? in the Import dialog box, EDExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved in the Pell database. The origination status of all records that meet the conditions of all required edits is then set to `R` (Ready to export).

Records that contain inadequate information are rejected and the import report displays the details of the failed edit condition. Users are not able to set the record to an `R` status until the record is changed to conform to edit specifications.

If you do not select Include Records in Next Document Submission?, you must use the multiple entry feature in EDExpress or set the origination records to `R` (Ready) one at a time. See the online Help in EDExpress for information on multiple entry.

Disbursement records that successfully pass valid field content edits are systematically added in the Pell database at the `R` status.

Resolving Edits

To resolve field-by-field edits or data element edits, refer to the valid values column in the record layout and the End-of-Entry Edits table at the end of this section.

Import Edit Report

At the completion of the import process, an Import Edit report is generated. The Import Edit report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report:

> The Import Edit report statistics indicate the number of records added, read, updated, rejected, or skipped.

Row Heading	Description	Status
Records Added	Total of first time records added	A
Records Read	Total of all records read	N/A
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

TEACH Grant External Imports

See the *TEACH Grant Appendix* at the end of this section.

Direct Loan External Imports

This section contains information on importing and processing Direct Loans using EDExpress in combination with your school's system.

> In the COD System process, the award ID is the loan ID.

External Import Add

When importing new records into the Direct Loan database in EDExpress, you must create a file of borrower records according to a standard file layout. Create the file using the `DIEA16OP` message class so that it can be imported into EDExpress.

> See the External Import Add record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference for layout and file creation specifications.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added in the EDExpress database and a 21-digit loan ID is assigned. The loan ID is important to systems interfacing with EDExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDExpress searches for records with an identical student SSN, loan type, program year, and Direct Loan school code. If there is no match, EDExpress assigns 001 as the loan sequence number.

More about the Loan Data Add File Layout

Certain borrower information is required before you can save a loan record. This information includes data about the borrower such as the name, date of birth, and Student Eligibility Code (formerly Ability to Benefit Code). In addition, it includes information specific to the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, refer to and adhere to the column marked "Required Field to Save Record" in the External Import Loan Origination Add file (DIEA) record layout.

EDExpress automatically performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of **N** (Not ready to send to COD). For more information on origination record data that must be entered in EDExpress to perform the origination process for a given loan type, see the *Direct Loan Fields Required for Origination* table earlier in this section.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001 to 999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

150% Direct Subsidized Loan Limit Fields

We added multiple new Direct Loan origination and disbursement fields to EDExpress during the 2014-2015 Award Year to address data reporting requirements related to the 150% Direct Subsidized loan limits.

Most of the required origination fields related to the 150% Direct Subsidized loan limits are displayed on the Usage Limit Applies Info sub-tab of the Origination (Direct Loan) tab. The Disburse (Direct Loan) tab in EDExpress also includes required CIP Code, Enrollment Status, and Payment Period Start Date data elements for each anticipated or actual disbursement.

EDExpress does not require these field values to add or save new Direct Loan records using external import, but they are required to originate loan records for all loan types.

When building Direct Loan external add files, note the following tips:

- If you leave the Subsidized Usage Limit Applies (field #135) value blank in your external import add file, EDExpress sets the field value on the loan record to **No** (Subsidized Usage Limit Does Not Apply) automatically.

- If you include a disbursement profile code in your external import file, EDExpress adds the payment period start date values you associated with each disbursement date in Disbursement setup on the anticipated disbursements created on the Disburse tab as a result of the import. If you do not include a disbursement profile code in an external add file, you must provide a payment period start date value for each anticipated disbursement in a subsequent update using manual entry, Direct Loan Multiple Entry, or an external change import file

- If you include a valid Program Profile Code value in your external import file, EDExpress updates many of the required origination fields located on the Usage Limit Applies Info sub-tab of the Origination tab with the values you defined for the fields in Program Profile setup.

- When importing external data, EDExpress uses the CIP Code and Enrollment Status field values in your file to update the corresponding fields on the Origination tab and each anticipated disbursement record on the Disburse tab.

> You can add values for the following Direct Loan origination fields individually in your external add import file in lieu of using a Program Profile Code: Program Credential Level (field #130), Published Program Length (field #131), Published Program Length Unit (field #132), Special Programs (field #133), and Weeks Program Academic Year (field #134).

External Import Change

This type of import enables you to submit changes from your school's systems to the EDExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Create the file using the `DIEC16OP` message class so that it can be imported into EDExpress.

Each record must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields `S013` (borrower's telephone number) and `S101` (student's local address city), field `S013` should appear first in the change record, followed by field `S101`.

