COD Processing Update

February 4, 2005

Direct Loan

COD News

2002-2003 Direct Loan Program Year Closed (01/31/05)
COD would like to remind schools that the 2002-2003 Program Year is closed. If a school is at a zero balance and has not already confirmed their balance with the Department of Education, please do so as soon as possible.

There are two ways of confirming closeout for the 2002-2003 Program Year.

1. If your school was on Extended Processing and received a Zero Balance Letter, you can confirm your balance by following the steps below:

    a. Access the COD web site (www.cod.ed.gov) and perform a school search. From the School Summary Information Page, click on the link labeled " Balance Confirmation" on the left-hand side of this page. The School Balance Confirmation page will display. Select the appropriate Award Year from the drop down box. If your school agrees with the information on the School Balance Confirmation page, click the "I Agree" button at the bottom of the page.
    b. If your school cannot access the School Balance Confirmation page, you must submit a signed request, in writing by fax, which gives your school's customer service representative permission to process the confirmation via the COD web site. The request must be submitted by the school's financial aid office on school letterhead.

2. If your school was not on Extended Processing and you want to confirm your balance:
    a. Access the COD web site (www.cod.ed.gov) and perform a school search. From the School Summary Information Page, click on the link labeled " Balance Confirmation" on the left-hand side of this page. The School Balance Confirmation page will display. Select the appropriate Award Year from the drop down box, print, and then sign this page.
    b. Fax a copy of the signed School Balance Confirmation page to COD Customer Service at 877/623-5082. Please include your school's Direct Loan code (G-Code) on the fax.

If you have any questions regarding the 2002-2003 Program Year closeout confirmation process, contact the COD School Relations Center.

FSA's 2005 Spring Conference—Register Now (01/26/05)
FSA has invited schools to register for its 2005 Spring Conference that will be held March 22 through March 24, 2005 in Reno, Nevada. As explained in the Electronic Announcement posted

on the IFAP web site at http://www.ifap.ed.gov/eannouncements/0121SpringConferenceInvite.html, FSA is offering exciting new programs designed specifically for campus financial aid professionals.

The conference will follow a ***new format*** that replaces the traditional approach of offering update sessions, interest sessions, and a PC Lab. The new conference format will offer 1) a strategic visioning program designed to begin the development of a new, front-end, student aid delivery system in which experienced financial aid professionals may participate and 2) intensive, specialized, training designed for new financial aid officers. In addition to the conference, on Monday, March 21, 2005, two pre-conference workshops—one focusing on the Direct Loan Program and the other focusing on Career Colleges— will be offered.

Registration for the conference is limited and will be accepted on a first come, first served basis. As such, if you want to attend the conference, do not delay in submitting your registration via the conference web site at www.ed.gov/fsa/conferences/. The deadline to reserve a sleeping room is February 28, 2005; however, reservations also should be made as soon as possible.

For more detailed information about the 2005 Spring Conference, the pre-conference workshops, registration, and travel/accommodation information, refer to the Electronic Announcement and to the conference web site.

All Schools Must Be COD Full Participants Beginning With 2005-2006 Award Year [08/02/04 (Updated 10/25/04)]

As a reminder, *all* schools must be Full Participants beginning with the 2005-2006 Award Year. This means that *all* schools must be able to submit 2005-2006 Pell and/or Direct Loan origination and disbursement data to the COD System using the COD Common Record in XML format.

If your school currently is a Phase-In Participant (for one or all of the programs in which it participates) and has not yet submitted the required Full Participant information specified in the announcement posted on the IFAP web site at http://www.ifap.ed.gov/eannouncements/0806CODFullParticReq0506.html, please submit it to the COD School Relations Center as soon as possible. Doing so will assist us in preparing the COD System to accept and process your school's 2005-2006 Pell Grant and/or Direct Loan data.

