



COD Processing Update

January 20, 2012

NEWS/UPDATES

- **Changes Made To The Title IV Student Aid Programs By The Recently Enacted Consolidated Appropriations Act, 2012 (01/19/12)**

The purpose of this letter is to provide institutions and Federal Family Education Loan (FFEL) program participants with information on changes made to the Title IV student assistance programs by Section 309 of the Department of Education Appropriations Act, 2012 (Title III of Division F of the Consolidated Appropriations Act, 2012 - Public Law 112-74).

For more information about these changes, refer to the [January 18, 2012 Dear Colleague Letter](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

- **Special Direct Consolidation Loan Information – Federal Loan Servicer Contact Underway (01/19/12)**

Federal Student Aid is pleased to announce the start of the application period for the Special Direct Consolidation Loan opportunity the Department of Education will offer to eligible borrowers through the William D. Ford Federal Direct Loan (Direct Loan) Program.

For more information, refer to the [January 18, 2012 Electronic Announcement](#) posted on the IFAP Web site.

- **TFA Information – Two Factor Authentication Implementation Information for the COD Web Site (01/18/12)**

As explained in a [January 13, 2012 Electronic Announcement](#) on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid is implementing a number of technology security initiatives in 2012. One of the initiatives is a security process called Two Factor Authentication (TFA). Through TFA, when logging in to certain Federal Student Aid systems, an authorized user will be required to use a traditional User ID and Password as well as provide a One-Time Password (OTP). The OTP will be generated by a registered token device that is in the physical possession of the user.

On January 29, 2012, we will implement changes to the [COD Web site](#) to support use of TFA.

For complete information on COD Web site implementation of TFA, refer to [the January 18, 2012 Electronic Announcement](#) posted on the IFAP Web site.

- **Beta Test Volunteers Needed for EDEXpress 2012-2013, Release 2.0 (01/17/12)**

Federal Student Aid is recruiting schools and servicers to participate in the beta test of EDEXpress for Windows 2012-2013, Release 2.0. Beta testing is scheduled to run from January 30 through February 10, 2012.

If you are interested in being considered as a beta test participant for grant and/or loan functionality, please send an e-mail to CPSSAIG@ed.gov with the subject line "Attention: EDEXpress 2012-2013 Release 2.0 Beta Testing".

For further information, refer to the [January 13, 2012 Electronic Announcement](#) posted on the IFAP Web site.



• **2012-2013 Pell Grant Payment And Disbursement Schedules Posted On The IFAP Web Site (01/13/12)**

In [Dear Colleague Letter P-12-01](#), posted to the Information for Financial Aid Professionals (IFAP) Web site on January 12, 2012, Federal Student Aid provided the community with the Federal Pell Grant Payment and Disbursement Schedules for the 2012-2013 Award Year for full-time, three-quarter-time, half-time, and less-than-half-time students. All 2012-2013 Pell Grant awards must be based on the schedules attached to the letter.

In a forthcoming electronic announcement, Federal Student Aid will provide information about the operational implementation of the schedules in its systems, including the COD System. Please monitor the IFAP Web site for this forthcoming operational guidance.

CURRENT ISSUES

REMINDERS

DIRECT LOANS

Impact on COD Processing January 22, 2012 (01/18/12)

Direct PLUS Loan Responses Issue [(11/16/11) Updated 12/27/11]

Federal Student Aid has identified an issue in which Direct PLUS Loan Request Acknowledgements (Message Class: CRSP) are not being generated in certain situations. Specifically, the CRSP files are not being sent when a borrower submits a Direct PLUS Loan Request via the [StudentLoans.gov Web site](#) **and** there is no corresponding Direct PLUS Loan award on the COD System, **and** one of the following is true:

- A pending credit decision is resolved and processed.
- An appeal to an adverse credit decision is received and approved.

Federal Student Aid has determined the cause of the issue and will correct it on January 22, 2012. In the meantime, a manual workaround is in place which allows the COD School Relations Center to identify the incorrect CRSP file and send an updated CRSP file to the school within a few days.

We apologize for any inconvenience this issue may have caused schools. If you have any questions, contact the COD School Relations Center.

GRANTS

There are no Grant specific issues to report at this time.

Federal Student Aid is planning several system maintenance activities on January 22, 2012. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

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

Extended COD System Maintenance

From 1:30 A.M. (ET) until 11:00 A.M. (ET) on Sunday, January 22, 2012—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#).



- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

- When a student or borrower address is located in a U.S. Territory it is considered a domestic address. Do not submit a Country Code.
- When a student or borrower address is located in a Foreign Country, it is treated as a foreign address.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System, the StudentLoans.gov Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.

COD Computer-Based Training (01/20/12)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT).

The COD CBT consists of component simulations and CBTs. 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](#).

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (01/20/12)

When submitting student or borrower addresses or address changes 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 or Foreign Country. If these addresses are not submitted correctly, important correspondence from the COD System and the federal loan servicers is delayed or not received.

See below for the correct procedures for submitting U.S. Territories and Foreign Country addresses via the Common Record batch submission or COD Web site.

Submitting Addresses for U.S. Territories and Foreign Countries 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	Included Tags for Foreign Addresses
3.0c or 3.0d	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>	<AddressLine> <City> <StateProvince> (Optional) <PostalCode> (Optional) <CountryCode>

Submitting Addresses for U.S. Territories and Foreign Countries 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), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the [2010-2011 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.