Each change record contains space for up to 10 data element changes. Multiple change records can be imported for a loan ID if more than 10 changes are required. When additional change records are included in the file for the same loan ID, the Sequence Number (position 22 to 26) must be incremented by one for each record.
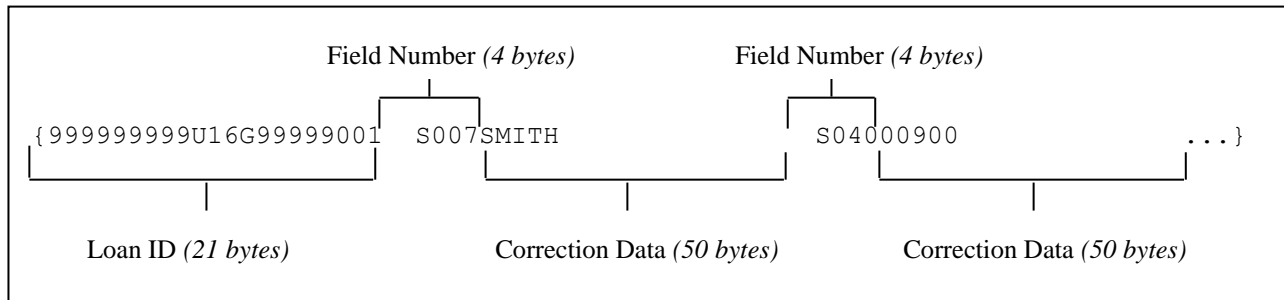
Formatting Corrected Values

Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a five-byte numeric field to a value of "900," the correction record would display 00900 with 45 blank spaces.

Example

Two changes are submitted to a loan record whose ID is 999999999U16G99999001:

- A change in the borrower's last name to SMITH, and

- A change in the first anticipated disbursement gross amount to $900.

The following would be the contents of the change record excluding the create time, document number, and User ID fields at the end of the record:

```
                Field Number (4 bytes)          Field Number (4 bytes)

{999999999U16G99999001   S007SMITH              S04000900              ...}

    Loan ID (21 bytes)      Correction Data (50 bytes)    Correction Data (50 bytes)
```

Importing Actual Disbursement Data into EDExpress

You can create a change record to import actual disbursement data from an external institutional system into EDExpress. To do this, use the External Import Change record layout (DIEC16OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

The change record should include the following data elements:

Field	Change Field Number
Loan ID	N/A
Sequence Number	N/A
Disbursement Number	D003
Disbursement Date	D004
Action Date	D009
Action Type (Actual Disbursement)	D006
Action Amount (Actual Disbursement)	D007
Payment Period Start Date	D008
Enroll OPE ID	D010

Disbursement Action Types

The gross, fee, interest rebate, and net amounts, and Enroll OPE ID, CIP Code, Enrollment Status, and Payment Period Start Date changes are sent to the COD System for all anticipated and actual disbursements.

Disbursement records can be recorded in EDExpress by entering either actual gross or net amounts. EDExpress calculates the other amounts.

You indicate whether disbursements are entered using the gross amount or net amount in COD School setup, Direct Loan. After a disbursement is entered into EDExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.

When entering an actual disbursement adjustment (to the disbursement date, disbursement amount, Enroll OPE ID, CIP Code, Enrollment Status, or Payment Period Start Date), you also enter the disbursement number, the action date, and the action type field. The action type field identifies the disbursement data element you are adjusting.

The following chart describes the action types available.

Description	Action Type
Enter **gross** or **net** amount of the disbursement	D
Use anticipated disbursement amounts to enter actual disbursement **gross** or **net** amounts to the disbursement grid. (Only applicable when creating an actual disbursement with an External Change file [DIEC16OP]. This Action Type is not applicable to manual entry.)	U
Enter **gross** or **net** amount of the adjustment	A
Enter **net adjustment amount** (positive or negative) of the adjustment	N
Enter adjusted disbursement date only	Q
Enter adjusted disbursement Enroll OPE ID changes only	E
Enter adjusted disbursement CIP Code change only	C
Enter adjusted disbursement Payment Period Start Date only	T
Enter adjusted disbursement Enrollment Status only	S

When you use the new action types of **C** (Adjusted Disbursement CIP Code change only) or **S** (Adjusted Disbursement Enrollment Status change only), EDExpress pulls the latest CIP Code or Enrollment Status from the Origination (Direct Loan) tab to use as the new value on the new actual disbursement sequence number.

If you include a new CIP Code (change field number S021) or Enrollment Status (change field number S020) in your external change file in addition to the corresponding action type, EDExpress updates the CIP Code or Enrollment Status value on the Origination tab and on all anticipated disbursements, as well as creating the actual disbursement adjustment transaction on the Disburse tab.

If you use action type **T** (Adjusted Disbursement Payment Period Start Date change only) to correct the Payment Period Start Date associated with an actual disbursement, you must also provide the revised Payment Period Start Date value (change field number D008) in your external change file.

