



COD Processing Update

February 14, 2014

NEWS/UPDATES

- **Availability of Report Readers for Pell Grant Reconciliation File, Pell Grant Year to Date (YTD) File, and School Account Statement (SAS) Disbursement Detail on Demand File [Update 02/11/14 (01/29/14)]**

In January 2014, Federal Student Aid posted three report readers for the following reports:

- Pell Grant Reconciliation File
- Pell Grant YTD File
- SAS Disbursement Detail on Demand File

The readers provide a simplified way of importing the report files into an Excel spreadsheet for school reconciliation purposes. To use the readers, a school must receive the **fixed-length format** of the reports.

The readers, along with instructions on how to use them, are posted on the [Common Origination and Disbursement \(COD\) Web site](#) and can be accessed by clicking on the "Today's Update" link located on the gray bar at the bottom of the home page.

Note: On February 7, 2014 Federal Student Aid corrected an issue with all three reader files, and the reader files were replaced on the COD Web site. If a school downloaded any of the reader files from January 28, 2014 through February 7, 2014, it should delete those saved reader files and download the updated files.

If you have questions about the readers or need additional assistance with using them, contact the COD School Relations Center.

- **Removal of Data for Closed Award Years from Production Environment (2/7/14)**

During the period February 14-18, 2014, Federal Student Aid will remove data for closed years from the Common Origination and Disbursement (COD) System's production environment. As a general rule, schools no longer need to submit data to the COD System or access data via the COD Web site for these closed years.

For complete information, refer to the [February 7, 2014 Electronic Announcement](#) posted on the IFAP Web site.

- **Credit Check Processing on COD Web Site for 2014-2015 Applicants (02/05/14)**

In October 2013, Federal Student Aid implemented a change in which a CPS data-matching process is in place when a school completes a credit check via the COD Web site. More information about this change is posted in an attachment to an [October 18, 2013 Electronic Announcement](#). Federal Student Aid will match CPS data across all active award years on file; however, if a borrower **only has data for 2014-2015**, Federal



Student Aid will not be able to perform the CPS match until **after** the COD System implementation for the 2014-2015 Award Year planned for April 2014. If the borrower has data for multiple award years, the CPS match should be able to be performed.

If a school cannot delay credit check processing until April 2014, it may want to consider having borrowers complete a Direct PLUS Loan application via the StudentLoans.gov Web site (credit checks are completed during the PLUS request process and not dependent on the CPS-matching process).

Information about the April 2014 COD System implementation will be provided in a forthcoming Electronic Announcement. For questions about COD System processing, schools should contact the COD School Relations Center.

- **[Direct Loan Closeout Information for 2012-2013 Program Year Electronic Announcement \(02/5/14\)](#)**

On February 4, 2014, Federal Student Aid posted on the Information for Financial Aid Professionals (IFAP) Web site the first in a 3-part series of Direct Loan closeout announcements that informs schools of the closeout deadline for the 2012-2013 Program Year. For more information, refer to the [Electronic Announcement](#).

- **[2014-2015 Pell Grant Payment And Disbursement Schedules Posted On The IFAP Web Site \(01/31/14\)](#)**

In [Dear Colleague Letter GEN-14-01](#), posted to the Information for Financial Aid Professionals (IFAP) Web site on January 31, 2014, Federal Student Aid provided the community with the Federal Pell Grant Payment and Disbursement Schedules for the 2014-2015 Award Year for full-time, three-quarter-time, half-time, and less-than-half-time students. All 2014-2015 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.

- **[OMB Expiration Date on Direct Loan PLUS Loan Application and Master Promissory Note \(01/31/14\)](#)**

The current Direct PLUS Loan Application and MPN have an Office of Management and Budget (OMB) expiration date of 11/30/2013. Federal Student Aid is currently in the process of clearing a revised form, but does not yet have a targeted implementation date. In the meantime, the current MPN form is valid and schools should continue to use it until further notice.

- **[Accurately Reporting Direct Loan Disbursement Dates \(1/31/14\)](#)**

On January 29, 2014, Federal Student Aid posted an Electronic Announcement reminding schools of the importance of accurately reporting Direct Loan actual disbursement dates to the Common Origination and Disbursement (COD) System. If the date when Direct Loan funds are made available to a borrower (the actual disbursement date) is different than the original anticipated disbursement date, it is critical for the school to ensure that the actual disbursement date is reported.

For complete information, refer to the [January 29, 2014 Electronic Announcement](#) on the IFAP Web site.



- **COD Common Record XML Schema Version 4.0a Now Available (10/30/13)**

In Spring 2014, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that will support the processing of Federal Pell Grant (Pell Grant), Iraq and Afghanistan Service Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2014-2015 Award Year. In conjunction with this implementation, Federal Student Aid will begin using a new version of the COD Common Record Extensible Markup Language (XML) Schema. The new schema version is 4.0a.

For complete information about the new schema version, refer to "[COD Common Record XML Schema Version 4.0a](#)" posted on the IFAP Web site.

If you have questions about the schema, contact the COD School Relations Center.

CURRENT ISSUES

DIRECT LOANS

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

GRANTS

There are no Grant-related issues at this time.

REMINDERS

Washington's Birthday Federal Holiday (2/10/14)

Monday, February 17, 2014 is the Washington's Birthday federal holiday.

- The COD School Relations Center will be open.
- The Common Origination and Disbursement (COD) System will be unavailable during the period of February 14 – 18, 2014. Batch processing will be suspended and requests for changes in funding levels and for funds will not be processed until Tuesday, February 18, 2014.

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 is posted in a February 7, 2014 Electronic Announcement on the IFAP Web site.

Keep School Contact Information Current in the COD System (2/14/14)

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.](#)