Reports and Data Requests

ISSUES

Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference posted on the IFAP web site at www.IFAP.ed.gov/. There are issues with the following Direct Loan reports and/or data requests:

- Funded Disbursement List— Is not displaying correct figures in the Previous Downward Disbursement Adjustments Not Yet Applied field. COD is researching the code fix for this issue and will provide updates as more information becomes available. (12/20/04)
- Direct Loan Rebuild File— Cannot be requested on the COD web site and

is not being produced. COD is researching several issues related to incorrect data in the file. (08/25/04)

Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

Issue	In Progress	Completed
Disbursements Not Displaying On COD Web Site And/Or SAS	√	
Direct Loan School Account Statement (SAS) Data Issues		**√ (02/01/05)**

Current Issues

COD Incorrectly Rejecting For COD Edit 039 [12/27/04 (Updated 01/04/05)]
COD has become aware of an issue that results in schools receiving COD Edit 039 (Incorrect Award Amount) in error. This sometimes occurs when schools submit changes to awards to lower the amount to zero through either batch or online processing.

COD is researching this issue and will provide updates as more information becomes available.

Zeros Incorrectly Displaying On The Record Errors Screen (01/04/05)
COD has learned that, in some instances, the "Field Value" on the COD web site's Record Errors screen is displaying additional zeros before the actual field value. This display issue seems to be occurring when changes to awards are rejected for COD Edit 039, 042, or 117.

COD is researching this issue and will provide updates as more information becomes available.

Phase-In Records Incorrectly Rejecting For COD Edit 056 [08/12/04 (Updated 09/27/04)]
COD previously notified schools that some Phase-In 2003-2004 and 2004-2005 records are incorrectly rejecting for COD Edit 056 (Sequence Number Not In Sequential Order). This edit is being returned incorrectly to Phase-In schools that submit changes to anticipated disbursement amounts.

Additionally, when a change to the anticipated disbursement amount is submitted along with a reduced award amount, COD is only accepting the reduced award amount. As a result, COD Edit 846 (Total 'Anticipated Gross Amount' must be less than or equal to the Loan Amount Approved) is returned because the award amount is less than the total anticipated disbursements.

COD is researching a code fix for this issue and will continue to provide updates as more information becomes available.

Student Name And Date Of Birth Not Updated In COD [05/03/04 (Updated 09/17/04)]
As previously reported, COD identified an issue where new 2003-2004 and 2004-2005 origination records are accepted in COD; however, the student's Name and Date of Birth (DOB) updates submitted by the school are not displaying on the COD web site's Person Information screen. The COD web site is reflecting the Name and DOB from the previous award year. Additionally, in some cases, changes to Name and DOB for previously accepted origination records are not displaying on the Person Information screen as well.

COD is still analyzing this issue and appreciates your patience. Updates will be provided as more information becomes available.

Some Null Tags Submitted Via Batch Not Updated In COD (09/01/04)
A null tag containing a *nil="true"* attribute can be submitted for some data elements in a Common Record document to remove or delete content currently on file in the COD database. Recently, COD determined that some null tags are being accepted by the COD System, but are not appropriately updating the COD database. This means that if a school submits a null tag for some data elements, the COD System is ignoring it and the content on the COD database for that data element is not being removed.

On August 10, 2004, COD implemented a code fix to allow a null tag submitted for the Verification Status Code data element to update the COD database correctly. COD continues research to ensure that all applicable data elements reported with a null tag will update the COD database correctly. Note that not all data elements can be submitted with null tags; refer to the COD Technical Reference, Volume II, Section 3 for the applicable data elements.

COD will provide updates as more information becomes available. In the meantime, schools needing to remove or delete content in COD for a specific data element may do so via the COD web site.

Rejected Records Not Viewable On The COD Web Site [07/30/04 (Updated 08/26/04)]
Some schools are receiving an error message when attempting to view rejected records on the COD web site's Batch Detail Information screen. Clicking on the Rejected link in the Award No. column causes the following error message to display: "An unexpected error has occurred. Please contact your administrator if the problem persists."

On August 10, 2004, COD partially corrected this problem by migrating a code fix to correct the affected Phase-In records. Next, the code fix will be migrated to correct the affected Common Records. COD will provide more information about the code fix for Common Records as soon as it becomes available.