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Sequence of Disbursement Records

Disbursement records should occur in the file grouped by loan ID. The records must be sorted within loan ID by disbursement number and disbursement sequence number using the previous disbursement sequence number for disbursement sequence numbers 66 to 90 (adjustments to disbursements created on the COD System Web site).

For example, a loan has one actual disbursement and two adjustments. The table below demonstrates the appropriate sort order for these disbursement transactions.

	Disb Number	Disb Date	Disb Sequence Number	Previous Disb Sequence Number	Action Date
Disbursement	01	09/10/2015	01		
First Adjusted Disbursement Amount	01	09/10/2015	66	01	09/15/2015
Second Adjusted Disbursement Date	01	09/12/2015	02	66	10/01/2015

Inactive Loan Process (Adjustments to Zero)

If the sum of actual disbursements is changed to $0, EDExpress displays a message suggesting that you may also want to change the loan amount approved to $0.

Individual disbursements and the loan amount approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending the COD System an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

When you select the inactive flag in EDExpress, a dialog box appears with two options.

Option 1	
Select the loan as inactive so it no longer appears on reports.	Loan Amount Approved – not adjusted Anticipated Disbursement – not adjusted
Option 2	
Select the loan as inactive so it no longer appears on reports and generates necessary change records to be exported to the COD System.	Loan Amount Approved – adjusted to zero Anticipated Disbursement – adjusts ALL anticipated disbursements to zero

The following scenarios demonstrate this process:

Scenario A

School A needs to cancel an entire loan and no actual disbursements have been made.

1. Reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.

The save process within EDExpress automatically reduces each anticipated disbursement to $0.

2. Save the record.

3. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

If you later decide to reactivate this loan:

4. Increase the loan amount approved to the appropriate amount, which automatically resets the inactive flag.

5. EDExpress automatically recalculates the anticipated disbursements.

6. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

Scenario B

School B wants to cancel an entire loan, but actual disbursements have been made.

1. Adjust all actual disbursements to $0 and send in a Common Record that contains the adjusted disbursement record to the COD System.

2. At the same time, reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.

3. Save the record.

4. Export a Common Record that contains the change to the loan amount approved.

If you later decide to reactivate this loan:

1. (As in Step 4 for Scenario A) Increase the loan amount approved to the appropriate amount. The current anticipated disbursements are *not* recalculated.

2. Enter new anticipated disbursements with new disbursement numbers.

3. Select the disbursement release indicator (DRI) and an actual disbursement record is sent to the COD System to report the new actual disbursement amounts.

Scenario C

School C wants to only cancel individual actual disbursements but not inactivate the loan:

1. Adjust the individual actual disbursements to $0.

2. Adjust the Loan Amount Approved to $0 on the origination record (to allow for recalculations of the 150% Direct Subsidized loan limits).

3. Export a Common Record that contains the adjusted disbursements and Loan Amount Approved to the COD System.

4. If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and the new disbursement dates as two separate disbursement adjustment transactions.

5. Export the Common Records to the COD System to report the adjusted disbursement amounts and adjusted disbursement dates.

6. Next, enter the **new disbursement date** (Q type transaction) and export a Common Record to the COD System to report the adjusted disbursement date. The adjusted disbursement date transaction ensures that the interest calculation on the reactivated disbursement is calculated accurately.

Prompt for Duplicates

If you selected the Prompt for Duplicates checkbox in the Import dialog box and EDExpress discovers a record with the same student SSN, loan type, program year, and DL code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- **Create New** – EDExpress creates a new loan record and prompts you again when the next duplicate record is found. EDExpress assigns the next highest loan sequence number.

- **Create All** – EDExpress creates a new loan record when each instance of a duplicate record is found without further prompts. EDExpress assigns the next highest loan sequence number.

- **Skip** – EDExpress skips the duplicate record. The skipped record is counted on the Import Edit report as a skipped record.

- **Skip All** – EDExpress skips each instance of a duplicate record without further prompts. The skipped records are counted on the Import Edit report as skipped records.

Loan Types in the Database

The EDExpress Direct Loan module maintains an internal loan type (G) unique to Grad PLUS origination records to differentiate between PLUS and Grad PLUS data in EDExpress functionality. This internal loan type is not submitted to the COD System. EDExpress uses the existing PLUS loan identifier (P) when creating the Grad PLUS loan ID.

EDExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, PLUS loan (as a parent borrower), and Grad PLUS loan, four records are imported to EDExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For subsidized, unsubsidized, and Grad PLUS loan types, the Loan Origination database maintains demographic information about the student borrower. Parent borrower and student demographic information is also maintained for PLUS loans.

Importing Disbursement Profile Codes into EDExpress

You must provide the Payment Period Start Date associated with each anticipated disbursement date in disbursement profile codes marked for use with the Direct Loan module.

