



COD Processing Update

February 3, 2012

NEWS/UPDATES

- **TFA Information – No Change to Log-in Process for COD Web Site Users Who DO NOT Have TFA Tokens (02/03/12)**

As explained in a [January 18, 2012 Electronic Announcement](#) on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid implemented changes to the COD Web site to support the use of Two Factor Authentication (TFA). All users who visit the COD Web site will see information and links about token registration and token maintenance on the COD Web site's home page and the log-in page.

As a reminder, any COD Web site user who has *not* received a token **will log in to the COD Web site as usual**. This means COD Web site users without a token should ignore the token registration and token maintenance links and simply click on the Log-In button and enter their COD User ID and password.

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

- **Two New Federal Loan Servicers Begin January 2012 (01/31/12)**

In a [September 23, 2011 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#), Federal Student Aid informed the community of the expansion of its federal loan servicer team. This expansion will occur through new federal loan servicing contracts awarded under the HCERA/SAFRA Not-For-Profit (NFP) Servicer Program solicitation. The solicitation offered NFP entities the opportunity to submit proposals individually and in teams for servicing borrower accounts on our behalf.

Federal Student Aid is pleased to announce two additional members of the federal loan servicer team. For more information about these new servicers, please see the [January 25, 2012](#) and [January 31, 2012](#) Electronic Announcements.

- **Operational Implementation Guidance – Implementation of 2012-2013 Federal Pell Grant Payment and Disbursement Schedules (01/31/12)**

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 schools with the payment and disbursement schedules for determining Federal Pell Grant (Pell Grant) awards for the 2012-2013 Award Year. These schedules must be used for all 2012-2013 Pell Grant award calculations.

Federal Student Aid has begun the work needed to modify its systems, Web and software products, technical documents, training materials, and publications to reflect the 2012-2013 Pell Grant payment and disbursement schedules. In a [January 30, 2012 Electronic Announcement](#), Federal Student Aid provides schools with high-level information about the impact on the Central Processing System (CPS), the ISIR Analysis Tool, the Common Origination and Disbursement (COD) System, and the EDEXpress for Windows software and the anticipated completion dates for the system modifications.

For complete information about the Federal Pell Grant payment and disbursement schedules, refer to [the January 30, 2012 Electronic Announcement](#) posted on the IFAP Web site.



CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan specific issues to report at this time.

GRANTS

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

REMINDERS

COD Computer-Based Training (02/03/12)

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 (02/03/12)

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.

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