

COD Processing Update

February 5th, 2016

NEWS/UPDATES

- **Impact on COD Processing February 6-7, 2016 (2/5/16)**

Federal Student Aid is planning several system maintenance activities during the period of February 6-7, 2016. 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 11:00 P.M. (ET) on Saturday, February 6, 2016 until 1:00 P.M. (ET) on Sunday, February 7, 2016—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- Users will not be able to access the COD Reports area of the [COD Web site](#).
- An individual will not be able to complete any actions or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete any actions 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.

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 or the StudentLoans.gov Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact the CPS/SAIG Technical Support and the TFA Support Center at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.

- **G5 System Outage February 17-22, 2016 (2/1/16)**

During the period of February 17-22, 2016, the Department of Education is planning system maintenance activities to G5. Please review the following information to determine how processing at your school will be affected.

G5 System Outage

From 9:00 P.M. (ET) on Wednesday, February 17, 2016 through 6:00 A.M. (ET) on Monday, February 22, 2016, the [G5 Web site](#) will not be available. Schools will not be able to draw down funds during this period for the following Title IV Programs:

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@ed.gov.

- Federal Pell Grant (Pell Grant)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Teacher Education Assistance for College and Higher Education Grant (TEACH Grant)
- William D. Ford Federal Direct Loan (Direct Loan)
- Iraq and Afghanistan Service Grant

COD System Processing

From 9:00 A.M. (ET) on Wednesday, February 17, 2016 through 6:00 A.M. (ET) on Monday, February 22, 2016, the COD System will accept Pell Grant, TEACH Grant, Direct Loan, and Iraq and Afghanistan Service Grant records. However, after 9:00 A.M. (ET) on Wednesday, February 17, 2016, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 until February 22, 2016.

All actual disbursements with a disbursement date from February 17, 2016 through February 22, 2016 must be received by the COD System **no later than 9:00 A.M. (ET) on Wednesday, February 17, 2016** and subsequently accepted by the COD System, in order to generate the appropriate funding level increase prior to the outage. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date on or after February 22, 2016 will be processed and funded after G5 re-opens.

Contact Information

We appreciate your patience and understanding as we complete the required activities during the upcoming period. If you have any questions about this announcement, contact one of the following help desks:

- **For questions related to G5**, contact the G5 Hotline at 888/336-8930. You may also e-mail edcaps.user@ed.gov.
 - **For questions related to the Campus-Based programs**, contact the Campus-Based Call Center at 877/801-7168. You may also e-mail CBFOB@ed.gov.
 - **For questions related to the COD System**, 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@ed.gov.
- **Federal Pell Grant Program Reconciliation (2/1/16)**

In a [November 17, 2015 Electronic Announcement](#) Federal Student Aid published general information regarding Title IV Aid Disbursement Reporting, Excess Cash, and Reconciliation Requirements. In addition, updated disbursement reporting and data submission timelines for all programs was published in a Federal Register Notice (see Federal Register Volume 80, Number 47 published on [March 11, 2015](#) for the 2015-2016 deadlines).

Pell Grant Reconciliation is the process by which a school reviews and compares Pell Grant data recorded on the Department of Education's systems with the information in the school's internal records. This process should be performed on a regular basis, and is recommended at least monthly.

For specific information to assist your school in reconciling the Pell Grant Program, refer to the [February 1, 2016 Electronic Announcement](#) posted on the IFAP Web site.

- **2016-2017 Pell Grant Payment & Disbursement Schedules Now Posted (01/29/16)**

In [Dear Colleague Letter GEN-16-01](#), posted to the Information for Financial Aid Professionals (IFAP) Web site on January 29, 2016, Federal Student Aid provided the community with the Federal Pell Grant Payment and Disbursement Schedules for the 2016-2017 Award Year for full-time, three-quarter-time, half-time, and less-than-half-time students. All 2016-2017 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.

- **Process Change for Pell Grant ACA Payments Effective February 2016 (1/27/16)**

The Federal Pell Grant (Pell Grant) regulations at 34 CFR 690.10 provide for an Administrative Cost Allowance (ACA) payment to defray the costs of administering the Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, and Federal Perkins Loan programs. Federal Student Aid processes these payments two times a year, once in late February/early March and again in late August.

The first Pell Grant ACA payment for the 2015-2016 Award Year is scheduled for February 29, 2016. Beginning with this payment, Federal Student Aid will implement a permanent processing change that will alter how schools receive Pell Grant ACA payments. ***This change does not impact how Pell Grant ACA payments are calculated; it only changes how Federal Student Aid delivers those payments to schools.***

Previously, once the Pell Grant ACA payments were calculated, the funds were deposited directly in a school's bank account. Beginning in February 2016, a school's calculated Pell Grant ACA payment will be posted in G5 as an Available Balance in the school's ACA G5 Award Number, beginning with P063Q. Once posted, a school will sign in to G5 and process a drawdown transaction in G5 to receive the funds.

For more information about this change, refer to the [January 27, 2016 Electronic Announcement](#) that is posted on the IFAP Web site.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan-related issues at this time.

GRANTS

There are no Grant-related issues at this time.

Keep School Contact Information Current in the COD System (2/05/16)

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to [the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site.](#)