



January 8, 2010

\*\*This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.\*\*

## Grant Programs

*ACG, National SMART Grant, Pell Grant, and TEACH Grant*

### COD News



#### **Impact on COD Processing January 17-18, 2010 (01/08/10)**

Federal Student Aid is planning to execute a COD System maintenance activity on January 17, 2010. This activity will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity. In addition, funding requests will not be processed on January 18, 2010, the Birthday of Martin Luther King, Jr. Federal holiday.

An explanation of how this activity and the holiday will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

#### **COD System Maintenance**

On **Sunday, January 17, 2010**, we will perform system maintenance on the COD System. The impact to COD users is outlined below.

- Users will not be able to submit or retrieve data via the [COD Web site](#) between 1:30 A.M. and 9:00 A.M. (ET).
- An individual will not be able to complete a new MPN electronically or retrieve an existing MPN that was completed electronically via the [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) between 1:30 A.M. and 11:00 A.M. (ET).

An individual starting the process by 12:30 A.M. (ET) will be able to complete his or her MPN before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

- An individual will not be able to complete a new ATS electronically or retrieve an existing ATS via the [TEACH Grant Agreement to Serve \(ATS\) Web site](#) between 1:30 A.M. and 11:00 A.M. (ET).

An individual starting the process by 12:30 A.M. (ET) will be able to complete his or her ATS before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing ATS.



### Birthday of Martin Luther King, Jr. Federal Holiday

**Monday, January 18, 2010** is the Birthday of Martin Luther King, Jr. Federal holiday.

For Grant and Direct Loan Participants—

- The COD School Relations Center will be open.
- The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, January 18, 2010, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, January 19, 2010.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday will be posted in an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

### **Availability of EDEExpress for Windows 2010-2011, Release 1.0 (01/05/10)**

Federal Student Aid is pleased to announce the posting of EDEExpress for Windows 2010-2011, Release 1.0, on the Federal Student Aid Download (FSAdownload) Web site, located at <https://www.fsadownload.ed.gov>. This release contains Global, Application Processing, and Packaging functionality for the 2010-2011 cycle.

In addition, the following EDEExpress 2010-2011 documents are available on the FSAdownload Web site:

- Installation Guide for EDEExpress for Windows 2010-2011
- EDEExpress for Windows 2010-2011, Release 1.0 Cover Letter
- EDEExpress for Windows 2010-2011, Release 1.0 Desk Reference (*covers* Global, Application Processing, and Packaging functionality) and *Addendum* (*covers* changes related to the Higher Education Reconciliation Act of 2005 [the HERA], Pub. L. 109-171, such as Academic Competitiveness Grant [ACG] and National Science and Mathematics Access to Retain Talent Grant [National SMART Grant] processing)
- 2010-2011 Packaging Technical Reference

These documents contain important information regarding EDEExpress 2010-2011 installation, functionality, and enhancements that you should review.

At this time, the U.S. Department of Education's Fiscal Year 2010 Appropriation has been approved, and the 2010-2011 Federal Pell Grant Payment and Disbursement Schedule will soon be posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#). However, the 2010-2011 Federal Pell Grant Payment and Disbursement Schedule used by the Release 1.0 Packaging module is based on the \$5,350 maximum Pell Grant award for 2009-2010. We are evaluating the work needed to modify the EDEExpress for Windows 2010-2011 software suite to reflect the minimum and maximum Pell Grant amounts for the 2010-2011 Award Year. In a forthcoming Electronic Announcement on the [IFAP Web site](#), we will provide schools with operational implementation information about how we will update EDEExpress 2010-2011 to reflect the new amounts.



For complete information about Release 1.0, refer to [the January 4, 2010 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

### Weekly Reminders



#### **Sending Addresses for U.S. Territories on the Common Record or the COD Web site (01/08/10)**

When submitting student or borrower addresses to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory. These addresses are considered domestic addresses and should not be submitted as a foreign address with a Country Code. If these addresses are not submitted correctly, important correspondence from the COD System and the Direct Loan Servicing Center is delayed or not received.

When a student or borrower address is located in a U.S. Territory, the address should be treated as a domestic address and submitted to the COD System as follows:

#### **Submitting Addresses for U.S. Territories via the Common Record**

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territories	Excluded Tags for Domestic Address, including U.S. Territories
3.0b  *Required for 2009-2010 Award Year and forward	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>
2.0e	<AddressForeignIndicator>>false </AddressForeignIndicator> (optional) <AddressLine> <AddressCity> <AddressStateProvinceCode> <AddressPostalCode>	<AddressForeignIndicator>>true </AddressForeignIndicator> <AddressCountryCode>



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### Submitting Addresses for U.S. Territories via the COD Web site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as “Blank”.

A complete list of State Codes (including U.S. Territories) is provided in Volume VI, Section 4 of the [2009-2010 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.



#### **COD Computer-Based Training (01/08/10)**

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 27, 2009.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the “Tools for Schools” section on the home page, click on [COD Computer-Based Training](#).