Pell Grants

COD News

Pell Report Format Discontinuation on COD Web Site (02/03/05)
Effective February 5, 2005, the following Pell reports will no longer be available in the PDF format on the COD web site:

- Pending Disbursement List,
- Funded Disbursement List,
- Pell POP Report,
- Verification Status Report, and
- SSN/Name/Date of Birth Change Report.

However, these reports will continue to be available in comma delimited (CSV) format on the COD web site. Additionally, COD will continue to transmit these reports to schools' SAIG mailboxes in the Preformatted Text file format.

These reports, in comma delimited (CSV) format, are viewable in Microsoft Excel or in a spreadsheet tool that processes comma delimited files in a similar fashion. To open these reports in comma delimited (CSV) format on the web, see the detailed instructions below. Note: For these instructions, we are opening the Pell Pending Disbursement List. These instructions can be used with all the reports listed above.

- From your school's Newsbox on the COD web site, locate the Pending Disbursement List (CSV) in the comma delimited (CSV) format.
- Click on the *Actions* tab, which is located under the *Pending Disbursement List- Pell (CSV) 200X-200X* tab. The Pending Disbursement List – Pell (CSV) 200X-2000X Actions screen displays.
- Click *Previous Versions*. The Pending Disbursement List –Pell (CSV) 200X-200X Previous Versions screen displays. This screen displays a list of all the previous versions available for this report.
- Click on any of the *Delimited Text* tabs in the format column to view the report for a specific date.
- A File Download dialog box appears. Select the *Open* tab to view the report in Excel or in a compatible spreadsheet tool.

2004-2005 Pell Grant CFL Reduction To NAPD On January 29, 2005 (01/31/05)
On January 29, 2005, the COD System reduced the Pell Grant 2004-2005 Award Year Current Funding Level (CFL) to the Net Accepted and Posted Disbursements (NAPD) for schools that had a CFL greater than their NAPD. As noted in the warning message that we sent to affected schools on December 15, 2004, this action was taken because the majority of disbursements for the 2004-2005 Award Year should have already been submitted to the COD System for processing. This reduction affected approximately 600 schools.

A school affected by the January 29, 2005 CFL reduction to NAPD will—

- Receive a text message (PGTX05OP Message Class) in the school's SAIG mailbox notifying the school of the reduction;
- Receive a new Electronic Statement of Account (ESOA) that reflects the reduction; and
- See a change in the school's CFL that reflects the reduction.

If an affected school has additional 2004-2005 disbursements to submit to the COD System, it should do so as soon as possible. As a reminder, a Full Participant school must set the Disbursement Release Indicator (DRI) tag to "true" in order to fund an actual Pell Grant disbursement; this does not happen automatically. Upon acceptance of the disbursements, the school's 2004-2005 CFL will be increased.

Note: An affected school that has drawn down funds but that has not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.

If you have any questions regarding the 2004-2005 CFL reduction to NAPD, contact the COD School Relations Center.

FSA's 2005 Spring Conference—Register Now (01/26/05)
FSA has invited schools to register for its 2005 Spring Conference that will be held March 22 through March 24, 2005 in Reno, Nevada. As explained in the Electronic Announcement posted on the IFAP web site at http://www.ifap.ed.gov/eannouncements/0121SpringConferenceInvite.html, FSA is offering exciting new programs designed specifically for campus financial aid professionals.

The conference will follow a ***new format*** that replaces the traditional approach of offering update sessions, interest sessions, and a PC Lab. The new conference format will offer 1) a strategic visioning program designed to begin the development of a new, front-end, student aid delivery system in which experienced financial aid professionals may participate and 2) intensive, specialized, training designed for new financial aid officers. In addition to the conference, on Monday, March 21, 2005, two pre-conference workshops—one focusing on the Direct Loan Program and the other focusing on Career Colleges— will be offered.