Note the following guidance regarding importing disbursement profile codes into EDExpress:

- You can include a disbursement profile code without including the loan period start/end dates, academic year start/end dates, anticipated disbursement dates, or payment period start dates (disbursement profile code must already be defined in EDExpress setup.)

- You can include a new disbursement profile code with corresponding loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates (EDExpress adds

this disbursement profile code with the dates you provided to EDExpress setup.)

- You can include loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates without a disbursement profile code. EDExpress creates a generic disbursement profile code in EDExpress setup.

External Exports (Pell, TEACH, and Direct Loan)

The Export function in EDExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you send to the COD System, you can create ASCII files from the data that contains only the information needed by the business office to update student accounts.

Consider the following scenario for an External Export for Direct Loan information:

> The Admissions Office staff members at your school are compiling confidential statistics on the student population, and they need some data on Direct Loan recipients. They want only a little information about each student, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDExpress. You would follow these basic steps:

1. **Identify the fields** on the loan record that collect the information needed by the Admissions Office.

2. **Create a file format** that contains those fields using the File Formats tool in EDExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See "File Formats" later in this section and the Help system in EDExpress for information about creating and using file formats.)

3. **Export the data.** When you begin the export process, you can select the records you want to export using queries or selection criteria. You also select the format code so EDExpress knows what format to use. In other words, EDExpress exports exactly the data you specify from only the records you select. The data you export is always in ASCII format. The Admissions Office staff members told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you select the tab delimited option in the Export to File dialog box and proceed with the export.

4. **Print the format** you used to export the data and give the printout to the administrators of the Admissions Office's computer system. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student's record.

Grad PLUS fields

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan file format you use for the export.

The key points are to give the printed file format to the people receiving the data and to tell them that the file is in ASCII format.

Header and Trailer Records

Because each school's system has unique requirements for importing data files, the export files created by EDExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

Also, these export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). After the last record, there is no end of file marker (EOF), only the final carriage return/line feed marker.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select **Tools** from the EDExpress menu bar to access the File Format function.

File Formats

File Formats is a utility in EDExpress that enables you to select the data fields and the order of the fields for a file to be exported to an external system. Before you can export external data, you must establish a file format for Pell data, TEACH data, or for Direct Loan data that is tailored to your external system.

Each file format is identified by a user-defined, two-character code and the specific fields you select in the File Formats dialog box. The order in which you select the fields displays in the Sequence column and indicates the sequence in which the fields appear in the exported file.

Files exported out of EDExpress using File Forrmats can be exported as standard fixed-length files or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, the system exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, EDExpress exports the file with each field separated by the chosen delimiter. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

Create File Formats

The specific steps to create a file format in EDExpress follow.

1. Select **Tools**, **File Formats** from the menu bar.

2. Click the module for which you want to create the file format.

3. (Optional) If you have previously created file formats, click **Add**.

4. Type a two-character format code for the file you are creating. The code must be unique.

5. Type a description of the format you are creating.

6. Click the **down arrow** on the right to scroll through the list of fields.

7. (Optional) If you want to select all the fields, click **Select All**.

8. (Optional) If you want to select specific fields, select the checkbox next to the fields you want to select.

9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.

10. Click **Save** to save the format, then click **OK** to continue.

11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.

12. Click **OK** to return to the EDExpress main window.

For more information on file formats, see the online Help in EDExpress.

Export Data to an External System

The specific steps to export data to an external system follow.

1. Select **File**, **Export** from the menu bar.

2. Click the tab for the module from which you are exporting data (Pell, TEACH, or Direct Loan).

3. Click the **down arrow** on the Export Type box to display and select from a list of data types to export.

    For Pell, select **External Export**.

    For TEACH, select **External Export**.

    For Direct Loan, select **External Loan Data**.

4. Confirm that the default file name and data directory you established in Setup appears in the Export To box.

5. (Optional for Direct Loan) Set export status to Y (Yes), N (No), or B (Both). Export status refers to the export to external flag in the database. Choosing export status as Y in the Export dialog box exports all records with the export to external system flag set to Y. After the export process completes, this flag is set to N.

6. Type the code of the file format you want to use in the Format Code entry box in the lower portion of the window. (See "File Formats" in this section and the Help system in EDExpress for information about creating and using file formats.)

    Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, and then click **OK** to return to the Export dialog box.

7. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If

> You are limited to selecting 255 fields at one time.

> **Grad PLUS fields**
> Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.

8. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.

9. Click **OK** to export the file. EDExpress exports the file to the location shown in the Export To box, and an Export Statistics dialog box appears.

10. Click **OK** to close the Export Statistics dialog box.

The Query Function

EDExpress includes an SQL-based query function that offers flexibility in locating and extracting information from the records in your database for whatever purpose you may have. It enables you to create files tailored with information just for the business office or to print reports that identify specific student populations.