The components of the COD CBT are as follows:

***COD System Simulations*** – The COD System Simulations offer lessons that explain the [COD Web site](#) screens and functionality available to a school administrator. There are 14 lessons with text to guide a user through each area of the [COD Web site](#). By entering fictitious data, the user can explore basic navigation and functions of the [COD Web site](#) and practice locating and creating information in a safe environment that includes tips for assistance.

***Direct Loan Reports CBT*** – The Direct Loan Reports CBT includes several sections that explain the COD reports a school can use to assist with the administration of and reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

***Grant Reports CBTs*** – The Grant Reports CBTs are four separate lessons that explain the COD reports a school can use to assist with the administration of and reconciliation process for Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant awards.

***Direct Loan (DL) Tools Simulation*** – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

***eMPN Online Simulations*** – The eMPN Online Simulations offer a step-by-step walk through of the process for electronically completing a Direct Loan Master Promissory Note (MPN). There



are three separate simulations: one for completing a Direct Subsidized/Unsubsidized Loan MPN, one for graduate students completing a Direct PLUS Loan MPN, and one for parents completing a Direct PLUS Loan MPN. Each simulation uses text to guide a user through student and parent aspects of the electronic MPN process.

**TEACH Grant Web Site Simulation** – The TEACH Grant Web site Simulation guides the user through the [TEACH Grant Web site](#) and includes a step-by-step walk through of the process for completing TEACH Grant counseling and completing a TEACH Grant Agreement to Serve (ATS).

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com), please include “COD CBT Question/Comment” in the subject line.



### **TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (01/08/10)**

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 beginning with the 2008-2009 Award Year.

For TEACH Grant policy and operational guidance refer to the following postings on the [Information for Financial Aid Professionals \(IFAP\) Web site](#):

- [Final Rule published on June 23, 2008 \(73 FR 35472\)](#) in the [Federal Register](#) provides the final regulations effective July 1, 2008 for the 2008-2009 Award Year.
- [Dear Colleague Letter GEN-08-01](#) provides policy information on all of the provisions of the CCRAA, including the TEACH Grant Program.
- [Dear Colleague Letter GEN-08-07](#) provides information on institutional eligibility for the TEACH Grant Program.
- [June 19, 2008 Electronic Announcement](#) provides information on Federal Student Aid’s operational implementation of TEACH Grant Program functionality.
- [June 27, 2008 Electronic Announcement](#) provides information on the student aspects of the TEACH Grant Program that will be operational for July 1, 2008. This communication includes a “TEACH Grant Agreement to Serve (ATS) Web Site User Guide” designed to assist a student in completing his or her first electronic ATS.
- [September 3, 2008 Electronic Announcement](#) that provides information on Federal Student Aid’s implementation of system functionality that supports TEACH Grant reporting functions.
- [2008-2009 COD Technical Reference](#) and [2009-2010 COD Technical Reference](#) provides technical information related to the processing of TEACH Grant awards.

**Note:** On an ongoing basis, Federal Student Aid posts updated listings of schools that are eligible to participate in the TEACH Grant Program. These listings are posted as Electronic Announcements.



**NEW!**

### **TEACH Grant – Institutional Participation Request Process Information (01/08/10)**

On June 3, 2008, the Department of Education posted [Dear Colleague Letter GEN-08-07 on the Information for Financial Aid Professionals \(IFAP\) Web site](#). This Dear Colleague Letter clarifies how an institution will establish eligibility to participate in the TEACH Grant Program.

For complete information about the Institutional Participation Request Process, refer to [Dear Colleague Letter GEN-08-07](#).

- Questions about the issues discussed in the letter should be directed to Gail McLarnon by e-mail at [gail.mclarnon@ed.gov](mailto:gail.mclarnon@ed.gov) or by phone at 202/219-7048.
- Questions about the participation request process should be directed to the School Participation Team for a school's state. Contact information is available on the [Electronic Application for Approval to Participate in Federal Student Financial Aid Programs \(E-App\) Web site](#).

**Participation Request Process Steps** – As outlined in the 10-step participation request process included in [Dear Colleague Letter GEN-08-07](#), a school must complete Question 1, enter specified language in Section K/Question 69, and complete Section L via the [E-App Web site](#). After completing these steps, the school must mail its signed and dated signature page to the Department of Education (the Department) per the instructions provided on the “Submit Application” page. To aid in expediting receipt of the school's signature page by the Department, the school may want to use an overnight delivery method.

**Participation Request Process Follow Up** – If a school does not receive a response regarding its request to participate in the TEACH Grant Program within two weeks of submitting the request, the school should contact the School Participation Team for the school's state. Contact information is available on the [E-App Web site](#).

**School Addition to ATS Web Site** – Once a school is determined to be eligible to participate in the TEACH Grant Program, the school's name will be added to the TEACH Grant Agreement to Serve (ATS) Web site. As a general rule, Federal Student Aid will update the TEACH Grant ATS Web site on the Tuesday or Thursday most closely following notification of the school's eligibility. If a school has questions about the TEACH Grant ATS Web site, it should contact the COD School Relations Center.