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February 5, 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

NEW!

Impact on COD Processing February 14-15, 2010 (02/05/10)
Federal Student Aid is planning to execute a COD System maintenance activity on February 14, 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. Funding requests will not be processed on February 15, 2010, the Washington's Birthday 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, February 14, 2010*, we will perform system maintenance on the COD System. The impact to COD users is outlined below.

- 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 5:00 A.M. and 11:00 A.M. (ET).

   An individual starting the process by 4:00 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 5:00 A.M. and 11:00 A.M. (ET).

   An individual starting the process by 4:00 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.

Washington's Birthday Federal Holiday

Monday, February 15, 2010 is the Washington's Birthday Federal Holiday.

- 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, February 15, 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, February 16, 2010.

Complete information regarding processing and customer service hours for the COD System 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.

2009-2010 Pell Grant CFL Reduction To NAPD Warning Message (01/29/10)
At this time, the majority of Federal Pell Grant (Pell Grant) funds for the first payment period of the 2009-2010 Award Year should have been disbursed to students. In general, schools are to submit Pell Grant disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, the majority of disbursements for the first payment period of the 2009-2010 Award Year should have already been submitted to the COD System for processing.

2009-2010 Pell Grant CFL Reduction to NAPD Warning Message Sent on January 28, 2010

On January 28, 2010, Federal Student Aid sent a message to schools that have a Pell Grant Current Funding Level (CFL) for the 2009-2010 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). The message warns an affected school that its 2009-2010 Pell Grant CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on February 17, 2010. After the reduction, schools that have drawn down funds in G5 but that have 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.

Federal Student Aid sent the January 28, 2010 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class PGTX10OP. A school that receives the warning message should review its internal records and submit all outstanding Pell Grant disbursements for the 2009-2010 Award Year to the COD System as soon as possible but before February 17, 2010.

This same information will be posted in an Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site. If you have any questions regarding the 2009-2010 Pell Grant CFL reduction to NAPD, contact the COD School Relations Center.

G5 Phase 2 Implementation February 10-16, 2010 -- Impact to Federal Student Aid Processing and on Funds Availability for Title IV Programs (01/29/10)
As explained in a January 4, 2010 letter that was mailed and e-mailed to all grantees and payees from the Department of Education's (the Department's) Office of the Chief Information Officer, during the period February 10-16, 2010, the Department will implement Phase 2 of G5. The functionality being implemented in G5 Phase 2 has minimal impact to school users. However, the service outage associated with the G5 Phase 2 implementation will impact school users in a number of ways.

From 3:00 P.M. (ET) on Wednesday, February 10, 2010 through 6:00 A.M. (ET) on Tuesday, February 16, 2010, the G5 Web site will not be available. Schools will not be able to draw down funds during this period.

For complete information about the G5 Phase 2 Implementation, refer to the January 28, 2010 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site.

Action Required: DUNS Number and TIN Registration with Central Contractor Registration Database By March 31, 2010 (01/29/10)
As explained in a January 4, 2010 letter that was mailed and e-mailed to all grantees and payees from the Department of Education's (the Department's) Office of the Chief Information Officer, *all schools must register their Data Universal Numbering System (DUNS) number and Taxpayer Identification Number (TIN) with the federal government's Central Contractor Registration (CCR) database by March 31, 2010.*

This action is required because beginning in April 2010, the Department will process and disburse all federal funds through the Department of Treasury rather than the Federal Reserve. While this change will not impact how or when payments will be delivered to a school's bank account, it is very important that schools register their DUNS number and TIN by the deadline.

In order to prevent delays in the receipt of Title IV program funds, the Department encourages *all* schools to confirm that their DUNS number and TIN are registered with the CCR database. If a school has not previously registered its DUNS number and TIN, it should do so as soon as possible, but no later than March 31, 2010.

For complete information about the DUNS Number and TIN Registration with Central Contractor Registration database, refer to the January 28, 2010 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site.

Weekly Reminders

NEW!

Sending Addresses for U.S. Territories on the Common Record or the COD Web site (02/05/10)
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>

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.

NEW!

COD Computer-Based Training (02/05/10)
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 EDExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDExpress 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, please include "COD CBT Question/Comment" in the subject line.