General information on query follows. For more detailed query information, see the EDExpress Help system in the software.

What is a Query?

A query is a request for certain records from your EDExpress database. It describes records meeting certain criteria that you specify. Queries are used in functions like print and export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

Why Create a Query?

Use a query any time you want to work with a subset of all the records in your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Queries are used in all modules of EDExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

Simple Query Statements

A query statement has three components:

- Data field

- Operator

- Value

Query Examples

Example of a Pell Grant Query

If you want to find all students who are residents of Missouri, who are eligible to receive the maximum amount of Pell Grant funding, the query statement may look like this:

```
(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")
 AND
(EFC - PELL = 0)
```

Example of a TEACH Grant Query

If you want to identify students whose TEACH Grant is not yet showing as booked in EDExpress, the query statement would look like this:

```
(BOOKED STATUS) = Blank
```

Example of a Direct Loan Query

If you want to find all **first year students who have never attended college** with an approved loan amount of **less than 2,000**, the query statement may look like this:

```
(GRADE LEVEL IN COLLEGE - DL = "0")
AND
(LOAN AMOUNT APPROVED < 2000)
```

You can build queries like these easily in EDExpress by selecting fields, operators, and values from lists. Help for the valid values, for all fields, is available in the Query window.

Predefined Queries

To get you started, EDExpress offers sets of queries that are commonly used in Pell Grant, TEACH Grant, Direct Loan, and the other modules of the software. You can use these predefined queries as they are, or you can use them as templates for building the queries that are most useful to your school and the way you process data.

See the Help system in EDExpress for a complete list of predefined queries.

Create a Query

The specific steps to create a query in EDExpress follow.

1. Select **Tools**, **Query** from the EDExpress menu bar.

2. Click the tab of the module for which you want to create a query (Pell, TEACH, or Direct Loan.)

3. Click the **Add** button.

4. Type a descriptive title for the query.

5. Select a field from the field list. You can type the first few letters of the field name to find the field names that begin with those letters.

6. Click the **down arrow** in the operator field to select an operator.

7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

   If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.

8. Click the **Append** button to add the query statement to the criteria box.

9. (Optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 5 through 8 until you have added all statements for the query, and then continue with step 10.

10. Click **Save** to save the query, then click **OK**.

11. Click **OK** to close the Query dialog box or click **Add** to create another query.

Combination System Edits

Volume III, Section 4 of this technical reference contains Pell Grant, TEACH Grant, and Direct Loan EDExpress edits. They are provided in a table format and are listed by edit number. The field name, condition, and message associated with each edit are also provided.

Example End-of-Entry Edits and Resolution Steps

The following end-of-entry edits are commonly encountered whenever importing external origination or disbursement add data into the Pell Grant, TEACH Grant, and Direct Loan modules. Refer to these example edits for resolution help.

Pell Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1200, 1205, 1209 to 1211, and 1213	**Description:** For a Pell Grant record, EDExpress validates the student's award amount for the entire school year based on the student's EFC, academic calendar, cost of attendance, and enrollment status or weeks/hours used to calculate payment. If the award amount for the entire year in the External Origination Add file is greater than the EDExpress calculated amount, the record will not import. **Resolution Steps:** Confirm each record has the correct award amount for the entire year in the External Add file. Payment methodology and academic calendar – When calculating award amounts, you must use the correct payment methodology and academic calendar combination. EDExpress has a variety of edits that ensures consistent and accurate award amounts, provided the values are correct.
1550	**Description:** This edit results when the student's date of birth in the External Origination Add file is blank. **Note:** This edit applies to Pell Grant origination records. **Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External Add file.

Pell Grant

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
1520, 1540	ED assigns a funding methodology to schools that determines when a school can disburse funds. **Note:** Although EDExpress accepts any date on or after 01/01/2015, the valid 2015-2016 date range for Pell Grant disbursement records is from the date the 2015-2016 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2021. **1520 – Description:** This edit applies to schools using one of the following funding methods: Advance Pay or Cash Monitoring 1 (CM1). The current date cannot be more than 7 days before the disbursement date. **Resolution Steps:** To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2015 and 09/30/2021 and is no more than 7 days greater than the current date. **1540 – Description:** This edit applies to schools using the Cash Monitoring 2 or Reimbursement funding method. The current date cannot be greater than the disbursement date. **Resolution Steps:** To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2015 and 09/30/2021 and matches the current date
1680	**Description:** This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit. **Resolution Steps:** If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the Pell Grant in the Award Amount for the Entire School Year field in the External Origination Data file. If this is a correction to an already accepted Pell Grant award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the External Origination Data file.