Registration for the conference is limited and will be accepted on a first come, first served basis. As such, if you want to attend the conference, do not delay in submitting your registration via the conference web site at www.ed.gov/fsa/conferences/. The deadline to reserve a sleeping room is February 28, 2005; however, reservations also should be made as soon as possible.

For more detailed information about the 2005 Spring Conference, the pre-conference workshops, registration, and travel/accommodation information, refer to the Electronic Announcement and to the conference web site.

Pell Grant Year-To-Date Record Back In Production [12/01/04 (Updated 12/13/04)]
Pell Grant Year-to-Date (YTD) records (PGYRxxOP) are being generated and sent to schools' SAIG mailboxes. As of December 10, 2004, COD has fulfilled all YTD requests received since

October 2, 2004. This is earlier than the previously reported completion date of December 13th. Schools that have not received a previously requested YTD may now resubmit their requests.

The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of current COD System issues affecting the YTD record, we caution a school not to use the Pell Grant YTD record for rebuilding a complete student record or Pell database. The current COD System issues are as follows:

- System-generated negative disbursements (CRNDxxOP) created by the COD System prior to June 24, 2004 are ***currently reflected in the YTD and on the COD web site with incorrect disbursement dates***. We are currently performing a cleanup to correct these records in our database.
- In some cases, when we process more than one disbursement transaction for the same disbursement number on the same day, the individual transactions are ***currently not reflected in the YTD record and on the COD web site***. Instead, one combined disbursement transaction is reflected with the correct disbursement amount, the correct disbursement date, and the highest disbursement sequence number. We are currently researching a code fix and cleanup plan for this issue.

  Note: For a disbursement with this issue, if a school encounters difficulty processing further disbursement activity through its software, the activity can be performed on the COD web site.
- In some instances, the Previous Disbursement Sequence Number on the ***COD web site's Disbursement History screen differs from the Previous Disbursement Sequence Number reflected in the YTD record***. The Previous Disbursement Sequence Number reflected in the YTD record is correct. We are currently performing a cleanup to correct the erroneous Previous Disbursement Sequence Numbers on the COD web site.

Schools should also refer to the Electronic Announcement that was posted on the IFAP web site, http://www.ifap.ed.gov/eannouncements/1130PellGrantYTDRecord.html, for additional information on the Pell Grant YTD record. Note: The status of the YTD record will continue to be covered in the Reports and Data Requests section of this document until the COD System issues affecting the YTD record are resolved.

All Schools Must Be COD Full Participants Beginning With 2005-2006 Award Year [08/02/04 (Updated 10/25/04)]

As a reminder, *all* schools must be Full Participants beginning with the 2005-2006 Award Year. This means that *all* schools must be able to submit 2005-2006 Pell and/or Direct Loan origination and disbursement data to the COD System using the COD Common Record in XML format.

If your school currently is a Phase-In Participant (for one or all of the programs in which it participates) and has not yet submitted the required Full Participant information specified in the announcement posted on the IFAP web site at http://www.ifap.ed.gov/eannouncements/0806CODFullParticReq0506.html, please submit it to the COD School Relations Center as soon as possible. Doing so will assist us in preparing the COD System to accept and process your school's 2005-2006 Pell Grant and/or Direct Loan data.

Reports and Data Requests

NOTICES

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Reconciliation Report—

  At this time, COD has fulfilled data requests that were submitted via SAIG or the COD web site from January 17, 2005 through January 20, 2005. COD apologizes for any inconvenience caused by the delay. [01/25/05 (Updated 01/31/05)]

- Verification Status Reports—

  Processed and sent to schools for January 2005 do not reflect updates to the COD system made by schools to students' verification statuses since the December 2004 report. Therefore, a school's January report may still reflect a student 's verification status as "W" or blank" when in fact the COD system has accepted a verification status of either a "V" or "S."

  Currently, COD has corrected this issue and Verification Status Reports are generating correctly reflecting all updates accepted by COD to date for students' verification statuses.

