



COD Processing Update

January 21, 2011

NEWS/UPDATES

- **Guidance Regarding Comprehensive Transition and Postsecondary (CTP) Programs for Students with Intellectual Disabilities (01/20/11)**

The Higher Education Opportunity Act, Pub. L. 110-315, added provisions to the HEA in sections 760 and 766 that enable eligible students with intellectual disabilities to receive Federal Pell Grant, Supplemental Educational Opportunity Grant, and Work-Study funds if they are enrolled in an approved program. These programs are referred to as comprehensive transition and postsecondary (CTP) programs for students with intellectual disabilities.

For more information about these added provisions, refer to the [January 19, 2011 Dear Colleague Letter](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

- **Loan Servicing Information – Direct Loan Transfer Initiative Update (01/14/11)**

Federal Student Aid is pleased to report the successful transfer of approximately 1.2 million William D. Ford Federal Direct Loan (Direct Loan) Program borrower accounts to new federal loan servicers by the end of December 2010.

For complete information about the Direct Loan transfer initiative, refer to [the January 13, 2011 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

CURRENT ISSUES

DIRECT LOANS

There are no issues to report at this time.

GRANTS

There are no issues to report at this time.

REMINDERS

Impact on COD Processing January 23, 2011 (01/19/11)

Federal Student Aid is planning several system maintenance activities on January 23, 2011. 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.

Routine COD System Maintenance

From 1:30 A.M. (ET) until 11:00 A.M. (ET) on Sunday, January 23, 2011—

- 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.

System and the federal loan servicers is delayed or not received.

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 (01/21/11)

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 26, 2010.

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](#).

If you have questions or comments about the COD CBT, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com. If you e-mail your question or comment, please include “COD CBT Question/Comment” in the subject line.

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (01/21/11)

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

Contact Information: If you have questions, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com.

- 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.

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](#)



START HERE
GO FURTHER
FEDERAL STUDENT AID™

*This edition 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.*

[Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.