TEACH Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
5001	**Description:** This edit occurs if Citizenship Status is equal to 3. **Resolution Steps:** Change the citizenship status in the External TEACH Grant Data file to 1 (U.S. Citizen), 2 (Non-U.S. Citizen) or blank.
5007	**Description:** This edit results when the student's date of birth in the External TEACH Grant Data file is blank. **Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External TEACH Grant Data file.
5009	**Description:** This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit. **Resolution Steps:** If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the TEACH Grant in the Award Amount for the Entire School Year field in the External TEACH Grant Data file. If this is a correction to an already accepted TEACH award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the TEACH Grant External Data file.
5011 and 5012	**Description:** These edits occur if the CIP Code (edit 5011) or Enrollment Status (edit 5012) field is blank in the External TEACH Grant Data file and you select the "Include Records in Next Document Submission?" checkbox in the EDExpress TEACH Grant import dialog box. Both field values are required before a TEACH Grant record is ready for export to the COD System. **Resolution Steps:** Add the CIP Code or Enrollment Status value to the External TEACH Grant Data file.

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
5102	**Description:** This edit occurs if a new disbursement sequence is added and current actual disbursement # is not Accepted or Batched. **Resolution Steps:** Actual disbursement must be Accepted or Batched before a change is applied to that actual disbursement. Export and transmit actual disbursements.
5104	**Description:** This edit occurs if the Amount Submitted and the Disbursement Date are the same as the previous Amount Submitted and Disbursement Date for this disbursement number. **Resolution Steps:** Change either the Amount Submitted or the Disbursement Date for this disbursement sequence number in the External TEACH Grant Data file so that it is different from the previous disbursement sequence number.
5105	**Description:** This edit occurs if both the Submitted Amount and Disbursement Date are different from the Submitted Amount and Disbursement Date of the previous transaction for this disbursement number. **Resolution Steps:** You cannot change both the Submitted Amount and Disbursement Date fields in a single disbursement transaction. Change either the Submitted Amount or the Disbursement Date field in the External TEACH Grant Data file.
5111	**Description:** This edit occurs if the Funding Method from TEACH Grant School Setup is Advance or Cash Monitoring 1, the Disbursement Release Indicator is true, and current date is more than 7 days prior to the Disbursement Date. **Resolution Steps:** Change the Disbursement Date in the External TEACH Grant Data file to be less than or equal to 7 days prior to the current date.

Direct Loan

Direct Loan General End-of-Entry Edits

Edit	Description and Resolution Steps
1025	**Description:** This edit occurs if the change record importing the borrower default on education loans is set to a Y and an actual disbursement exists. **Resolution Steps:** EDExpress prompts you to adjust the actual disbursement to $0 (on the Disbursement tab) and set default on student loan to Y (Origination tab). Or, you can correct the Import Change file to include the correct data. After corrected, the changes are ready to send to the COD System.
1215	**Description:** This edit looks at the inactive loan flag. If the inactive loan checkbox is selected, updates to actual disbursements are not allowed. **Resolution Steps:** Review the inactive loan flag checkbox in the Loan Information box on the Loans tab. If the loan should be active, you can clear the inactive loan checkbox and then make changes to the disbursement fields.

Direct Loan Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1010	**Description:** You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan. **Resolution Steps:** Correct either the student's date of birth or the parent's date of birth.
1035	**Description:** You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent. **Resolution Steps:** Change either the dependency status or the year in college.
5005	**Description:** You receive this edit if you attempt to update the CIP Code value to blank on a Direct Loan record with an Origination Status other than N (Not Ready to Send to COD). **Resolution Steps:** After you have originated a Direct Loan record in EDExpress, the CIP Code field cannot be corrected to blank. The CIP Code value is required by the COD System for all Direct Loan anticipated and actual disbursements and must be provided on the Origination (Direct Loan) tab for all loan types before you can run the origination process in EDExpress.

Direct Loan MPN End-of-Entry Edits

Edit	Description and Resolution Steps

1065	**Description:** You receive this error:
	    If the MPN status is changed to S and the current MPN status is not P, or
	    If the current MPN status is not an R and the MPN print indicator is F, on-site custom
	      system.
	Resolution Steps: Change the status to P, then change the status to S.

4006	**Description:** You receive this error when the MPN status is changed to T and the current MPN status is not N, R, P, S, or M. **Resolution Steps:** Change the current MPN status to R or P. Then, change the MPN status to T.

TEACH Grant Appendix

Teacher Education Assistance for College and Higher Education Grant

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to $4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

Before receiving a TEACH Grant, a student must complete a TEACH Grant Agreement to Serve (ATS), using the ATS Web site, for each year in which a TEACH Grant is awarded. The ATS Web site is located at teach-ats.ed.gov. The ATS explains the teaching service requirements that a student must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the student's agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement, if he or she does not meet the requirements of the TEACH Grant Program. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan. For more information on TEACH Grants, visit studentaid.ed.gov/types/grants-scholarships/teach.

The COD System is required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma or a GED certificate or the equivalent or was home-schooled.