  The Verification Status Reports for February 2005 will automatically be sent to schools and will reflect all updates accepted by COD for students' verification statuses.
  If your school needs a corrected Verification Status Report at this time, a data request can be made via the COD web site or batch processing. Note that if a data request results in no report, this indicates that your school currently does not have any Pell awards accepted in the COD system for students selected for verification by CPS for which your school has not submitted a verification status of "V" or "S."

  As a reminder, we encourage Pell schools currently using EDExpress for Windows 2004-2005, Release 2.0, to read the IFAP announcement at http://www.ifap.ed.gov/eannouncements/1116PellVerifStatusandSSNNameDOBChng.html. This electronic announcement outlines the

actions that a school must follow to ensure that the Verification Status in their EDExpress database and the one reported to COD is accurately reflected in COD. (01/17/05)

ISSUES

Except as listed below, all Pell Grant reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference posted on the IFAP web site at www.IFAP.ed.gov/. There are issues with the following Pell Grant reports and/or data requests:

- Pell Year-to-Date (YTD) Records— For all award years, are being sent to schools' SAIG mailboxes (Message Class PGYRxxOP). In addition, as of December 10, 2004 all YTD requests held since October 2, 2004 are fulfilled. Schools that have not received a previously requested YTD may now resubmit their requests. The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of current COD System issues affecting the YTD record, we caution a school not to use the current YTD record for rebuilding a complete student record or Pell database. See the "Pell Grant Year-To Date Record Back In Production" item in the COD News section of this document for an explanation of these issues. [10/05/04 (Updated 12/13/04)]

Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

Issue	In Progress	Completed
Disbursements Not Displaying On COD Web Site	√	

Current Issues

Prior Year Disbursements Not Displaying On The COD Web Site (02/04/05)
COD has learned that for award years 1999-2000, 2000-2001, and 2001-2002 disbursements were not displaying on the COD web site's Award Disbursements Information screen. COD has migrated a code fix to resolve this issue. We are currently verifying the success of the code fix and will provide an update as soon as the verification has been completed.

Zeros Incorrectly Displaying On The Record Errors Screen (01/04/05)
COD has learned that, in some instances, the "Field Value" on the COD web site's Record Errors screen is displaying additional zeros before the actual field value. This display issue seems to be occurring when changes to awards are rejected for COD Edit 039 or 042.

COD is researching this issue and will provide updates as more information becomes available.

Student Name And Date Of Birth Not Updated In COD [05/03/04 (Updated 09/17/04)]
As previously reported, COD identified an issue where new 2003-2004 and 2004-2005 origination records are accepted in COD; however, the student's Name and Date of Birth (DOB) updates submitted by the school are not displaying on the COD web site's Person Information screen. The COD web site is reflecting the Name and DOB from the previous award year. Additionally, in some cases, changes to Name and DOB for previously accepted origination records are not displaying on the Person Information screen as well.

COD is still analyzing this issue and appreciates your patience. Updates will be provided as more information becomes available.

Some Null Tags Submitted Via Batch Not Updated In COD [08/31/04 (Updated 09/16/04)]
As previously reported, a null tag containing a *nil="true"* attribute can be submitted for some data elements in a Common Record document to remove or delete content currently on file in the COD database. Recently, COD determined that some null tags are being accepted by the COD System, but are not appropriately updating the COD database. This means that if a school submits a null tag for some data elements, the COD System is ignoring it and the content on the COD database for that data element is not being removed.

On September 7, 2004 COD implemented a code fix to allow a null tag submitted for the Low Tuition and Fees Code data element to update the COD database correctly. Additionally, a null tag submitted for the Verification Status Code data element continues to update the COD database correctly. COD continues research to ensure that all applicable data elements reported with a null tag will update the COD database correctly. Note that not all data elements can be submitted with null tags; refer to the COD Technical Reference, Volume II, Section 3 for the applicable data elements.

In the meantime, schools needing to remove or delete content in COD for a specific data element may do so via the COD web site.

Rejected Records Not Viewable On The COD Web Site [07/30/04 (Updated 08/26/04)]
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