EDExpress requires that you provide a Student Eligibility Code (previously Ability to Benefit Code) field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

TEACH Grant functionality is installed as a separate module in EDExpress 2015-2016, Release 2.0 and subsequent releases, enabling you to create, export, and import TEACH Grant origination and disbursement records. You can also import ATS and Booking Notification Response files received from the COD System.

Origination and disbursement data for the TEACH Grant is processed through the COD System using the COD Common Record and COD Common Record Response (CRAA16OP). EDExpress enables you to export TEACH Grant origination and disbursement records separately or in the same Common Record file (CRAA16IN) with Direct Loan and Pell module records. You can also print reports and lists from the TEACH module, as well as print existing reports from the COD module that have been updated to include TEACH Grant data.

In the sections below, we provide additional detail and guidance to EDExpress combination users regarding the TEACH Grant module.

EDExpress Setup Requirements for the TEACH Grant

COD Setup

Before processing TEACH Grant records, you must set up the following COD system options. From the menu bar, select **Tools, Setup**, then choose **COD**.

- **School** – TEACH Grant School setup enables you to establish the school profile information and default options and settings that will apply when processing TEACH Grant origination and disbursement records. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **School**, **TEACH** to access School setup.

  The values for Funding Method are:

  o 1 (Advance Pay)

  o 2 (Cash Monitoring 1 – CM1)

  o 3 (Cash Monitoring 2 – CM2)

  o 4 (Reimbursement)

  Selecting the **Default School?** checkbox automatically updates the Add TEACH dialog box with the School OPE ID and Federal School Code that you enter in School Setup. It also automatically fills the OPE ID and Federal School Code fields in the Import dialog box when importing Origination Data – ISIRs into TEACH, as well as in the Print dialog box for TEACH reports.

  If you want to calculate disbursements using pennies, select the **Calculate Amounts Using Pennies?** checkbox.

- **System** – The TEACH Grant section of System setup enables you to identify the Source Entity ID and other default settings that will be used for TEACH Grant processing. In COD System setup, you can elect to combine TEACH Grant, Pell Grant, and Direct Loan records when you export a COD Common Record file. You can override the Combine Files function from the Export dialog box when a COD Common Record file is exported. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **System** to access System setup.

- **Disbursement** – Disbursement setup enables you to establish disbursement profile codes for the TEACH Grant. Disbursement Profile setup is required prior to originating TEACH Grant records. You can establish disbursement profiles for TEACH Grants only or combine a profile with Pell Grant and/or Direct Loan. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **Disbursement** to access Disbursement Profile setup. You can enter up to 20 disbursements. The disbursement date must be on or after 01/01/2015.

> We recommend you select a default Enrollment Status value in School Setup to prepare TEACH Grant records more quickly for processing by the COD System. The Enrollment Status field value is required on the Origination (TEACH Grant) tab to prepare TEACH Grant records for export.

> All eight digits of the School OPE ID are required.

> The School OPE ID is specific to TEACH Grant origination records, and can be different than 8-byte Enroll OPE ID field captured on individual TEACH Grant disbursement records.

A list of eligible majors and their corresponding CIP codes is available on the National Center for Education Statistics (NCES) Web site at nces.ed.gov/ipeds/cip2010.

CIP Code values defined in COD Setup are also available for use on Direct Loan and Pell Grant records.

- **CIP Codes -** This setup option enables you to define multiple Classification of Instructional Programs (CIP) Codes that you can later select from a list when creating or modifying TEACH Grant records, saving you data entry time. The CIP Code values you define in this setup option can be selected by clicking the ellipsis button (**…**) next to the CIP Code field on the import dialog box and Origination tab for the respective modules.

  The CIP Code data element, which is a six-digit code (with an implied decimal between the second and third digit) representing the student's college major, is required for all anticipated and actual TEACH Grant disbursement records.

Security Groups Setup

The Security Groups dialog box includes a tab for TEACH Grant security setup, enabling you to assign access privileges to specific TEACH Grant functions by groups of users. Select **Tools**, **Setup** from the menu bar, then choose **Global**, **Security Groups**.

User Database Setup

The User Database (**Tools**, **Setup**, **Global**, **User Database**) in EDExpress can be used to track TEACH Grant award criteria. For example, you can create "YES OR NO" fields to track information such as students receiving comment code 281 on their ISIRs, scoring above the 75th percentile on college admissions tests, or maintaining a cumulative GPA of at least 3.25.

Origination and Disbursement Add/Change

You can create or modify TEACH origination and actual disbursement records by importing an external TEACH Grant Data file. Follow the External TEACH Grant Data record layout (TGED16OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference to create or modify an ASCII file of the required data and import the file into EDExpress. You should also refer to the TEACH Grant Data record layout for the relationship between the Disbursement Profile Code and disbursements. TEACH Grants can have up to 20 disbursements. Disbursement dates must be 01/01/2015 or later. Select **File**, **Import** from the menu bar, then choose **TEACH**, **External TEACH Grant Data (TGED)**.

Use the latest version of the TEACH Grant External Data Add/Change record layout in *Volume III, Section 3: Combination System Record Layouts* to add or modify TEACH Grant records in EDExpress 2015-2016.

CIP Code and Enrollment Status

The CIP Code and Enrollment Status values provided on the Origination (TEACH Grant) tab are used automatically for all anticipated and actual disbursement records on the Disburse (TEACH Grant) tab. To change the CIP Code or Enrollment Status value on individual disbursement records on the Disburse tab, you must first change and save the corresponding value on the Origination tab; the new CIP Code or Enrollment Status value is then used automatically when adding or adjusting disbursement records on the Disburse tab.

The CIP Code and Enrollment Status field values on the Origination (TEACH Grant) tab are required to prepare the origination record for export to the COD System.

The TEACH Grant External Data Add/Change record layout (TGED16OP) includes the CIP Code and Enrollment Status fields. If you include values for the CIP Code and Enrollment Status fields in your external TEACH Grant Data file, the corresponding fields on the Origination tab are updated, as well as the CIP Code and Enrollment Status fields associated with each anticipated disbursement on the Disburse tab, provided they are not batched for processing (Disbursement Status of **B**).

Agreement to Serve (ATS)

Each year, the student must sign a TEACH Grant ATS electronically at the teach-ats.ed.gov Web site. The ATS cannot be printed from EDExpress. The TEACH Grant ATS specifies the terms and conditions by which a recipient must abide.

When the student completes an ATS online, an ATS Response file (`CRAT16OP`) is generated by the COD System and sent to the school's SAIG mailbox. ATS Responses indicate an accepted, rejected, or pending status. To import ATS Responses, select **File**, **Import** from the menu bar, then choose **TEACH**, **COD Common Record Response**. When you import this response file, EDExpress updates the ATS Information on the TEACH Grant origination record with the ATS ID and ATS Status (Accepted, Rejected, or Pending).

When you import an ATS Response file (`CRAT16OP`) containing ATS data for which there is no TEACH origination record in EDExpress, the Import Records Edit Report indicates that there is no matching TEACH origination. If the student is attending your school and you have verified the student is eligible to receive a TEACH Grant, create an origination record in EDExpress and submit it to the COD System. The ATS Status in EDExpress updates to **Accepted** after you import the COD Response file.

When you submit a TEACH Grant origination for which an accepted ATS already exists in the COD System, the ATS status is returned in the Origination Response file (`CRAA16OP`) indicating an accepted ATS is already on file and updates the ATS Status in EDExpress to **Accepted**.

When a TEACH Grant origination is received in the COD System for which no accepted ATS is on file, the ATS Status **Rejected** is returned in the Origination Response (`CRAA16OP`). After the ATS for that student's TEACH Grant award is received in the COD System, the ATS Response file (`CRAT16OP`) is created and returned to the school. When the school imports the file into EDExpress, the ATS ID is updated and the ATS Status is changed to **Accepted**.

Where to Get More Information

- EDExpress 2015-2016 Help System. For basic guidance and information on using the EDExpress software, select **Help, Help Topics** from the EDExpress menu bar. You can view the main list of EDExpress Help topics by module on the **Contents** tab or scroll through available Help topics on the **Index** tab.

- The TEACH Grant page of the Student Aid on the Web site, located at teachgrant.ed.gov.

- The TEACH Agreement to Serve Web site, located at teach-ats.ed.gov.

- Electronic Announcements and Dear Colleague letters related to the TEACH Grant. Go to the ifap.ed.gov Web site, and check the Electronic Announcements and Dear Colleague Letters sections under Letters & Announcements.

- The *2015-2016 Common Origination and Disbursement (COD) Technical Reference* available in the Technical References and Guides section of fsadownload.ed.gov.

- If you need technical support for EDExpress, call CPS/SAIG Technical Support at:

  o (800) 330-5947

  o (800) 511-5806 (TDD/TTY)

  Technical support representatives are available 8 a.m. to 8 p.m. ET, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail as soon as possible.

- For questions regarding TEACH Grant processing or questions related to the Common Record layout, contact the COD School Relations Center at:

  o (800) 474-7268, for Grants

  o (800) 848-0978, for Direct Loans.

  You can also e-mail CODSupport@ed.gov.

- If you have other questions regarding the TEACH Grant, contact Federal Student Aid's Research and Customer Care Center (RCCC) at (800) 433-7327 or (202) 275-5532 (fax). You can also e-mail the RCCC at fsa.customer.support@ed.gov. Hours are 9 a.m. to 5 p.m. ET, Monday through Friday, excluding federal holidays.